



ART GALLERY OF NORTHUMBERLAND

Board of Directors Manual

Chapter 1 Draft February 20, 2020

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1 ORGANIZATION

1.1 OBJECTS OF THE CORPORATION

The objects of the Corporation¹ are:

- a) To be a repository for the visual arts and to hold such works of art in-trust for the citizens of the Town of Cobourg;
- b) To serve as an exhibition centre for the visual arts, exhibiting to the public, for its instruction and enjoyment, objects and specimens of educational and cultural value including artistic, scientific, historical and technological matter;
- c) To promote and encourage activities in the visual, performing, musical and liberal arts in the region of the Town of Cobourg; and
- d) To serve as a resource centre in matters related to the visual arts in the said region of the Town of Cobourg.

1.2 HISTORY OF THE ART GALLERY OF NORTHUMBERLAND

June 15, 1960 saw the opening of the Cobourg Art Gallery. At the time it was one of 10 public art galleries in Ontario. (There are now 32.)

The new art gallery was established under the aegis of the Cobourg Public Library, itself only recently being modernized and coming under the Public Libraries Act of the Province. The library was housed in a building on the main street (now Tugg's Furniture) and the space set aside for the art gallery was at the back of the building.

The first display consisted of a series of reproduction paintings from the Sieneese School, and took place in a small, freshly painted room at the rear of the building. The show continued through the summer months and was well attended. However, it had to be discontinued for the winter because the room was unheated.

Because of this success the library board recommended that the Gallery exhibits should be expanded and publicized and that purchase of one or two original works should be considered.

In September 1961 the gallery purchased its first two works of art. The first was an oil painting entitled "Boats" by Finnish artist Paavo Airola who resided in Colborne for several years and who was the first instructor of the Cobourg Art Club. The second purchase was an etching by Sir Frank William Brangwyn titled "Bridge over the Tarn".

In September 1962 two more paintings were purchased. One painting was by Marthe Rakine (Fountain in the Park) and the other was by Peter Haworth (Riviere au Renard).

¹ *In May 1982 the Art Gallery of Cobourg became the Art Gallery of Northumberland to better to reflect the regional nature of its collection and services (See Section 7.2)*

In February 1963 the Library purchased ‘new’ premises on Chapel Street, which had previously been occupied by the Methodist Chapel. During its time in this location the Gallery’s collection expanded to include 15 paintings, sculpture and other works of art.

In 1970 the gallery was one of the beneficiaries of the Douglas Duncan bequest that included works by David Milne, L.L. Fitzgerald, Carl Schaefer, and L.A.C. Panton.

In 1972 the gallery drafted its first collections policy, which has undergone four major revisions since that time.

In 1977 the gallery moved to its present location on the 3rd floor of Victoria Hall. The AGN brought \$100,000 in capital grants to the project (\$1,300,000 in 2006 \$’s) with 2300 square feet of exhibition space, adaptable lighting, a sound system, security and environmental controls. There exists 600 square feet of lecture, film and reception space, all of which is in continual use.

In 1983 the Art Gallery of Cobourg became the Art Gallery of Northumberland to better reflect the regional nature of its collection and services. In 1997 the main gallery was remodelled at a cost of \$50,000, raised mainly from private sources in Northumberland County, and included a major donation from the Rotary Club of Cobourg. It was at this time that the relationship between the Gallery and the Library ceased to exist. (The legal relationship with the library ended when the gallery was incorporated in 1974. There had been some discussion of building a new gallery on the land next to the new library, but that ended before the new library was built).

In 1998, the Gallery opened a satellite showcase gallery (Upstairs Gallery) and a store in Port Hope.

In 2013-2014, the Gallery went through a difficult period of re-organization forcing it to close for a short time. It opened again in the fall of 2015.

In 2017, the Gallery hired a new executive director and started rebuilding the Board of Directors. The Gallery regained its Category A designation and launched new exhibition and education programs. Funding support returned from agencies such as the Ontario Trillium Foundation.

In 2018, the Gallery launched The Shop on 3 in its Victoria Hall location to showcase and sell works of art by local artists. The Gallery Shop in Port Hope (now operating under the name Northumberland Arts Gallery and Shop), part of the Art Gallery of Northumberland since 1998, merged with Northumberland 89.7 FM and the association with the Art Gallery of Northumberland was terminated.

In 2018, the Town of Cobourg increased its financial support to the Gallery under a new Memorandum of Understanding agreement.

Retrieved and adapted from <https://www.artgalleryofnorthumberland.com/about/history/>

1.3 THE ART GALLERY OF NORTHUMBERLAND TODAY

The Art Gallery of Northumberland (AGN) is an independent not for profit corporation established under the Ontario Corporations Act operating a public gallery serving the residents of

Northumberland and visitors. As a registered charitable organization under the Income Tax Act (Canada) it is authorized to issue tax receipts for eligible donations.

The AGN continues to be recognized as a Category A designated institution under the Ministry of Canadian Heritage. It is governed by the Income Tax Act and the Cultural Property Export and Import Act (Canada) and is eligible to receive donations of significant cultural property, which permit donors to receive enhanced tax relief. A Category A designated gallery must:

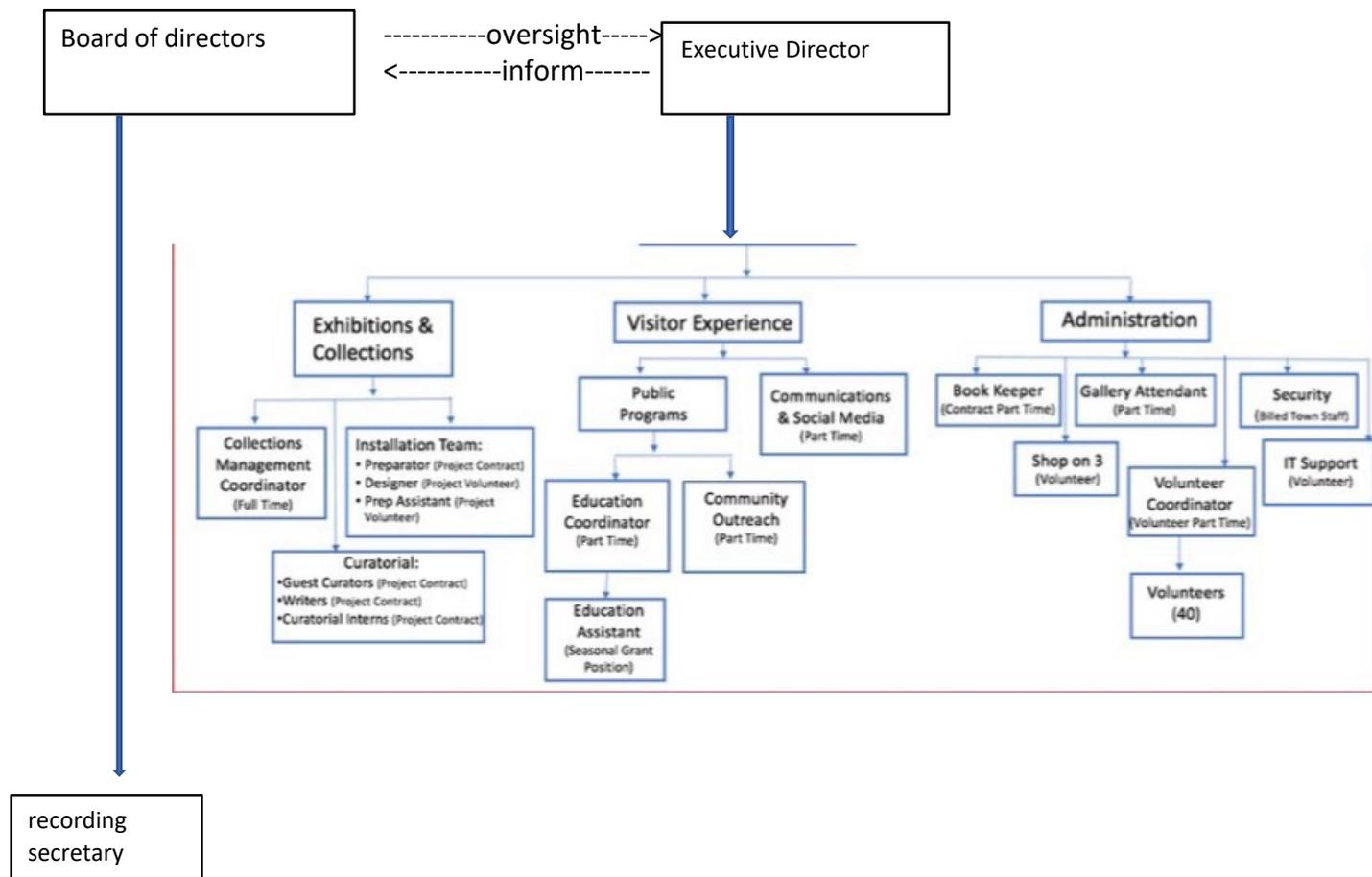
- a) be publicly owned and operated solely for the benefit of the public;
- b) be established for educational or cultural purposes;
- c) ensure the long-term preservation of the objects it collects;
- d) make its collection available to the public through exhibitions, programming and/or research;
- e) have as its primary mandate the collection, preservation and exhibition of cultural property;
- f) have exhibition and storage facilities and professional staff appropriate to the size and nature of the collection;
- g) be open to the public on a regular basis throughout the year;
- h) actively acquire cultural properties;
- i) have appropriate policies for the management, exhibition, conservation, acquisition and de-accessioning of the collection; and
- j) maintain standards essential for the preservation of cultural properties such as temperature and humidity, security and fire safety, and disaster and emergency planning.

The AGN is governed by a board of directors drawn from the community and elected by its members.

The AGN is legally independent from the Town of Cobourg although it is subject to legal and contractual obligations to the Town of Cobourg in respect of its lease of space in Victoria Hall and of the accounting for and reporting on the expenditure of monies received from the Town.

Current Organizational Structure

The AGN has two full time employees and contract employees partly funded by various grants, and one contract for book-keeping services. The AGN also relies on and engages skilled volunteers.



AGN Committees

One of the main functions of the AGN and part of the criteria for its Category A designation is to make its collections available and accessible as an educational resource for the public. The AGN offers public lectures, classes, curriculum support documents and material for public schools, in class presentations and school visits focused on the permanent collection and exhibitions.

To fulfill its mandate, the AGN engages members of the public as volunteers to assist with various special projects and activities. To involve the public committees are established with community members. These committees are managed by and report directly to the Executive Director:

- a. **Exhibitions Committee:** The Exhibitions Committee meets periodically to review exhibition proposals and to recommend exhibitions to the ED. The ED brings the recommended program to the Board for approval. The Installation Committee manages the installation and design of all exhibitions. It is a sub-committee of the Exhibitions Committee.
- b. **Gallery Guides Committee:** Gallery Guides provide a welcoming, hospitable environment and offer a rewarding learning experience to gallery visitors by conducting guided tours of current exhibitions. Meetings are held once a week and tours are scheduled

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for Saturdays at 2:00 pm. Currently, four individuals conduct Saturday tours on a rotational basis. This committee has a manual that is updated regularly.

- c. **Special Events Committee:** The Special Events Committee reports to the Executive Director and is responsible for the design and delivery of projects including the lecture series, film series, art bus, juried exhibition, Spotlight Series and any other special events to complement exhibitions and other programmes. Each project committee has its own objectives but all projects must earn revenue and achieve their attendance and revenue targets.
- d. **Volunteer Committee:** The Volunteer Committee comprises all individuals who work at the AGN on a volunteer basis. The Volunteer Coordinator reports to the Executive Director and manages recruitment, training, and supervision of volunteers in collaboration with all staff and coordinates activities which require volunteer staffing. The Volunteer Coordinator coordinates the placement of volunteer staff, the maintenance of records and manages the mailing lists. This committee has a manual that is updated annually. Monthly meetings are held and the AGN hosts an annual appreciation for all volunteers.
- e. **The AGN Youth Council:** The AGN Youth Council represents Northumberland County youth ages 14-18 who have a passion for the arts and want to build a relationship between young people and art institutions. The program focuses on community building through volunteerism. The Youth Council works to initiate programming by youth for youth, including exhibitions, public art projects, events, and more. Youth Council members meet once a week for a year from September to August with additional time spent on special projects.

AGN Board Committees

- a. Executive Committee
- b. Nominations Committee
- c. Finance and Audit Committee

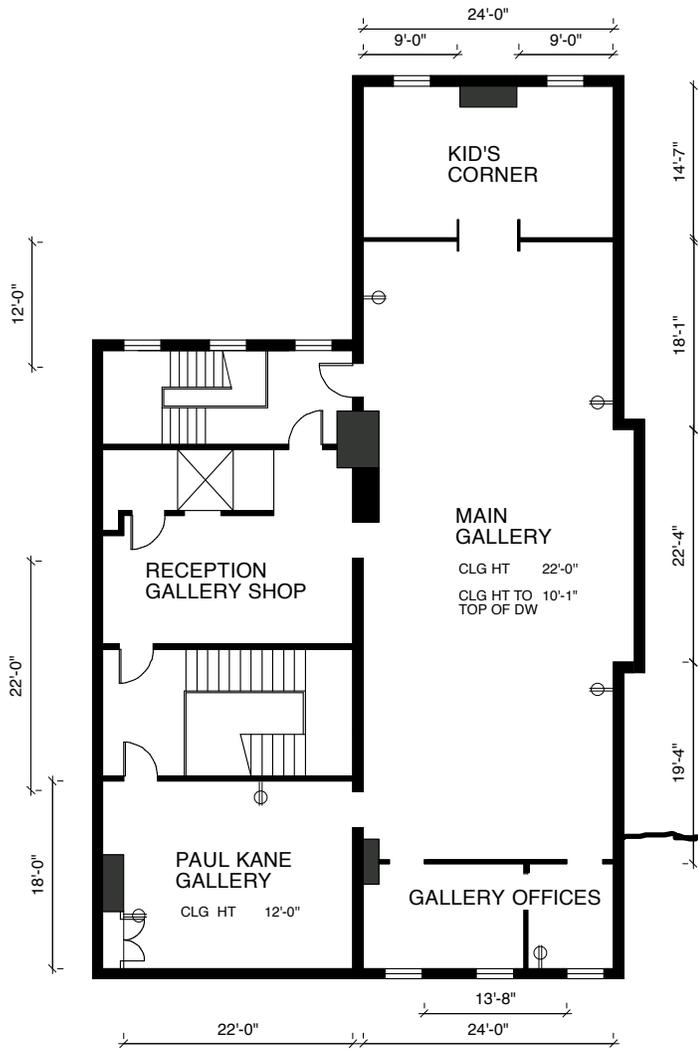
From time to time additional committees or sub-committees are created to fulfill the needs of special projects.

AGN Floorplan

The AGN is located on the third floor of the west wing of Victoria Hall and includes a children's activity area, offices and exhibition spaces. The Paul Kane Gallery is designated for the Permanent Collection and the Main Gallery for changing exhibitions. The AGN also has a humidity and temperature controlled secured storage vault for the collection on the second floor of Victoria Hall.

The maximum capacity for the AGN is 260 standing, 215 non-fixed chairs only and 170 chairs with tables.

ART GALLERY OF NORTHUMBERLAND



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1.4 THE PERMANENT COLLECTION

The collection currently holds approximately 1000 works.

The AGN's permanent collection is comprised of art works by local, provincial, federal and international artists as well as objects and related documentary materials.

Much of the permanent collection is on line at the AGN website <http://www.artgalleryofnorthumberland.com/> "Collection", made possible in 2012 by a grant from the Government of Ontario through the Ministry of Tourism, Culture and Sport.

1.5 EXHIBITIONS

Exhibitions are planned in accordance with the mandate and vision of the Gallery and are guided by the Exhibition Policy. Any exhibition listed here is subject to change.

2020

January 11 – March 1, 2020

Main Gallery: **Felicity Somerset and Peter Large**

Traces Photographs and Drawings

Traces is a collection of drawings and photographs created by Peter Large and Felicity Somerset and is inspired by the landscapes of eastern Ontario and the remnants of its earlier agricultural settlement. The collection includes images of old barns, houses, split fences, now obsolete farm machinery as well as other traces of the past and depicts the response of the artists to artifacts that are fast disappearing.

Opening Reception: January 11, 2020

January 11 – February 29, 2020

Paul Kane Gallery: **Christopher Smith** (About Face, portraits: various people who live in Northumberland)

Opening Reception: January 11, 2020

March 7– April – May – June 14, 2020

Main Gallery: **Permanent Collection** (title TBD, Celebrating the 60th Anniversary and to coincide with the publication of 60 works in the Permanent Collection)

Curators: Exhibitions Committee

Opening Celebration: March 7, 2020

March 7 – May 2, 2020

Paul Kane Gallery: **Michael Adamson + Permanent Collection** (Title TBD, landscape Abstractionist Painter + PC work)

Opening Reception: March 7, 2020

May 9 – June 14, 2020

Paul Kane Gallery: **160 Victoria Hall** (Title TBD)

Curator: Hugh Brewster

Opening Celebrations: May 9, 2020

June 20 -- July -- September 6, 2020

Main Gallery: **Ronnie Kaplansky** (Title TBD, various artists; video installation)

Paul Kane Gallery: **Ronnie Kaplansky** (Title TBD, donation of 106 works by various artists)

Curator: Samantha Mogelonsky

Opening Reception: June 20, 2020

September 12 – October 18, 2020

Main Gallery: **Deborah Uman-Sures** (Juried Prize Winner 2018)

Opening Reception: September 12, 2020

September 12 – November 9, 2020

Paul Kane Gallery: Permanent Collection Photography, Guest Curator: tba

October 24 – November 14, 2020

Main Gallery: 42nd Juried **Show**

Opening Celebration: October 24, 2020

November 14 – January 3, 2021

Paul Kane Gallery: Permanent Collection New Acquisitions

November 21, 2020 – January 3, 2021

Main Gallery: Northumberland Photography Club (Title TBD)

Paul Kane Gallery: New acquisitions

Opening Reception: November 14

Details about past exhibitions are available on the AGN website.

1.6 ENDOWMENT FUNDS

The Duane Schermerhorn Endowment Fund² consists of donations received during the year, with the principal held in perpetuity. The investments are maintained and invested in accordance with the investment policies of the AGN and managed by the Finance and Audit Committee. The net investment income is restricted for the acquisition of contemporary Canadian photography.

Long-Term Investment: Duane Schermerhorn Endowment Fund at December 31, 2019: \$25,360

The AGN also has an Ontario Arts Council Endowment Fund.

² *Principal: 15,300*

Came to us through donations in memory of Duane Schermerhorn a vibrant and active volunteer who passed away in 2018. Investments and terms are managed by the AGN Finance Committee, through RBC Dominion Securities.