



Directors Meeting Minutes

Date Monday Feb 10th 2014 - 7 p.m.

Venue – Meeting Room 2, Innisfil Town Hall

Attendance:

Name	Present	Regrets
JD - Jane Dewar		X
ES - Erin Scuccimarri	X	
SS - Sam Stephen	X	
KW – Karen Wild	X	
BE – Beth Evans		X
AS – Aleigha Shurman		X
KS – Kathy Simpson	X	
CD – Crystal Daniel	X	
CW – Colin Wilson		X
RB – Rebecca Breedon		X

1. WELCOME BY CHAIR

Quorum confirmed

Motion to accept CD as Chair Designate (KS) / Seconded (SS) Carried

Meeting started at 7.27pm

2. MINUTES OF PREVIOUS MEETING

Motion to accept the minutes of January 13th 2014, Board Meeting (KW) / Seconded (CD) Carried

3. MATTERS ARISING

Presentation by town staff to Board postponed until March Meeting.

Action: KW to liaise with Tammy and Jodi at the Town, SS to confirm room timings and add to Agenda.

PO Box rented – BE and SS have keys

4. TREASURERS REPORT

CD confirmed Studio Tour Sub Account is open with a balance of \$1502.16, the main account is transitioning to Pace Credit Union.

Accountants have been contacted, CD presented the need to have audited accounts to ensure IACHC meets grant application requirements in the future.

Motion to have audited financials as per future grant requirements (CD) / Seconded (SS) Carried

ES had a cheque for 2013 membership from the studio tour written on old account.

Motion to pay 2013 and 2014 fees from the new account (ES) / seconded (CD) Carried

5. STANDING COMMITTEE REPORTS EVENTS AND ACTIVITIES – KW

-STUDIO TOUR – BE

No report – Update deferred to March

-STUDIO YOUTH TOUR- JD

No report – Update deferred to March

-DINNER IN WHITE- TBD

Plans are moving forward with a projected budget of \$3,666.72 presented, event should be self funding, possible need for funds due to the cash flow model, where monies are paid closer to the event.

Motion to allow event planning to proceed (KW) / Seconded (CD) Carried

200 tickets @ \$25 for members including a free welcome drink and \$30 for non-members with no free welcome drink

Motion to accept ticket prices as above (KW) / Seconded (KS) Carried

Venue to remain Top Secret only DIW Sub Committee to know, earlier payment deadline with no payment at the event, Communications Support required by Events sheet handed to ES.

Absent Director Update:

- I have contacted Gord Wauchope of ICE Corp regarding the IACHC Summerfest “Culture Hub”. I am waiting for his response, and hope to have everything in place to put out a call to our members to participate in the pop-up studio by the AGM.
- We had a meeting regarding the Dinner in White with the Special Events Committee, which Karen and Kathy can provide updates for.

- I have completed the preliminary budget for Dinner in White, which Karen has for the meeting. Some of the quotes were difficult to find due to lack of information on the website / weren't available to take my phone call. However, the majority of the quotes are there, and I will continue to find other options to get the three quotes.

Submitted by: Aleigha Schurman - Date: February 9, 2014

Above report shared

MEMBERSHIP – CW

Absent Director Update:

MEMBERSHIP

53 Members

Need to follow-up with a few “members” to make sure their membership fees are paid.

Directors must lead by example and have their fees paid up immediately.

Beth, Sam, Crystal and Colin to meet the week of 17th to tighten up Membership / Mailchimp process.

OPERATIONAL PLAN 2014-2017

As per email dated Feb 04th/2014 - Please ensure you update your aspects of the plan.

Thank you Karen for your latest Event Plans submission – I still need to review/ integrate into the Operational Plan.

Beth, Sam and Colin to review Operational Pan at same meeting as above.

Submitted by: Colin Wilson - Date: Monday, February 10, 2014

Above report shared, concern expressed that Operational Plan should be discussed at Directors Meeting as previously agreed (Nov 2013). Paid up members believed to be around 10.

Action: SS to liaise with CD for exact list of paid up members

COMMUNICATIONS – ES

Brochure coming along – draft will be presented for approval at March Board Meeting, decision to remove the member form portion and concentrate on promoting IACHC.

Website Directory – ES under the impression that CW was meeting with Monica Goodfellow to take this initiative over under the Membership Standing Committee.

Action: CW to follow up with Monica and update at March Meeting

Action: SS to send missing minutes for website upload, communications to create 2012 and 2013 folders to make page less busy as volume of minutes grows.

Hydro Media Event - was well attended and provided IACHC with publicity, some negative press, point reiterated that funds were set aside specifically for Art.

DIW Sponsor Support Letter – Letter sent to five local businesses shared, concern expressed by business owner that letter was misleading as to who was organizing the listed events.

Discussion around retraction, JD and BE suggested formal letters, group felt a full re-traction was not required and the situation could be followed up with personal phone calls by ES.

Motion to move forward with above (ES) / Seconded (CD) Carried

Action: ES to contact the five businesses and Celebrate Lake Simcoe by phone to explain the situation and apologise for any misunderstanding, SS will contact Celtic Festival and Ice Corp

****Agreed process for similar correspondence moving forward –**
Communications will draft a formal letter ensuring the body of the text is in line with IACHC vision, mission and activities. The letter will have highlighted areas allowing the responsible Director to personalise – all letters sent on behalf of IACHC should be signed by a Director.

Action: ES to provide revised letter to KW for DIW use moving forward

Action: Events page on website to be changed to list IACHC events and events organized by other groups which IACHC will attend

GRANTS AND FUNDING – CD

CD confirmed an update will be provided at March meeting with a focus on DIW

NOMINATING COMMITTEE – CD

Action: CD and SS to meet re by-law requirements, CD will the meet with nominating committee.

6. **ANY OTHER BUSINESS**

- **Operational Plan** – CW to present at March meeting
- **AGM** – Confirmed as South Simcoe Theatre, Cookstown, 6.30pm registration for 7pm start, Monday April 7th.
14 days notice required for membership

Action: KS will take lead on entertainment for AGM

ES is not planning to re-stand – possible future Library seat, SS is planning to re-stand, both JD and SS will be required to submit nomination forms – all other Directors continue into the second year of their current term. Sydney Hardie has expressed interest in standing.

Action: ES to put forward idea of a Library seat to Library and revert with their thoughts in March – if positive Motion for Library seat to be made.

Action: CD will liaise with nominating Committee re new Directors

- **Bylaws Article X, Point 1** – Discussion around conflict of interest specifically: possible future art show, Studio Tour and classes at Rec

Action: SS to request meeting with Howard and Ruth to discuss wording – KW to be included in discussion

- **Culture Days** – ES confirmed that the Library are not involved in Culture Days (have run events for the past four years) , the event does not have to be for more than one day, discussion around possible activities including flags, and community quilting – suggestion to work on items at various events with an unveiling on Culture Days. No costs to being involved, and event must be free – potential promotional opportunity – last weekend in September.

Action: Research and discuss at March meeting

7. **DATE AND LOCATION OF NEXT MEETING**

Directors – Monday March 10th, Meeting Room 2, Town Hall, 6.30pm

AGM – Monday April 7th, South Simcoe Theatre, Cookstown, 6.30pm for 7pm start

Directors – Monday April 14th, Meeting Room 2, Town Hall, 7pm

8. **MEETING CLOSE**

CD Closed the meeting 8.55pm