

CANMORE ART GUILD - MINUTES OF EXECUTIVE MEETING, December 16, 2016
Draft January 6, 2017

Where: Susan Miller's home

In Attendance: Kevin Annala, 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 6.40pm.
2. **Review of Agenda:** Moved by Jim, seconded by Danni that agenda be approved with the addition of letter received from Cross-Country Ski National, and instructions for Christmas show. Carried.
3. **Minutes:** Moved by Richard, seconded by Danni, that minutes of November 14th meeting be approved. Carried.
4. **Action Items Arising from Previous Executive Meetings:** See end of minutes.

5. Gallery Report

- agreed that old Christmas ornaments, no longer needed, should be taken to thrift store
- agreed that gallery directors have authority to order the number of posters for each show that they think are required. Suggested that posters be put on downtown kiosks
- CAG has indicated to the Town of Canmore that we will not have any more receptions coordinated with gallery on second floor of Elev Place
- 3D show - clean up after show was not well done. They were told not to use nails and screws but did them . Priscilla Janes will be approached with respect to condition of floor and walls after show. They will be requested to assist with clean-up/wall painting after the Christmas show. CAG requirements should be made clear to organizers. 3D show should end day earlier to provide time for clean up before Christmas show.
- clean up requirements should be outlined in gallery policy
- Exposure shows in 2017. After discussion of two options (Option 1: group show for 4 weeks, or Option 2: invitational show for 2 weeks, and group show for 2 weeks), option 2 was selected. Camera Club of Canmore has been invited to participate. Richard will pursue getting some older photos with a Canadian theme. Kevin A met with Exposure chair person. They have a smaller group organizing events than in the past. Exposure is asking for \$250 to include Canmore in events, rather than previous \$500.
- Celebration of Canada's 150 birthday - discussion deferred to next meeting. A float in the Canada Day parade would increase awareness of the arts.
- a letter will be sent to all members encouraging them to submit work that does not hang on a wall to all group shows. Seems to be greater interest from the public when the plinths are used.

Action: Miller to draft letter

6. Financial Report:

- Jim provided brief summary, noting that the information he had emailed was out of date.
- the term 'commission' will be used to refer to the 25% of sales that goes to CAG. 75% goes to the artist (artist's payment)

- Christmas bake sale made \$410
- President requested that financial report codings remain consistent throughout the year so comparisons could be made
- it was decided that a donation to the Food Bank would not be made this year due to our deficit budget. Could include food drive as part of Christmas show in the future if desired
- need to look into whether we need to submit an annual report to CRA
Action: Price
- CAG will send \$100 cheque to Marg Smith as a thank you for doing the labels for shows in previous years. She did not charge CAG for any of her expenses. Kevin A will donate a \$50 gift certificate from his business as well.

Action: Miller

7. Draft Gallery Policy and Procedures

- President led a discussion on the draft that had been distributed. He will incorporate suggestions
- section on GST will be reviewed and rewritten as needed

Action: McCormick

8. Response to Way Forward Document

- comments received have been consolidated with previous comments
- document will be discussed by sections at Exec meetings to identify what actions will be taken

Action: Roulet

9. Website Issues

- Secretary, membership coordinator and Treasurer have been given information to provide them with appropriate access to website.

10. Workshop scheduled for March 11 and 12, 2017

- Kevin A will put registration info on website in January once Danni has provided details
Action: Annala & Perkins

11. Subscription to Preview Magazine:

- Danni provided information she had obtained by talking to other galleries. We get non-profit rate of \$200; we do not know how many people see magazine and our ad; other galleries in town seem to not use it; none of our visitors responding to our survey heard about us through Preview
- decision made to not renew

12. Membership Fees

- Jim provided a comparison of inflation relative to CAG membership fees
- membership fee has not been increased for many years
- Motion: moved by Susan, seconded by Kevin A that proposed changes to membership be presented to members at next general meeting. Carried.

Action: Price

- on website it will be indicated that registration for new year is open as of April 1, 2017

13. Position Descriptions - deferred to next meeting

14. Cross-country Ski National

- Kevin A reviewed the letter he had received regarding an event in March. It was felt that it might be appropriate to do something as part of Elev Place. Susan to take this to next tenant meeting

Action: Miller

- Visions quilt show will be advised

Action: Roulet

15. Adjournment. Moved by Susan, seconded by Richard to adjourn meeting at 9:40.

Future Meetings:

- Jan 23 - Exec
- Jan 30 - general
- Feb 20 - Exec (recognized that this is Family Day)
- Feb 27 - general
- March 20 - exec
- March 27 - general

ACTION ITEMS

1. How GST should be handled with gallery sales - McCormick
2. identify disconnect in use of Square and paper receipts - Annala
3. set up Debbie Baldwin to update Facebook - Miller to follow up
4. set up website so can use for workshop registration - Perkins and Annala
5. renewal of website charges to be linked to CAG credit card - Annala in Feb
6. analyze information from visitor survey and present at Jan Exec - Annala
7. table new CAG brochure for discussion at next Exec - Miller
8. email out CAG insurance policy and confirm director's liability - Roulet
9. email out lease agreement - McCormick
10. let members know of opportunity with Save-on Foods - Annala in future
11. issue of sponsorships and logos on posters to be discussed by Exec - McCormick
12. seek 3D show participation in gallery clean up - gallery directors
13. follow up re Exposure show - Brown
14. Celebration of Canada's 150 birthday - discussion deferred to next meeting
15. letter to be sent to all members encouraging them to submit work that does not hang on a wall to all shows - Miller
16. Thank you card and honorarium to Marg Smith - Miller
17. look in to whether we need to submit an annual report to CRA - Price
18. incorporate comments in to gallery policy, including how deal with GST - McCormick
19. Presentation to membership on proposed increase in membership fees - Price
20. discuss response to way forward document by sections at Exec meetings to identify what actions will be taken - Roulet
21. review of position descriptions - McCormick next Exec meeting
22. discuss Cross-country ski national request at tenant meeting - Miller
23. Advise Quilt Visions show of Cross-country ski national event - Roulet