

ART GALLERY OF NORTHUMBERLAND

Minutes of the Meeting of the Board of Directors Thursday, September 17, 2020 via Video Conference at 4:00 p.m. *Engaging People with Art!*

Present

Executive Committee: Mary Donaldson, President and Chair; Astrid Richardsen, Vice President; Frank Godfrey, Treasurer

Directors: Kenneth Bagshaw; Michael Machon; Michael Maynard; Dimitri Papatheodorou; Ken Solilo

Town of Cobourg Representative: Councillor Adam Bureau

Staff: Olinda Casimiro, Executive Director

Recording Secretary: Toni Galea

Regrets: Sarah Jacob, Corporate Secretary

AGENDA

1. Welcome

The Board Meeting was called to order at 4:15 p.m. by the President. Mary the Board informed the meeting is being recorded and the recording is stored only on her computer and will remain on her desktop until the minutes are accepted by the Board at the next Board meeting. There were no objections.

2. Adoption of the Agenda

The agenda was adopted with no changes.

Moved by Michael Maynard and seconded by Dimitri Papatheodorou. *Carried.*

3. Declarations of Conflict of Interest

There were no Conflicts of Interest declared.

4. Approval of Minutes, August 20, 2020

The approval of the August 20th, 2020 Minutes were tabled to the October 15th Board Meeting.

Moved by Frank Godfrey and seconded by Astrid Richardsen. *Carried.*

5. Treasurer's Report – F. Godfrey, *Treasurer*

Frank presented the AGN income statement – *Actual versus Budget* Year to Date which takes the AGN through August of 2020, two-thirds through the fiscal year. Municipal grant is stable, provincial grants look optimistic with the Trillium Grant application and federal grants include a \$38,000 MAP grant as well as emergency wage subsidy. Sponsorships are at \$1,000, donations are 42% YTD and fundraising is at a standstill, however masks continue to be sold. Membership fees are minus \$500 YTD, however we are anticipating an increase in membership in this final quarter. Salaries and benefits are 64% YTD. Expenses have been managed very well and we are keeping within our budget plan.

The report was accepted by the Board.

6. Executive Director's Report – O. Casimiro, *Executive Director*

We welcomed Lindsay Fuller as our Tourism Information Officer - this position was made possible through the Canada Summer Jobs program. On September 14, we welcomed Erin Messier as our fall intern from Fleming

College. Erin is completing her museums studies certificate and will be working primarily with the permanent collection over the next four months. We look forward to welcoming Victoria Towrie, Education Co-ordinator back to the AGN on October 1.

We have been awarded a \$38,713 grant from the Museums Assistance Program (MAP) as part of the COVID-19 Emergency Fund for Heritage Organizations. Allocation of the funds will be presented to the Finance and Audit Committee outlining priority of projects. A grant application was submitted to the Ontario Trillium Foundation (OTF) Resilient Communities Fund seeking funding support for a Strategic Planning Session; On-line Education programming and digital tools to produce the Spotlight Series – successful applications will be announced mid-November. We will be applying for a Young Canada Works Bridging Careers in Heritage grant due September 23. The AGN's social media platforms are doing well with a 10 percent increase since January. The Walkabout with artist, Deborah Uman-Sures was successful with 39 visitors over a two-hour period. This show is on until October 18. The 60th Anniversary catalogue is available and we are suggesting a \$20.00 donation for the catalogue. We have received a William McElchorn sculpture entitled *Passers By*, on loan pending an appraisal and donation to the Permanent collection.

Astrid is stepping down as Volunteer Coordinator and volunteer Linda Cardie will move into this position. The 60th anniversary celebration *Groovy Gallery Social* will be held at the gallery on Tuesday October 27.

7. Committees

Executive – M. Donaldson, *President and Chair*

The Executive is working on the Executive Director evaluation using a different process this year. Mary noted that the Bylaws state that the Executive Director evaluation is the duty of the Executive Committee. The evaluation will be tied to the business plan and job description. The meeting decided that the document which will be used will be presented to the Board at the October meeting. The executive will meet via email with any Board member who wishes to comment on the Executive Director's performance and those comments will be incorporated into the report. The completed report will be presented to the Board in camera at the November meeting.

Finance and Audit – K. Bagshaw, *Chair, Finance and Audit Committee*

- The Finance and Audit Committee met on September 10th and continued to review the financial policies and procedures used by the Executive Director's office, also looking at the role of Treasurer in more detail. The Executive Director has worked on these documents subsequent to the committee. These documents will become the financial operations "roadmap" for the AGN.
- The insurance policy was renewed June 1. The Executive Director has been working with the local insurance agent who works with Marsh. The policies are yet to be sent therefore no premium has been paid, but the AGN is assured that coverage is ongoing.
- Frank continues to work on a risk management matrix template. The Executive Director has also connected with the Ontario Association of Art Galleries for templates. The Committee will hold a special meeting to continue with this ongoing project.
- The Committee reviewed the budget with the advent of COVID-19 and budget remains as discussed. Executive Director diligently pursues funding in all possible avenues. The Federal Grant of \$38,700 is an example and illustrates that the AGN is becoming a "worthy gallery" in the greater arts community. The Executive Director will bring forward ideas on where the money can be spent.

Task forces

a. **Bylaws** – M. Donaldson, *President and Chair*

The use of a Consent Agenda and that an item can be removed from the Consent Agenda by a simple request of any Member of the Board was accepted.

Moved by Frank Godfrey and seconded by Astrid Richardsen. *Carried.*

Mary requested that the bylaws be passed as a consent agenda item since there has been thorough discussion of this document for several months. At the July meeting two amendments were accepted but the amended bylaw was not because some of the Board wanted to see the wording of the entire amended document. At the August meeting the bylaw was tabled. Ken Bagshaw noted that he was unhappy with current bylaw X.6. because it was overly draconian and needed to be reworded. The Bylaws were tabled.

b. **Fund Raising** – F. Godfrey, *Treasurer*

There is no update on fundraising, except to say that “fundraising” is moving conceptually to “community engagement”.

8. Old Business

Handbook

Mary requested volunteers for a Task Force Committee to work on the Handbook, a reference document for Board Members. Dimitri Papatheodorou, Astrid Richardsen, and Michael Maynard volunteered. Mary will send them the original document, the current version of the Handbook and other support material by email.

9. New Business

Business Plan for 2020-2021

The 2019 – 2020 business plan resides on the portal. Olinda reported that she has applied for Trillium funding for a one-day Strategic Planning Session with the Board and a third party to be held in January or February. Such a session would be beneficial to the Board for a number of reasons and would sharpen the Board’s skills for the future. If funding is not available the Board should still have a special meeting to mind map plans for the gallery for the coming year. In the meantime, please review the 2019 – 2020 business plan.

10. Remarks from the Chair

There were no remarks from the Chair.

11. Post Mortems/Discussions/Brainstorming

Ken Solilo asked whether the Gallery can be open in the evening. Adam and Olinda confirmed that the building is only open until 4 pm and there are no provisions for opening in the evening or weekends for security reasons. Olinda urged everyone to visit your local gallery or museum because the industry needs our support. Dimitri noted that the Art and Heritage center in Warkworth is currently not open but the private galleries are. Mary noted that as well as the two public galleries in Northumberland there is a not for profit artist co-op in Colborne, which is currently open. Ken Solilo invited everyone to view his current show at the Native Renaissance Gallery outside Deseronto.

12. Date of Next Meeting – October 15, 2020 at 4:00 p.m.

13. Adjournment - The meeting adjourned at 5:36 p.m.