



## Directors Meeting Minutes

Date Monday November 10<sup>th</sup> 2014 – 7 p.m.

Venue – Meeting Room 2, Innisfil Town Hall

### Attendance:

Name	Present	Regrets
BE – Beth Evans	X	
KS – Kathy Simpson		X
CD – Crystal Daniel		X
SS – Sam Stephen	X	
JD - Jane Dewar	X	
KW – Karen Wild	X	
AS – Aleigha Schurman	X	
CW – Colin Wilson	X	
SH – Sydney Hardie	X	
SB – Susan Baues	X	
IS - Ileen Sabean	X	
RB – Rebecca Breedon		X

1. **WELCOME BY CHAIR - BE**

2. **MINUTES OF PREVIOUS MEETING**

**Motion to accept the minutes of Oct 14<sup>th</sup> 2014, Board Meeting (AS) / Seconded (JD)  
Carried**

3. **MATTERS ARISING**

• **Youth Tour**

Total Prize money was reduced from October minuted amount – to reflect repeat of 2013 amounts - \$100, \$50 and \$25 s previously agreed

October Minuted Jurors were contacted, Aleigha Schurman was unavailable, Christina Luck did not respond, Ron Haist, Will Lottering and Colin Wilson (Director) accepted invitation. CW invited former Student member Colin Wilson to join the judging panel.

• **Correspondence**

- Ruth Draper invited BE to represent IACHC at opening of show featuring four members, BE asked KW if she would act as IACHC representative – KW agreed.

**Action:** BE to respond to Ruth and CC KW

- Woodcarver has made contact expressing interest in being involved in events
- Donna Wice asked for assistance in finding musicians

#### 4. **TREASURERS REPORT**

**IACHC Account - \$6,914.32** (Accountant Fees Outstanding)

**Studio Tour Account - \$2,716.26** (chq for \$1130 to Chay still outstanding)

KW handed \$20 and some receipts to BE to handover to CD

Ticket Sales DIW - \$2925

Sponsorship DIW - \$1,750

Auction Proceeds - \$2,125

DIW Expenses \$2,672.60

#### 5. **STANDING COMMITTEE REPORTS EVENTS AND ACTIVITIES – KW**

##### **-SANTA CLAUS PARADE/LIGHT UP NIGHT - AS**

SS asked to resend theme email to AS, no success in finding a float but still trying.

**Motion to spend up to \$150 for decorations and candy (AS) / Seconded (KW) Carried**

##### **-INNISFIL STUDIO TOUR (IST) - BE**

BE thanked SH for help, event seen as a success. Some old signs still be used – artists informed only new signs to be used for 2015. Suggestion to add QR code stickers to sign with word Map above linking to downloadable map. Likely to be a deficit, cost of tent and brochure distribution along with new signage to blame. Possibility of Tent being returned to be followed up by KS/SS, but need for Board Approved budget like DIW in 2015.

*\*\* Update since meeting – Tent had been successfully returned*

Suggestion to have map in a better printable format from website. Surveys conducted 17 of 19 completed – average visitors were between 50 and 100.

**Action:** BE to collate and summarise artist feedback

Need to ensure we publish the fact that Artists do not need their own space, concern over promotion as a fine arts tour from some new participants, (some artists showing handicrafts) – need to be mindful of history of the event. Suggestion to have a passport/draw – visitors get a stamp at each location XX% required to be included in draw.

##### **-INNISFIL STUDIO YOUTH TOUR - JD**

JD reported 38 artists selected and 50 works shown (17 pieces turned away), Students did not pay \$10 entrance fee – as competition linked to schools, teachers were reluctant to support when many were completing pieces as assignments.

Agreement that tour has two aims – to promote student work and build membership – but the cost of membership should not be seen as a barrier. IACHC needs to build communication with our Youth, currently all channels are via JD, to the Schools and the Schools to the students – agree need to invite students to engage directly with us.

**Motion to provide all entrants with an IACHC membership card showing an expiry date of Jan 31<sup>st</sup> 2015 – inviting them to take advantage of the discounts available to members and to like us on Facebook etc (SS) / Seconded (JD) Carried**

**Action:** SS to prepare cards and letters – for JD to deliver to schools

Agreed that for future panels all jurors must be paid up members, call to art will be posted on IACHC website effective Feb 1<sup>st</sup>, Students wishing to take part should be paid members, those not able to afford membership fee (maybe sponsored – need to investigate system for same), Innisfil Library (SB) have arranged to show several pieces over the coming months.

*\*\*Full Report attached to minutes*

### **MEMBERSHIP – SS**

SS reported one new member, renewals will be due in January with members able to pay at the December meeting.

### **COMMUNICATIONS – SH**

BE and SH recommend proceeding with Rhubarb Media for the website.

### **Motion to sign contract and pay the deposit of \$1,864.50 for work to begin (BE) / Seconded (JD)**

Existing website will remain and be updated until new website is launched, recommendation for Rhubarb to take over the hosting of the site – costings to be presented at the Jan Board meeting.

*\*\*Further details of Website Project attached to these minutes*

BE confirmed there will be a second part to the project – the user id password section

CW confirmed he had spoken to Karen Fraser (Town of Innisfil) and Grant chq would be mailed to IACHC on Nov 11<sup>th</sup> 2014 – CW to follow up.

Hydro Sculpture installation is planned (tentative) for Nov 17<sup>th</sup>, George Shaprew has confirmed there will be no media coverage, Ron Baird is communicating with BE who will keep the Board informed of plans.

Advertising budget for 2015 to be reviewed – idea to have a blog on website and a newsletter

### **GRANTS AND FUNDING – CW**

CW confirmed he will be the Chair of The Innisfil Grant review Committee effective Jan 1st

### **NOMINATING COMMITTEE – CD**

Nothing to report

## **6. ANY OTHER BUSINESS**

### **• Winterfest**

AS is in contact with Ice Wall People – concern that the event is a series of shorter activities without a continual link – further investigation needed.

### **• Directors Social**

Thursday Nov 27<sup>th</sup>, 6.30pm, KW to liaise with Harbour House and send invite to all

### **• Heritage Week**

IS shared details of Heritage week – 3<sup>rd</sup> week in February, theme for 2015 is “Main Street”, Heritage Committee discussing possible activities – IS will keep Board informed.

200<sup>th</sup> Anniversary of Innisfil coming up – depending on which date is selected –  
1817 – land Purchased from 1<sup>st</sup> Nations  
1818 – Town Registered  
2020 - (Ileen I wrote the date but no event?)

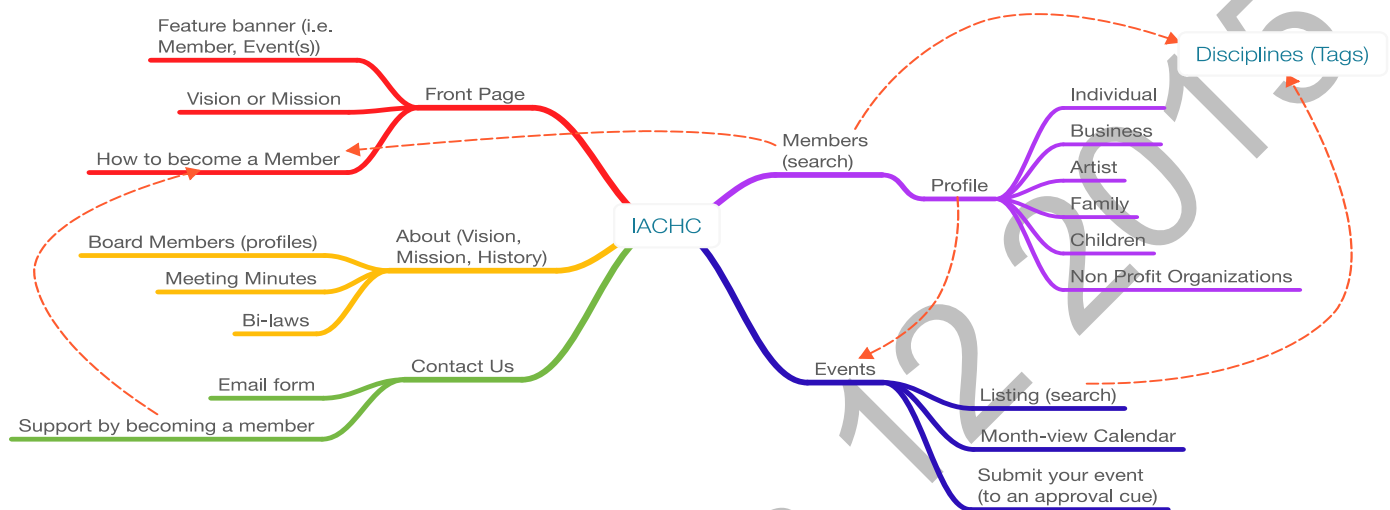
**7. DATE AND LOCATION OF NEXT MEETING**

Members Social (No Formal Meeting) – Monday December 8<sup>th</sup>, Community Rooms, Town Hall, 7pm

**8. MEETING CLOSED at 8.52pm**

Approved Jan 12 2015

## Diagram showing Scope of Website



## Extract form Website Contract showing Scope of Project

### EXTENSIONS REQUIREMENTS & FEATURES

- Software updates to close any security vulnerabilities
- bringing it up to the latest version of Drupal 7
- Apply the Bootstrap base theme & port over the general styles / colour scheme of current website's design
- Responsive design for mobile, tablet and desktop view ports
- **Events & Calendar**
- Add events content type
- Events listing & search
- Calendar: month, week and day view
- Solution for anonymous users to submit community events to an approval queue
- **Membership directory and search**
- Categorized listing of members
- Search / filtering tools
- Member profile page
- Integration / links of established social media profiles (Facebook, Twitter & Pinterest)
- **Profile management tools**
- Allow users to register for a membership: creating an unpublished profile sent to an approval queue; set the thank-you for registering page to include the PayPal payment form
- Develop platform for user account registration for each member with the intent of launching a Phase 2 which grants them access to this account; allowing members to self-manage their profile
- **Front landing page design updates**
- Update front page to include easily editable primary graphic banner feature
- Add dynamic listing of upcoming events

## 2014 Youth Tour Report

### 2015 Meeting Dates

Monthly Meeting Dates:

DATE	VENUE	TIME
Mon Jan 12	Meeting Room2 Town Hall	7pm – 9pm
Mon Feb 9	Meeting Room2 Town Hall	7pm – 9pm
Mon Mar 9	Meeting Room2 Town Hall	7pm – 9pm
Mon Mar 23	AGM - TBA	6.30pm for 7pm – 9pm
Mon Apr 13	Meeting Room2 Town Hall	7pm – 9pm
Mon May 11	Meeting Room2 Town Hall	7pm – 9pm
Mon Jun 15	Community Rooms Town Hall	6.30pm for 7pm – 9pm
Mon Jul 13	Meeting Room2 Town Hall	7pm – 9pm
Mon Aug 10	Meeting Room2 Town Hall	7pm – 9pm
Mon Sep 14	Community Rooms Town Hall	6.30pm for 7pm – 9pm
<b>Tues</b> Oct 13	Meeting Room2 Town Hall	7pm – 9pm
Mon Nov 9	Meeting Room2 Town Hall	7pm – 9pm
Mon Dec 14	Community Rooms Town Hall	6.30pm for 7pm – 9pm

Member Meetings from Above:

DATE	VENUE	TIME
Mon Mar 23	AGM TBC	6.30pm for 7pm – 9pm
Mon Jun 15	Community Rooms Town Hall	6.30pm for 7pm – 9pm
Mon Sep 14	Community Rooms Town Hall	6.30pm for 7pm – 9pm
Mon Dec 14	Community Rooms Town Hall	6.30pm for 7pm – 9pm