

VARLEY-MCKAY ART FOUNDATION OF MARKHAM

Monday, November 14, 2016

Varley Art Gallery

5:00 PM – 7:00 PM

MINUTES

Attendance:

Board of Directors Present: Terrence Pochmurski, Chair, John Ingram, Sid Karsh, Sammy Lee, Beverly Schaeffer, Craig McOuat, Phoebe Lo and Amin Giga

Staff: Niamh O’Laoghair, Director, Varley Art Gallery, Francesca Dauphinais, Cultural Development Officer, and Kiran Saini, Acting Access & Privacy Manager

Regrets: Howard Back, Santo Natale, Susan Gray, Edie Yeomans

Item	Discussion	Action Item
1) Call to Order	The Varley-McKay Art Foundation of Markham convened at 5:12 PM with Terrence Pochmurski presiding as Chair. The Chair introduced and welcomed two new Board Members: Amin Giga and Phoebe Lo.	
2) Disclosure of Pecuniary Interest	None	
3) Changes or Additions to the Agenda	None	
4) Minutes of the June 21, 2016 September 12 and October 24, 2016 Varley-McKay Art Foundation of Markham Board Meetings	Moved by: Craig McOuat Seconded by: Sid Karsh That the minutes of the June 21, 2016 Varley-McKay Art Foundation of Markham Board Meeting be approved.	Carried

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	Moved by: Craig McQuat Seconded: Sammy Lee That the minutes of the September 12, 2016 Varley-McKay Art Foundation of Markham Board Meeting be approved. Carried Mover by: John Ingram Seconded by: Beverly Schaeffer That the minutes of the October 24, 2016 Varley-McKay Art Foundation of Markham Board Meeting be approved. Carried	
5) Business arising from the Minutes i. Review of Action Items	The Action Item Tracking list was reviewed; it was noted that: 1. The meeting to establish criteria for recognizing past Board of Directors is still ongoing. 2. A presentation of a work plan with specific objectives is ongoing. 3. The issuance of tax receipts is an ongoing matter. Niamh and Howard will need to meet with Terrence with regards to this matter. 4. The 2017 gala will be discussed during today's meeting. 5. Completed November 14, 2016	
6) Director's Report	Niamh extended her gratitude to the Board for the success of the Vintages at the Varley event. She noted everyone's role in ensuring the event was a successful one. She made note of Santo, who took the lead role in selling tickets. When compared to 2015, the 2016 event had more individuals going on tours of the Gallery.	

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	Niamh noted that the Varley's Education Programs Coordinator has left the City to pursue other opportunities. The role will likely be filled by the end of November 2016. <u>Upcoming Events:</u> November 18 - Next art social for 19+ age group; there will be a bar and music November 25 - PechaKucha Night Markham Vol. 13 at the Varley Art Gallery December 15 - "A Very Varley Open House" - drop in event at the Gallery <u>Washroom installation updates:</u> Overall, staff are content with the washroom project in the Gallery. <u>McKay House update:</u> It was noted that upgrades to the electrical will take place in December. Since the last board meeting the McKay house front yard has received new sod and planting, a retaining wall, a bench under the apple tree and a new sign. A new McKay House logo will need to be installed inside the new sign in the near future.	
7) Development Officer's Report	Francesca provided an update on the following: <u>Volunteer program:</u> Between September 1 and October 31, there have been a total of 51 volunteers assisting with fall art programs and special events. <u>Canada Summer Jobs Employees</u> 6 employees participated over the summer. <u>Vintages at the Varley</u> This was a sold out event (all 112 tickets were sold) and a full report on the revenue will be provided at the next meeting. The 5 volunteers were extremely helpful. <u>2017 Gala</u>	Francesca to provide full revenue report regarding the Vintages at the Varley event at next

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	The Gala Subcommittee met today and have proposed the following: That the Gala be held on Thursday, October 12, 2017 at Crystal Fountain. The Gala ticket be \$50/person plus HST. The Gala would include a deluxe bar, cash bar. The Subcommittee requires a separate budget code for the 2017 Gala. There was significant discussion regarding the 2017 Gala. There were a number of questions raised: - What is the best day of the week to hold a Gala? - Are weekends preferable to a weekday? - How many attendees is the Board expecting to attend? - What type of entertainment will be at the Gala? Should the entertainment be restricted to local artists? - What will be the different thresholds for various sponsorship packages (i.e. silver, gold, platinum, diamond, etc.)? Sammy was asked to attend the next Gala Subcommittee meeting (November 28) to seek clarification with regards to a potential sponsor from China. John advised that Santo would like each Board member to purchase a minimum of 10 tickets. Beverly made note that the Board should consider not disclosing the amount each sponsor provides. Board members should approach sponsors/donors who do not normally contribute to the Gallery to ensure that the Board is getting a diverse set of sponsors/donors. Amin suggested that the Gala Subcommittee submit an application for Summer Student through the grant process to assist with the Gala. The deadline to submit applications is usually February 2017. Francesca is to circulate the Gala Subcommittee minutes to the Board after every meeting.	meeting.

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8) Sub-Committee Reports	a) Art Acquisition Committee - Edie Yeomans No Formal Update was provided. However, Niamh O'Laoghaire informed the Committee that the purchase of F.H. Varley's <i>Arctic Sketch #2</i> was complete With the help of Francesca Dauphinais a cheque was received on time and the Director was able to present it to Ms. Plaunt in person when she visited the Gallery on November 3. Ms. Plaunt was delighted to receive the cheque at that time. Niamh O'Laoghaire thanked the Foundation for this acquisition and for effecting in the purchase in time for Ms. Plaunt's visit. b) Art Auction Committee - TBD No Update was provided. c) Development Committee - Sammy Lee - This update was provided with the discussion of the Gala event. d) Volunteer Committee - Terrence Pochmurski No Update was provided.	
9) Financial Report	Sid Karsh provided an update on the financial report - he noted that the general funds are approximately \$3,000 favourable. The art auction was successful and the Vintages at the Varley have both assisted with the favourable financial report as well. The Board is on track to break even by the end of the year.	
10) New Business	a. <u>New meeting dates</u> There was no discussion regarding the new meeting dates. b. <u>Ontario Arts Council</u> Niamh and Terrence will visit the Ontario Arts Council on November 16 to learn how the Varley can secure funding for 2017. Terrence and Niamh will report back in February with an update.	Include Ontario Arts Council item on February agenda.
11) Adjournment	Moved by: Beverly Schaeffer	

Item	Discussion	Action Item
	Seconded by: Sammy Lee That the Varley-McKay Art Foundation of Markham Board Meeting adjourn at 6:25 PM.	Carried

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	ongoing	See Item 5. September 14 th Meeting Notes
2.	Present a work plan with specific objectives.	March 9, 2015	Development Committee	TBD	Discussion suspended pending direction from the City
3.	Look into how improvements can be made to the process for issuing tax receipts at the art auction.	September 12, 2016	Terrence Pochmurski, Stephen Chait and Niamh O'Laoghaire	October 17, 2016	
4.	Determine a date, theme, location, and venue for 2017 Gala	October 24, 2016	All Board Members and Francesca Dauphinais	November 14, 2016	
5.	Request that City Council confirm appointment of new Board Members	October 24, 2016	Chair, Laura Gold, Pamela Cook	November, 2016	Completed November 14, 2016