**ART GALLERY OF NORTHUMBERLAND**

**MINUTES OF MEETING OF BOARD OF DIRECTORS**

Thursday, January 16, 2020 in the Victoria Hall Committee Room at 4 pm

**Present:** Chair Mary Donaldson, Treasurer Frank Godfrey, Secretary Sarah Jacob (by phone)  
Directors Ken Bagshaw, Michael Machon, Richard Szymczyk, Astrid Richardsen, Kathleen Elliott, and Dimitri Papatheodorou  
Councillor Adam Bureau

Executive Director Olinda Casimiro

**1.** The Chair called the meeting to order at 4:15pm.

**2. Agenda:** Motion to accept as circulated moved by Michael and seconded by Richard, carried unanimously.

**3. Conflicts of interest**: none declared.

**4. Minutes of Board meeting December 16, 2019**: Motion to approve as circulated moved by Astrid and seconded by Ken, carried unanimously.

**5. Treasurer’s Report**: Treasurer Frank Godfrey presented the "Actuals vs The Budget for January-December 2019." Motion to accept for information moved by Ken and secoded by Dimitri, carried unanimously.

The Board requested that a balance sheet be included in future monthly treasurer's reports.

**6. Executive Director’s Report**: Olinda reported that:

* We have applied for 2 summer students under the Federal Government Summer Works Program.
* We have hired a new part time employee Tara Lember.
* The AGN has 307 members.
* In 2019 we had 11,773 visits to the gallery. This compares with 9993 in 2018 and 8980 in 2017.
* Tickets for the second event of the Spotlight series are available at $20 a ticket.

### 92 people attended the opening the new exhibit, " [**Felicity Somerset and Peter Large | TRACES**](https://www.artgalleryofnorthumberland.com/felicity-somerset-and-peter-large-traces/)"

**7. Committees**

Executive – Mary reported that the ED evaluation will include two survey questionnaires, one for board members and the other a self evaluation for the ED. From the information gathered the Executive Committee will write an evaluation and present it to the Board in "in camera" for discussion. After the "in camera" meeting the chair will meet with the ED to discuss the report and it will be presented to the Board for approval.

Finance and Audit - The committee met Jan 9, 2020 to go over the audit process.

The auditors report will be shared with the board in March for approval for presentation to the members at the the AGM.

Finance Committee meetings will take place on the following dates, March 10, May 21, July 16, September 17, and December 10.

Nominations: Mary described the duties of the nominations committee and asked for volunteers. Frank and Astrid volunteered to serve on the committee.

**8. Task Forces**

By-Laws : Richard reported that he will present ammendments to the bylaws at the February 20 meeting.

Handbook: The first chapter of the Handbook was presented to the Board for discussion and revision.

**9. Old Business**:

Town of Cobourg Operating Grant: It is expected that the grant will be $215,000 along with access to the board room for 14 meetings and a recording secretary for doing the minutes of the monthly Board meetings and the AGM.  
**10. New Business** None

**11. Remarks from the Chair** – Mary thanked Adam for all his hard work and support of the AGN

**12. Discussions** None

**13. Date of Next Directors’ Meeting** – February 20, 2020.

**14. Adjournment** - Moved by Frank, seconded by Kathleen; time 5:20 pm.