

**CANMORE ART GUILD - MINUTES OF EXECUTIVE MEETING, August 22, 2016
(amended and approved October 17, 2016)**

Where: CAG Gallery

In Attendance: Richard Brown, Kevin McCormick, Susan Miller, Danni Perkins, Jim Price, Jillian Roulet

RECORD OF DECISIONS

1. **Call to Order:** Quorum met and meeting called to order at 6.35pm.
2. **Review of Agenda:** Moved by Danni, seconded by Jim that revised agenda be approved.
3. **Minutes from July 18, 2016 Executive meeting.** Moved by Jim, seconded by Susan, that minutes be approved as amended. Approved.
4. **Action Items Arising from Previous Executive Meetings:** See end of minutes.

5. Gallery Report

- a draft Gallery Policy has been written by Kevin M and reviewed by gallery directors. It will be sent to Executive for comment. At next Exec meeting discussion will focus on issues.
Action: McCormick
- Criminal Record check - technically a person is not a member until this has been completed
- 3D show - request has been made to have non-members sit the show. Concerns were raised with respect to knowledge of CAG by sitter and Criminal Record check
- Gallery Directors given permission to develop details of Christmas show and send communique to members. Kathleen Wheeler volunteered to organize a bake sale for day show opens.
Action: Gallery Directors

6. Financial Report: Jim provided brief summary

- CAG's advertising in magazines needs to be reviewed. Danni provided information re Preview Magazine. It is one of two magazines used by 'better' galleries. We pay much less than what is charged to commercial galleries.
- Galleries West has been used for many years
- Need to see results of visitor survey to get a sense of effectiveness of advertising. Danni will provide additional information for October meeting
Action: Perkins
- there needs to be a list for each show of the pieces being shown and their sale price
Action: Gallery Directors
- there is a need to obtain list of art pieces and sale prices from Kevin Annala's show
Action: Miller
- a revised budget will be tabled at September general meeting to reflect grant received and workshop commitments
Action: Price
- Spending Authorities revised document was approved.
- retainer for private shows must be in the bank to be valid
Action: Gallery Directors

7. Job Descriptions: Coordinator Media Liaison was tabled. Approval deferred until Debbie Baldwin (who has accepted this position) is approached as to whether she is willing to maintain CAG Facebook. Our expectations regarding Facebook need to be clarified.

Action: McCormick

- Job descriptions for Poster Designer and Gallery Labels need to be written

Action: McCormick

8. Educational and Social Activities:

- each Executive member to send suggestions for these activities directly to Anne Noel-Martin
- it was agreed that individuals, including members, who give presentations or demos, should have costs covered and a small honorarium. Kevin to follow up with Anne

Action: McCormick

9. Workshops:

- Kevin M spoke with Merle regarding previous workshops. As she is moving away from Canmore, it was decided to give her a gift in recognition of her contributions over the years.

Action: McCormick

- Catharine Findlay has agreed to organize a workshop. To the extent possible, we should go outside CAG for presenters, to get new ideas. Kevin will follow up with Catharine to see what support she needs from Exec.

Action: McCormick

10. Report From Meeting of Elevation Place tenants: No report available.

11. Coordinator, Welcoming Committee:

- Marjory Gibney is interested in doing this

12. Canmore Festival of Art and Creativity

- Gallery Directors will follow up with Dana to determine what CAG needs to contribute

Action: Gallery Directors

13. Credit Card System

- Jim is working with the bank on this

Action: Price

14. Save-On Foods Potential Partnership:

- Danni and Kevin A met with Save-on representative. Save-on provided some food for opening reception of recent solo show

Action: Annala

15. Media Liaison Coordinator:

- Kevin reported that he met with Debbie Baldwin and things are going smoothly.

16. Response to 'The Way Forward' Document:

- Jillian will combine the response with the input received from an earlier survey.

Action: Roulet

17. Chairperson for September Meetings:

- September Executive meeting will be moved to Wednesday September 21st due to absence of many executive members on Sept 19.

- Richard Brown will chair both September Executive and General meetings

Action: Brown

- Susan Miller agreed to take minutes at both meetings
Action: Miller

18. Other Business

- Jillian suggested that we should consider whether we should continue with the student scholarships. As CAG budget is tight, there might be better ways to meet members interests.
- part of the funding from Alberta Foundation for the Arts is due to CAGs contribution to the community. There are many ways we could fulfill this commitment
- this will be looked at leading up to the budget for next year
Action: Price and McCormick

18. Next Meetings (at the gallery)

- Executive meeting - WEDNESDAY SEPT 21st, 6:30
- General Meeting - Monday Sept 26, 7:00 pm

19. Adjournment. Moved by Richard, seconded by Susan to adjourn meeting at 8:15.

ACTION ITEMS

1. finalize statement for website - on hold - McCormick & Annala
2. Finalize one gallery policy for all shows - will include reconsideration of length of time between hanging an art piece in a show - table at next Exec meeting - Gallery Directors
3. list of members showing art in gallery - Miller
4. review our contribution to various magazines - Perkins
5. Membership Data Base - ongoing - McCormick
6. provide update on computer based financial program at next Exec - Price
7. Workshop policy and procedures -deferred until have some experience in hosting workshops - McCormick
8. obtain clarification of potential Save-on partnership - ongoing - Annala & Perkins
9. train Exec members to post info on Website - deferred for approx 6 months - Annala
10. Educational and Social events schedule to be tabled with members in November - Martin & McCormick
11. combine response to 'Way Forward Document' with results of previous survey - Roulet
12. Revised budget for September meeting - Price
13. finalize job description Media Coordinator - McCormick
14. job descriptions for Poster Designer and Gallery Label Maker - McCormick
15. send suggestions re Educational and Social activities to Anne - all Exec
16. gift for Merle - Brown
17. see what support Catharine needs for workshop - McCormick
18. clarify what's needed for Canmore Art Festival - Gallery Directors
19. credit card system - Price
20. chair September meetings - Brown
21. take minutes for September meetings - Miller