

VARLEY- MCKAY ART FOUNDATION OF MARKHAM

Monday, February 12, 2018, 5:00 p.m.

Varley Art Gallery

MINUTES

Attendance:

Board of Directors Present: Terrence Pochmurski, Chair, Regional Councillor Nirmala Armstrong, Sid Karsh, John Ingram, Craig McQuat, Amin Giga, and Sammy Lee

Staff: Niamh O’Laoghaire, Director, Varley Art Gallery, and Laura Gold, Council/Committee Coordinator

Regrets: Santo Natale, Howard Back, Francesca Dauphinais, Cultural Development Officer, and Edie Yeomans

Agenda Item	Discussion	Action Item
1. Call to Order	The Varley-McKay Art Foundation of Markham convened at 5:15 pm with Terrence Pochmurski presiding as Chair.	
2. Disclosure of Pecuniary Interests	None.	
3. Additions/Changes to the Agenda	None.	
4. Approval of the Minutes	Moved by Craig McQuat Seconded by Sammy Lee That the November 13, 2017 Varley-McKay Art Foundation of Markham Minutes be approved as presented. Carried	
5. Business Arising from Minutes	The Board reviewed the Action items from the previous meeting.	

Agenda Item	Discussion	Action Item								
6. Director's Report	Niamh O'Laoghaire, Director of the Gallery provided her Director's Report. The full report was circulated to the Board. Some of the highlights of the report included: <u>Varley Staff</u> Hired Sarina Luchetta, Educational Coordinator (previously held the position of Educational Assistant), John Abrams, Preparator and Facilities Assistant (seven month contract), and Rachel D'Oliviera Fell, Public Program Coordinator. These new staff bring a wide range of experience and expertise to the Varley. The part time Communication Assistant has resigned from her position. This position has already been advertised and the Gallery hopes to have a new person in place by mid March. <u>Strategic Plan</u> The Gallery staff will be engaging in several strategic planning exercises over the next couple of months to ensure the 2019-2023 plan is in place for this period. <u>Funding Request</u> The funds below are being requested from the Foundation to support the Gallery. The funds are for items that support the strategic goals of the Gallery. <table><tr><td>Exhibition: Inscapes</td><td>\$5,000</td></tr><tr><td>Exhibition: Refuge</td><td>\$10,000</td></tr><tr><td>Exhibition: Witness Canadian Art of the First World War</td><td>\$20,000</td></tr><tr><td>YCW 6 month Assistant Curator position, salary assistance</td><td>\$3,000</td></tr></table>	Exhibition: Inscapes	\$5,000	Exhibition: Refuge	\$10,000	Exhibition: Witness Canadian Art of the First World War	\$20,000	YCW 6 month Assistant Curator position, salary assistance	\$3,000	
Exhibition: Inscapes	\$5,000									
Exhibition: Refuge	\$10,000									
Exhibition: Witness Canadian Art of the First World War	\$20,000									
YCW 6 month Assistant Curator position, salary assistance	\$3,000									

Agenda Item	Discussion		Action Item
	Professional Development for Varley Staff	\$4,000	Provide breakdown of the items funds are being requested for – Niamh O’Laoghaire, Director of the Gallery
	Support for the Varley’s Access to Digital Art Program through Technology (ADAPT)	\$5,000	
		\$47,000	
	Discussion The Board requested a breakdown of the funds being requested. The Director of the Gallery advised that the breakdown of the funds can be provided for all items, except the exhibits.		
	<u>Exhibitions</u> An overview of the upcoming exhibits was provided. The exhibits included:		
	Season	Intro and Main Gallery	Collections Gallery
	Winter 2018	Wafaa Bilal: 168:01 Organized and circulated by the Art Gallery of Windsor	Inscapes Organized by the Varley Art Gallery
	Spring/Summer 2018	Refuge Organized by the Varley Art Gallery.	Inscapes refresh
	Fall 2018	Witness – Canadian Art of the First World War	Inscapes refresh

Agenda Item	Discussion		Action Item
		Organized and circulated by the Canadian War Museum <u>Public Programs and Events</u> Public Programs at the Varley are now coordinated by Rachel D’Oliverira Fell. A list of public, educational, and community events since November 2017 was included with the report. <u>Rentals</u> The rental in all areas is proceeding well. <u>Facilities</u> The Gallery has been awarded capital funds for new signage at the Gallery. The challenge will be to find a design that reflect the Gallery’s image and meets heritage requirements.	
7. Development Officer Report	A copy of the Development Officer report was included with the agenda package. The report included an update on: volunteers; the Rouge: Varley Gala; Canada Summer Jobs Grants; and Vintages at the Varley: Old World Wines.		
8. Sub-Committee Reports	A. Rouge: Varley Gala Committee 2018 - Amin Giga provided the following update on the “Rouge: Varley Gala Committee 2018”: • Confirmed Suhana Meharchand as the MC of the event; • Holding the event on October 11, 2018 at the Marriott, 170 Enterprise Blvd, Markham; - o Offering venue free of charge (savings of \$6,000); - o Charging \$77 per person plus tax and gratuity; • Confirmed wine sponsor;		

Agenda Item	Discussion	Action Item
	- o Providing \$800 to \$1,000 of free scotch; - o Providing wine at half price; - o Need to include their logo on all promotional materials; - o Looking to promote the Eastdale Estates division of their business; • Charging \$150 for tickets again this year; • Using a cover band this year to reduce the cost of the entertainment; • Getting the art for the Silent Auction from a different source this year, as that provided by the Silent Auction Company used for the auction consisted of reproductions; • Involving the Gallery in the live auction this year; • Following up with sponsors from last year and starting to look for new sponsors; • Printing the sponsorship package this week and will be circulating the package to directors soon after; • Suggested inviting election candidates to the event. The Board asked for an update on whether the City copyrighted the Varley name and if Tribute is allowed to use the name. Terrence Pochmurski will follow up with Catherine Conrad on this matter and report back at the next meeting. The Board noted that it should be easier to host the event this year, as it is not the first time holding the event. B. <u>Vintages at the Varley</u> Craig McQuat advised that a sponsorship package is also being created for the Vintages at the Varley event. C. <u>Development Committee</u> There was no report.	

Agenda Item	Discussion	Action Item
	D. <u>Volunteer Committee</u> There was no report.	
9. Financial Report	Sid Karsh, Treasurer presented the Varley-McKay Art Foundation of Markham Financial Statements as of December 30, 2017, and the proposed 2018 Business Plan. The business plan presented was based on conservative forecasting. Funds were allocated in the Budget/Business Plan for the Board's Gallery contributions. The Board will need to address the Gallery contributions prior to finalizing the Budget/Business Plan. It planned to do this by email. The Treasurer aimed to have the Foundation's 2017 Financial Statements at the April meeting.	
10. New Business	<u>Date of Annual General Meeting</u> Terrence Pochmurski advised that the date of the AGM has been tentatively scheduled for June 11, 2018. The Clerk suggested holding the meeting in May, as June gets very busy and it is an election year. She will look at the calendar and recommend a few dates. <u>New Members</u> Terrence Pochmurski, Chair reported that the Foundation needs to start recruiting new members, as two Board of Directors have stepped down. The Clerk advised that the Foundation can advertise the vacancies on the City page. <u>Performance Group</u> Sammy Lee asked if a group could perform at the Gallery on a date between June 11th and 17th or if there is any City events they could perform at. <u>Remembering Bill Withrow</u>	

Agenda Item	Discussion	Action Item
	Terrence Pochmurksi, Chair advised that Howard Back has suggested that the Foundation recognize Bill Withrow's contributions to the Gallery. Suggestions for recognizing him included: buying artwork; or naming a program or position after him. Howard Back will speak to this matter at the next meeting, as he was unable to be in attendance at today's Board meeting.	
11. Adjournment	The Varley-McKay Art Foundation of Markham adjourned at 6:01 pm	

Varley-McKay Art Foundation of Markham - Action Item Tracking

No.	Action Item	Meeting Date	Responsibility of Staff/Board Member	Meeting Date to be Completed By	Status
1.	Meet to establish criteria for recognizing past Board of Directors Create picture of what the founder wall may look like and decide who should be on it	September 8, 2014	Edie Yeomans, and Ernestine Tahedl	April 9, 2018	In progress
2.	Present a work plan with specific objectives.	March 9, 2015	Development Committee – Terrence, Sammy, Niamh	April 9, 2018	In progress
3.	Provide a breakdown of the funds being requested.	February 12, 2018	Niamh	April 9, 2018	
4.	Follow up with group requesting to perform a concert at the Varley Art Gallery	February 12, 2018	Niamh	April 9, 2018	