



**Minutes**  
**Varley-McKay Art Foundation of Markham**  
**Monday, May 13, 2024**  
**6:00 - 8:00 p.m.**  
**Art Gallery**

**Attendance**

**Board of Directors Present:** Jim Schmidt (Chair), Craig McOuat (Vice-Chair), Amin Giga (Treasurer), Connie LeClair (Governance Chair), Carolyn Le Quéré and Councillor Reid McAlpine

**Staff Present:** Niamh O’Laoghaire, Director, Varley Art Gallery; Francesca Dauphinais, Foundation Cultural Development Officer, Minko Ma, Foundation Communications Assistant, Laura Gold, Clerk

**Regrets:** Emily Li, Bonnie Leung, Lisa Joy-Facey, Arpita Surana, Deputy Mayor Michael Chan, and Nik Mracic

Item	Discussion	Action
<b>1. Call to Order</b>	The Varley-McKay Art Foundation of Markham convened at 6:07 PM with Craig McOuat presiding as Chair without quorum.	
<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 – March 18, and April 8, 2024</b>	The approval of the Minutes was deferred to the next meeting, as there was no quorum.	
<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. Some of the highlight of the report include:	

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>• Advised that the City is aiming to advertise the Director of Economic Growth, Culture and Entrepreneurship Position within 6 months.</li> <li>• A staffing update was provided.</li> <li>• Varley Staff are working on the Ontario Art Council Operating Grant;</li> <li>• The Gallery received slightly over 50% of the funds requested from the Canada Summer Grants program.</li> <li>• An update on exhibits was provided – exhibits starting on May 25 include <i>To go boldly</i>, and <i>Summer Landscape Exhibition</i>.</li> <li>• An update on programs was provided.</li> <li>• An update on rentals and community partnerships was provided.</li> <li>• A facilities update was provided.</li> </ul> <p>Jim Schmidt, Chair, was thanked for printing the 2024 Programs and Events brochure.</p> <p>The Board briefly discussed and positively commented on the Smash Kitchen and Bar fundraising event.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>6. Development Officer</b></p>	<p>Francesca Dauphinais, Cultural Development Officer, provided the following update:</p> <p><b>Job Postings</b></p> <ul style="list-style-type: none"> <li>• Posted 4 jobs postings – applications are coming in. some of the positions are dependent on receiving a grant to fund the position. This has been noted in the position description.</li> <li>• Events Management Intern – were able to get a paid events management intern to provide support over the summer months.</li> </ul> <p><b>Spring Event</b></p> <ul style="list-style-type: none"> <li>• Ticket sales are open, and the cost of the ticket is the same as the fall ticket price.</li> <li>• Each Director should sell 10 tickets.</li> <li>• Received a few silent auction items, including Blue Jays Tickets and a fall Cottage Weekend.</li> <li>• The wine provider is donating 50% of the wine.</li> </ul>	

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>• Rouge River Brewing Company is providing the beer at a discounted rate. They will also be hosting taste testing of their beers at the event.</li> <li>• Do not need to source a bartender as the Rouge River Brewing Company will be on site.</li> <li>• Attendees may dress in costume to the theme of the event.</li> </ul> <p><b>Staffing Update</b></p> <ul style="list-style-type: none"> <li>• Asked if the Foundation would consider contributing funds to extend the hours of some of the summer staff, as the Canada Summer Jobs Grant did not approve the full amount of the grant requested.</li> <li>• The Board questioned what the loss would be if these positions were not extended in length.</li> <li>• The Board was generally fine with supporting this request as long as it was less than \$4,300.</li> <li>• Asked if a part time social media and marketing assistant could be hired temporarily to help with the promotion of the Foundation’s events.</li> <li>• The Development Officer was requested to reach out to the student that previously performed this role to see if they would be interested in working as a temporary part time social media and marketing assistant.</li> </ul> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>• The final draft of the new website for the Gallery will be complete next week.</li> <li>• ITS will now pay for WiFi upgrade.</li> </ul> <p><b>Unionville Festival</b></p> <ul style="list-style-type: none"> <li>• The Board decided not to participate in the 2024 Unionville Festival, as they did not think that having a booth at the 2023 festival provided any value and it was a lot of work for the Directors.</li> </ul> <p><b>Third Party Fundraising Event</b></p> <ul style="list-style-type: none"> <li>• Discussed a third party event proposal from a Past Board of Director.</li> </ul>	
<p><b>7. Financial Report</b></p>	<p>Amin Giga advised that he would circulate via email for Board approval the 2024 Budget, and draft Financial Statements, ending December 31, 2023.</p>	

Item	Discussion	Action
<p><b>8. Committee Reviews</b></p>	<p><b>a. Fundraising Committee</b></p> <p>The 2024 fundraising event was discussed under the Development Officer Report.</p> <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, provided an update on the business plan’s progress. The business plan will discuss the Foundation’s plans with respect to education, conservation, and art acquisition. The aim is to have a proper business plan by next year. The plan will be for several years.</p> <p>The Chair requested that he be provided with a draft business plan.</p>	<p>Provide Chair with draft business plan – Connie Leclair.</p>
<p><b>9. New Business</b></p>	<p>Laura Gold, Council/Committee Coordinator, advised that the aim is to hold the Varley AGM on Monday, October 7, 2024.</p>	
<p><b>10. Future Meeting Dates</b></p>	<p>The next meeting of the Varley McKay Art Foundation of Markham will be held on June 10, 2024, at 6:00 PM.</p>	
<p><b>11. Adjournment</b></p>	<p>The Varley-McKay Art Foundation of Markham adjourned at 7:45 PM.</p>	