

CREATIVE INDUSTRIES

Minutes

Date May 28th 2019 | 12noon - 1:30pm
Chamber of Commerce - 205 Main St E

Regrets: Christine Charette, Katie Bevan

Present: Amy Steele, Holly Cunningham, Alix Voz, Lindsay Sullivan Chelsea Reid, Katie Bevan, Diane Davies, Paula McCloskey, Dave Mendicino & Jaymie Lathem (Executive Director)

12:10pm meeting called to order by Amy Steele

Agenda - additions / deletions - None

Approval of Agenda

Moved: Lindsay

Second: Chelsea

Motion: Carried

Declaration of Conflicts of Interest - None

Approval of minutes (March 22nd 2019)

- AGM minutes are approved at following AGM. March minutes will be sent by email for approval by following meeting date in June

Welcome New Board Members

- Quick introduction around the table. All new board members to submit a short biography and photo for website
- Reminder of membership payments for all new and returning board members if not already paid

Election of New Executive Roles

Executive Roles were briefly discussed. Vice Chair as the 'understudy' for Chair when not available, or if the Chair needs to step down Vice Chair needs to accept / have the capacity to, step into the role of Chair if and when appropriate. Secretary records minutes during board meetings

The following board members self nominated for executive roles.

- Chair - Holly Cunningham
- Vice Chair - Chelsea Reid
- Treasurer - Amy Steele (returning)
- Secretary - Diane Davies

Motion: to accept the roles of Holly Cunningham as Chair, Cheslie Reid as Vice Chair, Diane Davies as Secretary and Amy Steele as returning Treasurer

Moved: Paula

Second: Alix

Motion: carried

Executive Director Report - Jaymie Lathem

- Quick overview of report as circulated

Matters for Decision

- Board meeting dates as circulated in Board Orientation - everyone good with dates and times
- Executive Director hours to be upped to full time once City Funding is deposited in bank. Paula confirmed that the funding allocation is being processed by finance and check should be written within the next week.
- Holly to take the lead on creating an employee contract for Jaymie to dictated full time hours with Chelsie to assist. Contract draft be sent to Jaymie to look over - finalized contract to be confirmed by meeting in June.
- Pop-up *Creative Lounge* discussed and 'approved' to activate appropriate events, conferences, activations etc. along with purchase of one 10' x 10' white pop tent
- Memberships to MANO & ONN discussed. Board has empowered Executive Director to purchase any memberships to organizations / networks as deemed appropriate and beneficial to Creative industries.
- The need for a C.I. Monthly Newsletters discussed. Amy proposed an informal 'committee' of interested board members to assist in developing a monthly newsletter. Amy & Alix expressed interest and will help develop, write, edit monthly newsletter - focus will be on C.I. organizational mandate, action items, creative sector advocacy and major community creative sector events such as upcoming MANO conference. The newsletter is NOT to be a calendar of events.

Follow up & Actions Items

- Development of a Public Art Policy committee passed through City Council May 21st. Open call for committee members now available on city website - open until June 7th. Jaymie Lathem to be the delegated Creative Industries member to sit on committee.
- Advisory Committee Update - 7 community members have applied to various sector specific committees - please push out and share application to community.
- Bay Days happening this weekend. Jaymie clarified that Creative Industries role within Bay Days was in an advisory capacity only ensuring music was a component in festival and advised that all musicians should be paid. Jaymie also assisted in the design elements / direction of the poster to ensure that imagery was not highlighting one component/organization over another to ensure inclusiveness of all partners and activities. Holly asked for clarification on Bay Days budget. Jaymie and Paula confirmed that 10,000 came from City's Event Hosting Fund that went directly to pay musicians, sound system, tech and hydro for Bandshell. Cogeco came in with an additional \$5000 that went towards some top up of musicians and other umbrella costs (such as hydro, port-a-johns, marketing). All other costs were incurred by the programming organizations / businesses independently.
- Mural / Culture Days. Jaymie has initiated correspondence between Chief Lady Bird and Aura to return to North Bay to extend their newly installed mural onto the building at 122 Main Street West in partnership with Downtown North Bay. Discuss ensued on who would pay artists fees and lodging and to clarify partnership with Downtown North Bay. Board felt as a whole that the

dollar amount C.I. allocated in 2018 for public artwork should be used with a public RFP to ensure transparency and equal opportunity to local and new artists / artwork.

ACTION - Jaymie to clarify partnership for mural extension with Downtown North Bay. Ideally Creative Industries will be the connection to the artists while Downtown North Bay pays all attached fees to allow C.I. to use public artwork dollars for a new public art piece with public RFP.

Funding

- Looking into March of Dimes who have funding program available for a 12 week placement - Media Lab is currently using this funding to employ their social media position

Sector Updates

- Bay Days June 14th - 17th | MANO Cold Waters Symposium & Conference June 12th - 16th - this includes several FREE and Public activations at White Water Gallery, Capitol Centre, McIntyre Parking Garage and St. Johns Church | Jaymie Lathems solo exhibition 'Refractions' opens at the WKP Kennedy Gallery June 7th

Meeting Adjourned: 1:16pm Motion to adjourn by Diane, seconded by Cheslea.

Next Meeting: Tuesday June 25th 12noon - 1:30pm at Chamber of Commerce