

CREATIVE INDUSTRIES

Minutes

Date Feb. 8th 2019 | 12noon - 1:30pm
Chamber of Commerce - 205 Main St E

Regrets: Holly Cunningham

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

12:15pm meeting called to order by Katie Bevan

Agenda - additions / deletions - None

Approval of Agenda

Moved: Serena

Second: Andrew

Motion: Carried

Declaration of Conflicts of Interest - None

Approval of minutes (Jan. 4th 2019)

Moved: Lindsay Sullivan

Second: Amy Steele

Motion: Carried

Paula McCloskey shares new position title at City of North Bay - Manager of Arts, Culture, Recreation and Leisure Services. Very excited to see Municipality moving towards recognizing the importance of a supported creative sector within City Hall with the additional of *Arts, Culture* in the position title.

Chair Report - Katie Bevan

- Murals
 - DIA priority with a C.I. partnership. Moving forward to install Chief Ladybird mural currently at White Water Gallery. Would like to plan event around the public 'unveiling, install'. Can we form Subcommittee around this with DIA's Polly Hatter from Deluxe, who is head of beautification. Subcommittee duties would involve heading concepts, mural plans and launch ideas.
 - Public Art Policy - no new movement, but there needs to be. Amelia Rising is leading a new project: pebble mosaic mural. Project has secured all funding. Still needs to confirm a public location: trails or walkways, asking city to provide approval of location and any install costs.
 - Next steps for Public Art Policy - City does have something drafted - this can be cleaned up and sent to Creative Industries for input. We currently have some

initial research into Public Art Policies. We can compare, use templates and move forward from there. Set a meeting with interested individuals to do this in future.

Executive Director Report - Jaymie Lathem

- **Website**

- updated website viewed by board discussion ensued. A list of potential reviews / changes listed and will be discussed with 9Lives in the coming week. Jaymie to set up in person meeting.

Financial Update - Amy Steele

- 2019 Budget

- Overview of 2019 proposed budget. E.D. still remains at part-time until additional dollars are confirmed. If / when City funding is confirmed E.D. could take on full-time hours

Matters for Decision

- Accountant update / quotes

- Katie called David Burke, accountant based in Toronto who is familiar with arts organizations - he recommends that we get a review engagement.
- Working local makes sense for our organization.
- Long-term working with an accountant familiar with CADAC would be ideally once our budget grows.

Motion: to hire accounting firm Kendall and Sinclair for a review engagement of 2018 fiscal year.

Moved: Amy Steele

Second: Andrew Palangio

Motion: carried

- AGM Date - Jaymie to look into Map Room at Cecils Brewhouse to ensure accessible space. Ideally allow public one month notice to AGM date. Looking for end of March into April.

Follow up & Action Items (matters for discussion)

- Jaymie - Subcommittee recruitment proposal - will send out doodle poll to clean up and discuss proper recruitment with interested board members. Want to have subcommittee recruitment procedure confirmed before AGM.
- Serena - Bylaw / Constitution subcommittee construction / update
 - Research using Mano and other strong ASO organizations
 - Questions for future discussion:
 - Membership categories broken down or left as policy?
 - Do we want to have non-voting and voting members?
 - Changing number of board members to a range rather than concrete #

- Proposing electronic voting / meeting attendance to assure quorum
- If going for charitable status 0 tolerance for executive benefits - measures can be taken like temporarily stepping down from board etc.
- A good number for term (max up to 4 years with staggered starts - leave for a year before coming back on)
- Bylaws and Constitution to be updated / completed by AGM for voting approval with membership
- Will work with templates and then move forward.
- Future - look at retaining a lawyer - local with background in not-for-profits and possibly an interest in the creative sector. Jaymie and Lindsay to reach out to local lawyers and feel if any are interested
- Jaymie to look into page 21 / 22 of constitution to see if we have 'original' as electronic scan did not correctly translate wording
- Katie - Board development / training (BDO) Please see wishlist as distributed

New Business (discussion if necessary)

- Future Grants - OAC & Canada Council deadlines / focus
 - OAC Compass - board development for Creative Industries and other local organizations. Write grant for series of development workshops

Updates / Correspondence

- Wednesdays with Cogeco
- Council vote - currently at committee level - Community Services scheduled for Feb. 14th 9am. Still needs to pass vote by Council with 2019 budget - this date still unknown

Sector Updates (opportunity to update board on important dates / events etc.)

Meeting Adjourned: 1:49pm by Amy Steele

Next Meeting: TBD