

CREATIVE INDUSTRIES

Minutes

Jan. 4th, 2019

Chamber of Commerce - 205 Main St E

12PM - 1:30 PM

Absent without regrets: Andrew Palangio

Present: Amy Steele, Lindsay Sullivan, Katie Bevan, Serena Kataoka, Paula McCloskey, Holly Cunningham, & Jaymie Lathem (Executive Director)

12:17pm meeting called to order by Katie Bevan

Approval of the Agenda

Moved: Katie moves to approve agenda

Seconded: Amy

Motion: carried

Approval of Minutes

Moved: Paula moves to approve minutes with amendments

Seconded: Holly Cunningham

Motion: carried with amendments

- Paying Board Members
 - Please see Serena's research notes as circulated
 - Discussion ensued.
 - Results - conflict of interest will be stated at the beginning of each meeting and documented on agenda.
 - governance sub-committee which will look at our constitution and bylaws to ensure synchronicity. Serena had put her name forward to be on sub-committee as well as Lindsay and Holly.
 - charitable status will also be looked into to ensure that bylaws and constitution adhere to any regulations with charitable statue - Serena stated she has charitable status research on-hand and can also be looked at by newly formed sub-committee.
 - Hiring a consultant during process OR to go over newly formed documents good idea. All depends on funding / cost of consultant

ACTIONS:

Holly - contact IMA

Serena - head the constitution/bylaw sub-committee - provide research on charitable status

Chair Report - Katie Bevan

- CI is situated in a great position with City to gain 4-year funding agreement

Executive Director Report - Jaymie Lathem *(please see report as circulated)*

- Council Presentation

- Make public call out for support with attendance Jan. 15th for presentation through a newsletter (newsletter can also include other items from 2018, Happy New Year etc.)

Financial Update - Amy Steele

- ADP - payroll hold-up. Currently trying to get a hold / sort out
- Need to secure an accounting firm for taxes, review engagement/audit for 2018
 - Audit is not necessary based on C.I.'s operational budget and speaking with OAC's Art Service Organization officer.
 - Discussed ensued as some board members feel audit would be more beneficial

ACTIONS:

Amy & Jaymie - look into accounting firms, such as BDO (ask if they are familiar with CADAC) get input / quotes for both an engagement review and audit

Katie - talk to Dean from BDO do a little board development/training for the future

Advisory committees / Sub-committees:

- Before AGM in March start developing sub-committees and advisory groups
 - Each board member can 'head' a sub-committee i.e. Lindsay - Music, Holly - Media etc.
 - Discussion ensued on whether sub-committee formation should be open directly to public OR to get started, sub-committees are formed initially by board head
 - Public call out for sub-committee with application
 - an application might feel like a barrier
 - Discussion on exactly how to unroll sub-committee formation tabled for now

ACTION:

Jaymie - will create a preliminary sub-committee list with board member leads and will circulate to board for input / approval

Meeting concluded at 2:16PM

Moved: Paula

Seconded: Katie Bevan

Motion: carried