

ART GALLERY OF NORTHUMBERLAND

Minutes of the Meeting of the Board of Directors Thursday, October 15, 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; Sarah Jacob, Corporate Secretary

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

AGENDA

1. Welcome

The Board Meeting was called to order at 4:15 p.m. by the President and she invited Vice-President, Astrid Richardsen to chair the meeting.

2. Adoption of the Agenda

The agenda was adopted as circulated.

Moved by Ken Bagshaw 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 minutes of August 20, 2020 were approved as circulated.

Moved by Michael Maynard and seconded by Michael Machon. *Carried.*

5. Approval of Minutes September 17, 2020

The minutes of September 17, 2020 were approved as circulated.

Moved by Michael Machon and seconded by Ken Solilo. *Carried.*

6. Treasurer's Report - Frank Godfrey.

The Treasurer's report included the month of September, as requested by the Finance & Audit Committee. September showed a sizable deposit of \$38,713 which was the Museums Assistance Grant (MAP). There is a net income of \$65K and MAP expenditures will be drawn from that amount.

The Treasurer's report was received by the Board.

7. Executive Director's Report - Olinda Casimiro

Victoria Towrie, Education Co-ordinator first day back to the AGN was October 6. Staff continues to monitor industry trends and recommendations; adhering to Government compliance as a result of COVID-19.

Weekly checks are conducted in Gallery spaces, vault and storage room. Victoria Hall remains closed until further notice. Town of Cobourg staff have provided support and regular updates. AGN Staff is responsible for completing a compliance check list, including a 15 minute wipe down of all touch points in the gallery after each timed appointment.

We welcomed Zainub Verjee, Executive Director of the Ontario Associations of Art Galleries (OAAG). Zainub is one of our guest speakers for our Spotlight Special, it was her first time to the AGN and she enjoyed it very much.

Our communications platforms include: Facebook; Instagram; Twitter; Website; MailChimp. View from the Easel featuring discussion with Northumberland artist Nell Tenhaaf is hosted by Dimitri Papatheodorou.

We have submitted the Amanda McCavour | *Pink Field, Blue Fog* exhibition for an OAAG Award in the category of Exhibition of the Year: under \$10,000. Social media has seen a 10 per cent increase for the month of September, with a slight decrease in Facebook followers as a result of Facebook's regular cleanout. Gallery programs are taking place from Tuesday through Thursday with the hope of opening on Friday in the future. Please save October 27 for the "Groovy Gallery Social" which will take place from 10 a.m. to 3 p.m. – no refreshments will be served. You must book a reservation to attend the event. Jessica Outram, Cobourg's Poet Laureate has created a poem about the gallery in commemoration of our 60th Anniversary. The Spotlight Special will launch the Spotlight Series 3 is set to take place on November 25.

The deborah uman-sures exhibition closes on October 18. The 42nd Juried Exhibition received 95 submissions, all of the works were brought into the building by staff and 5 volunteers rotated shifts at the registration table outside. The exhibition opens October 27. The recipients will be advised in advance; the first prize is \$500 and a gallery show in two years, and the Juror's prize is \$300. The People's Choice prize will be announced at the end of the show.

The current Grapevine Magazine has a 2-page spread written by the Executive Director.

8. Committees

a) Executive – Astrid Richardsen

The Executive Committee has worked on the Executive Director's evaluation for 2020. The approach is anchored in the ED job description, the AGN business plan and progress report of 2018. The Executive Director will be doing a self-evaluation. Members of the Board will receive copies of the evaluation form and are invited to provide their input.

The Board approved the process and the procedures for evaluating the Executive Director.

Moved by Astrid Richardsen and seconded by Michael Maynard. *Carried*.

b) Finance and Audit - Kenneth Bagshaw

The Finance and Audit Committee met on Tuesday, October 13th and discussed the 2021 draft budget and Olinda's proposal for spending the \$38,000 Museum Assistance Program federal grant. We have received our Insurance policies from our local insurance broker and they will be reviewed to determine if there are any issues.

The Executive Director has written a draft budget for 2021 but it is tentative, awaiting more information about the Town's budget and priorities. The Town Council will hold a Special Budget Meeting on the impact of COVID-19 on their budget. There was some discussion about how the AGN should proceed.

The AGN has not had an MOU with the Town of Cobourg for 19 months. Whether an MOU is necessary was discussed. Adam pointed out that the MOU was a requirement directed by the Town Council and it would take many meetings to modify or rescind that direction. The Executive will strike a committee to review the MOU to make sure it is still relevant and up to date.

9. Task Forces

a) Bylaws – Mary Donaldson read the new Bylaw X.6 and the Board accepted the new wording.

Moved by Sarah Jacob and seconded by Dimitri Papatheodorou. *Carried*.

The bylaws were accepted as circulated on October 15, for presentation to the Members at the next AGM.

Moved by Dimitri Papatheodorou and seconded by Ken Bagshaw. *Carried*.

b) Fund Raising – Frank Godfrey

The Board will lead a fundraising program for the AGN to install hardwood floors. The project will be led by a task force committee made up of Sarah Jacob, Frank Godfrey and Astrid Richardson with Mary Donaldson as ex-officio and

Michael Machon as a resource. It is planned for \$35K to be raised through community networking and work on the floor will begin once funds are in place. The Board fully endorses this project and it is the first time that the Board will lead a fundraising project.

Dimitri asked whether we have the Town of Cobourg's "blessing" to replace the floor? Olinda responded yes, that discussions have been had with Ian Davey and once the funds are secured coordination with the town will be necessary. It is hoped that the Victoria Hall Volunteers will also be engaged in this project.

c) Board Handbook – Michael Maynard

A task force of Michael Maynard, Dimitri Papatheodorou, Astrid Richardsen and Mary Donaldson worked on the Handbook. Footnotes were added for clarification and some wording was removed or changed. The plan is to have a simplified version of the handbook, that can be easily updated. Visuals will be added. It will be distributed to Board members, and a more complete document with legal wording will be posted on the portal where it can be easily accessed for reference. The meeting requested some changes to the document and clarified others:

Sections 2.1 the Board will be defined as having 11 members voted into office at the AGM even though there are currently only 9 because provincial corporate legislation requires that the Boards define a stable number of members. There is no requirement that all seats be filled as long as quorum is reached.

Section 2.1 second sentence was amended by taking out the word "every". There was discussion on whether the statement is necessary and it was decided that this was an important statement which shows our desire to move thoughtfully to greater inclusiveness. It provides direction to the Nominating Committee.

Section 2.9 footnote 1. Remove the second sentence referring to obedience.

At the end of the document add a sentence stating that in the event of any issues, the bylaws govern. The Handbook was approved with these changes.

Moved by Dimitri Papatheodorou and seconded by Frank Godfrey. *Carried.*

10. New Business – N/A

11. Remarks from the Chair – Astrid returned the chair to Mary. Mary thanked Astrid for chairing and continued with the meeting.

12. Post Mortems/Discussions/Brainstorming

Olinda announced that Ken Solilo has published a calendar which is available at Let's Talk Books. Proceeds will support YMCA Strong Communities projects.

Michael Maynard congratulated Olinda on the quality of 60 Years: An Anniversary catalogue. The catalogue will be launched on October 27 and distributed free with a suggested donation of \$20.00.

Astrid announced that the sculpture of Fern Blodgett Sunde at the east end of Cobourg Beach will be officially unveiled on Saturday October 17. The Norwegian ambassador will be in attendance and the ceremony will be live streamed on Cobourg Media.

Ken Solilo announced that SNAP'd has ceased publishing their paper until further notice. Their social media site is still active.

13. Date of Next Meeting – November 19, 2020 at 4:00 p.m. via Zoom

14. Adjournment

The meeting adjourned at 5:50 p.m.

