

**VARLEY- MCKAY ART FOUNDATION OF MARKHAM**

**December 9, 5:00 p.m.**

**Black Smith Bistro**

**MINUTES**

**Attendance:**

Board of Directors Present: Terrence Pochmurski, Chair, Councillor Reid McAlpine, John Ingram, Joseph Schmidt, and Carolyn Le Quere

Staff: Niamh O’Laoghaire, Director, Varley Art Gallery, Francesca Dauphinais, Cultural Development Officer, Amanda Schmidt, Assistant, Culture and Economic Development, Laura Gold, Council/Committee Coordinator

Observer:

Regrets: Amin Giga, Craig McQuat, Mathew Reilly, Edie Yeomans, and Lisa Joy-Facey

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item</b>
<b>1. Call to Order</b>	The Varley-McKay Art Foundation of Markham convened at 5:20 pm without quorum with Terence Pochmurski presiding as Chair.	
<b>2. Disclosure of Pecuniary Interests</b>	None.	
<b>3. Additions/Changes to the Agenda</b>	None.	
<b>4. Approval of the Minutes</b>	The approval of the Minutes was deferred to the next meeting, as there was no quorum.	
<b>5. Business Arising from Minutes</b>	Committee briefly discussed the following action items: <ul style="list-style-type: none"><li>• <b>Past Board Member Recognition Program</b> –A recognition event is being held on Thursday, December 12, 2019 to honour Howard Back’s service on the Foundation. Some of Mr. Back contributions to</li></ul>	

Agenda Item	Discussion	Action Item
	<p>the Gallery include: 1) working on the execution of the Kathleen McKay estate; 2) being one of the original directors of the Foundation; and 3) previously serving as Chair of the Foundation.</p> <ul style="list-style-type: none"> <li>• <b>Update of Memorandum of Understanding (MOU)</b> – The Chair met with the Director of the Gallery to discuss the required updates to the MOU. Most of the edits are administrative in nature, for example updating the number of Councillors from two to one, changing “Town” to “City”, and updating the Foundation’s sub-committees. The revised MOU will be presented to the Foundation at the next meeting.</li> <li>• <b>Credit Card for the Foundation</b> – Councillor Reid McAlpine offered to speak with the Treasurer regarding getting a credit card for the Foundation if the Development Officer continues to struggle to obtain a credit card.</li> <li>• <b>Raffle License</b> – The Committee Clerk was requested to inquire why the Foundation is not eligible to be issued a raffle license.</li> <li>• <b>Funding Request</b> – The Foundation needs to respond to the Director of the Gallery regarding her funding request.</li> </ul>	<p>Present revised MOU at the next meeting – Terrence Pochmurski</p>       <p>Inquire why the Foundation is not eligible to be issued a raffle license - Committee Clerk</p>       <p>Respond to the Director of the Gallery’s funding request - Foundation</p>

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<b>6. Director's Report</b>	<p>Niamh O'Laoghaire, Director of the Gallery provided the following Director's Report:</p> <ul style="list-style-type: none"> <li>• The Varley Art Gallery was nominated for two Ontario Association of Art Galleries awards, and has received one of the awards;</li> <li>• The Gallery's kitchen is currently being renovated;</li> <li>• Extra work stations are being added to the second floor;</li> <li>• An update on events was provided.</li> </ul>	
<b>7. Development Officer Report</b>	<p>Francesca Dauphinais, Cultural Development Officer presented the Development Officer Report. Some of the highlights of report included:</p> <p><u>Rouge: Varley Gala</u></p> <ul style="list-style-type: none"> <li>• The net revenue for the 2019 Gala was \$27,381;</li> <li>• A two year contract was signed with the Toronto Marriot to hold the 2020 and 2021 Galas;</li> <li>• Looking at using Givergy to digitalize the auction at the Gala;</li> <li>• Reviewed the Gala survey results.</li> </ul> <p><u>Vintages at the Varley: South African Wines</u></p> <ul style="list-style-type: none"> <li>• Event to be held on April 17, 2020;</li> <li>• Targeting 150 guests;</li> <li>• Will be getting some or all of the wine donated by a South African wine distributor;</li> <li>• Received cocktail tables from the Theatre that can be used at the event;</li> <li>• Trying to get a cheese supplier to donate cheese to the event.</li> </ul> <p><u>William J. Withrow School Visits Bursary</u></p> <ul style="list-style-type: none"> <li>• Trying to get the word out in regards to the William J. Withrow School Visits Bursary;</li> <li>• Feedback on the school program has been good to date;</li> </ul>	

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	<ul style="list-style-type: none"> <li>Discussed holding a small event for teachers or school art coordinators to promote the bursary;</li> <li>Discussed whether the remaining funds from 2019 for the school visits should be carried over to 2020 – no decision was made.</li> </ul>	
<b>8. Sub-Committee Reports</b>	<p>A. <u>Rouge: Varley Gala Committee 2018 -</u></p> <p>An update on this item was presented under the Development Officer Report.</p> <p>B. <u>Vintages at the Varley</u></p> <p>An update on this item was presented under the Development Officer Report.</p> <p>C. <u>Development Committee</u></p> <p>No report was provided.</p> <p>D. <u>Volunteer Committee</u></p> <p>No report was provided.</p>	
<b>9. Financial Report</b>	No report was provided.	
<b>10. New Business</b>	No report was provided.	
<b>11. Next Meeting Date</b>	The next meeting of the Foundation will be held on Monday, January 20, 2020 at 5:00 PM. The Foundation’s meeting schedule for the year will be presented at this meeting.	
<b>12. Adjournment</b>	The Varley-McKay Art Foundation of Markham adjourned at 6:25 PM. An informal holiday gathering was held after the board meeting.	

List of Action Items

Action	Meeting Date	Member Responsible for Completion of Task	Status
1. Inquire why the Foundation is not eligible to be issued a raffle license	December 9, 2019	Laura Gold	
2. Present revised Memorandum to the Board.	December 9, 2019	Terrence Pochmurski and Craig McQuat	
3. Respond to the Director of the Gallery's funding request	December 9, 2019	Foundation	
4. Continue to work on getting a credit card for the Foundation,	December 9, 2019	Francesca Dauphinais, and Terrence Pochmurski	