



**Minutes**  
**Varley-McKay Art Foundation of Markham**  
**Monday, March 18, 2024**  
**6:00 - 8:00 p.m.**  
**Art Gallery**

<p><b><u>Attendance</u></b></p> <p><b>Board of Directors Present:</b> Jim Schmidt (Chair), Amin Giga (Treasurer), Craig McOuat (Vice-Chair), Connie Leclair (Governance Chair), Councillor Reid McAlpine, Lisa Joy-Facey, Carolyn Le Quéré and Nik Mracic</p> <p><b>Staff Present:</b> Niamh O’Laoghaire, Director, Varley Art Gallery; Francesca Dauphinais, Cultural Development Officer, Varley Art Gallery, Laura Gold, Clerk</p> <p><b>Regrets:</b> Deputy Mayor Michael Chan, Arpita Surana, Emily Li, and Bonnie Leung</p>
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Item	Discussion	Action
<b>1. Call to Order</b>	The Varley-McKay Art Foundation of Markham convened at 6:05 PM with Jim Schmidt presiding as Chair.	
<b>2. Disclosure of Pecuniary Interests</b>	There were no disclosures of pecuniary interest.	
<b>3. Minutes of The Varley-McKay Art Foundation of Markham Board Meeting held on February 11, 2024</b>	<p>Moved by Craig McOuat            Seconded by Connie Leclair</p> <p>That the February 11, 2024, Varley-McKay Art Foundation of Markham Minutes, be approved.</p> <p style="text-align: right;"><b>Carried</b></p>	
<b>4. Business Arising from the Minutes</b>	There was no business arising from the Minutes.	
<b>5. Director’s Report</b>	Niamh O’Laoghaire, Director of the Gallery, provided the Directors Report. The report included:	

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	<ul style="list-style-type: none"> <li>• An overview of the Gallery’s 2024 Request for support from the Foundation.</li> <li>• An overview of staffing updates.</li> <li>• An update on grant applications being worked on.</li> <li>• An update on exhibitions and programs</li> <li>• The Gallery’s 2024 February attendance of 5,058, which was a record attendance.</li> <li>• A public art update.</li> </ul> <p>Refer to Directors Report that was circulated with the agenda package for more details on any of the above.</p> <p>The Directors briefly discussed the Gallery’s role with respect to reviewing public art proposals and that there ae no charge backs for the expertise they provide as part of the public art process.</p>	
<p><b>6. Development Officer</b></p>	<p>Francesca Dauphinais, Cultural Development Officer, provided the following update:</p> <p><b>Spring Event</b></p> <ul style="list-style-type: none"> <li>• Immersive designs will be projected for decoration.</li> <li>• Finger food will be served.</li> <li>• Receiving a discount on the beer purchased for the event.</li> <li>• Renting small square tables to set-up in the Deacon Room.</li> <li>• Proposed possibly of setting up a tent in the courtyard.</li> <li>• Hiring a Djay rather than a band so that they can also help with the sound system, which will cost - \$1,800.</li> <li>• Tickets will remain at \$125 per ticket or \$200 per couple.</li> <li>• Trying to attract a greater number of younger attendees.</li> <li>• Will have to check ID if there are youth in attendance, as alcohol is being served.</li> <li>• May need temporary fencing to block off courtyard if alcohol is served in the tent.</li> <li>• Will be putting together the sponsorship package.</li> </ul> <p>The Chair noted that the Directors need to try to sell more tickets.</p> <p><b>Grant Application Update</b></p>	

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	<ul style="list-style-type: none"> <li>• Air Canada Grant was declined.</li> <li>• Hydro One Grant is under review.</li> <li>• Canada Summer Grants Application is under review.</li> <li>• Trillium Group Grant was declined.</li> <li>• CN Grant – waiting for response.</li> <li>• McLean Family Foundation– working on grant application.</li> <li>• Noted that the Foundation needs a business plan to guide grant applications.</li> </ul> <p>The Directors requested that the grants the Development Officer applies to be tracked in a chart, and that this be emailed to the Directors. The Directors also suggested that any feedback should be obtained and tracked.</p> <p><b>Tap to Donate</b></p> <ul style="list-style-type: none"> <li>• Has generated \$180 to date in donations.</li> </ul> <p><b>New Gallery Website</b></p> <ul style="list-style-type: none"> <li>• Pictures of the Gallery’s new website were displayed to the Directors.</li> <li>• Most of the project’s budget was allocated to the development of the new website and the Project Coordinator’s salary.</li> </ul> <p>Moved by Amin Giga Seconded by Nik Mracic</p> <p>That the Varley-McKay Art Foundation of Markham proceed with a spring fundraising event.</p> <p style="text-align: right;"><b>Carried</b></p>	<p>Prepare chart of grants applied to and with their status, including why rejected if this information is available and circulate to the Board – The Development Officer.</p>
<p><b>7. Financial Report</b></p>	<p>Amin Giga, Treasurer, presented the draft Year End 2023 Financial Statements. The statements show that the Foundation has improved its fundraising efforts in 2023 and reduced its annual deficit. However, the Foundation still needs to work on</p>	

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	<p>replenishing its General Fund, which it has been depleted due to having several years of deficits.</p> <p>The Directors discussed how the Development Officer is running the Gallery’s volunteer program on behalf of the City and how this is typically done by City Staff.</p> <p>Amin Giga, Treasurer, presented the draft 2024 Budget and asked that the Directors review and provide any comments to him on the budget. The budget was to be approved at the next meeting.</p> <p>The Directors discussed their financial strategy moving forward and agreed to pre-approve the 2024 budget item to transfer \$35K to the Gallery to support its operations.</p> <p>Moved by Craig McOuat Seconded by Nik Mracic</p> <p>That the Varley-McKay Art Foundation of Markham pre-approve the Budget Item - \$35K – transfer funds to Gallery to support its operations.</p> <p style="text-align: right;"><b>Carried</b></p> <p>Moved by Nik Mracic Seconded by Carlyn Le Quéré</p> <p>That the Varley-McKay Art Foundation of Markham receive the Financial update for information purposes.</p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>8. Committee Reviews</b></p>	<p><b>a. Fundraising Committee</b></p> <p>The 2023 fundraising event was discussed under the Development Officer Report.</p>	

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	<p><b>b. Art Acquisition Committee</b></p> <p>There was no report provided.</p> <p><b>c. Governance Committee</b></p> <p>Connie LeClair, Chair, Governance Committee, spoke of the need to have a Business Plan for the Foundation at the beginning of each calendar year that leads the grant application process. In the interim, the Foundation needs to hold a strategy session to develop the 2024 Business Plan for the Foundation.</p> <p>The Directors discussed looking at the Business Plans and Strategic Plans of other Art Gallery Foundations that support galleries of a similar sizes. The Directors formed a Sub-Committee to work on the development of Strategic Plan and Business Plan for the Foundation. The following Directors joined the Sub-Committee:</p> <p>Moved by Connie LeClair Seconded by Amin Giga</p> <p>That Business Plan/ Strategic Plan Sub-Committee be established; and,</p> <p>That the following Directors be appointed to the Sub-Committee:</p> <p>Connie LeClair Amin Giga Nik Mracic Craig McOuat Jim Schmidt</p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>9. New Business</b></p>	<p><b>Annual General Meeting Date</b></p> <p>The Directors asked the Clerk to ask for a date in September to hold the Varley-McKay Art Foundation of Markham- 2023 Annual General Meeting. A hybrid meeting format was recommended for the AGM.</p> <p><b>Gallery Expansion</b></p>	<p>Look for date in September to hold the Annual General Meeting – Laura Gold</p>

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
	Francesca Dauphinais, Development Officer, responded to an inquiry from the Foundation from the last meeting, advising that funds from a donation received from Wally Joyce, Provincial funding, and Foundation funds were used to fund the Gallery expansion.	
<b>10. Next Meeting Date</b>	The next meeting of the Varley-McKay Art Foundation of Markham will be held on Monday, April 8, 2024, at 6:00 PM.	
<b>11. Adjournment</b>	The Varley-McKay Art Foundation of Markham adjourned at 8:04 PM.	