

VARLEY- MCKAY
ART FOUNDATION OF MARKHAM
Monday, April 13, 2015
Art Gallery
5:00 P.M. – 7:00 P.M.

MINUTES

Attendance:

Board of Directors Present: Councillor Don Hamilton, Terrence Pochmurski, Chair, Howard Back, John Ingram, Sid Karsh , Paul Keeling, Sammy Lee, Craig McQuat , and Beverly Schaeffer

Staff: Niamh O’Laoghair, Director, Varley Art Gallery, Moe Hosseini-Ara, Acting Director of Culture, Francesca Dauphinais, Development Officer, and Pamela Cook, Council/Committee Coordinator

Regrets: Paul Keeling, Ernestine Tahedl, Santo Natale, and Edie Yeomans

Item	Discussion	Action Item
1. Call to Order	The Varley-McKay Art Foundation of Markham convened at 5:14 p.m. with Terrence Pochmurski presiding as Chair.	
2. Disclosure of Pecuniary Interest	None	
3. Changes or Additions to the Agenda	Beverly Schaeffer informed the Board that Esther Beaupre, former long-time Board member, recently passed away.	
4. Approval of the Minutes	Moved by Howard Back Seconded by Craig McQuat That the Minutes from the March 9, 2015 Varley-McKay Art Foundation of Markham Board Meeting be adopted as presented.	CARRIED

Item	Discussion	Action Item
a. Business Arising from the Minutes	The Committee reviewed the action items from the previous meeting, and on direction from Niamh O'Laoghaire, Director of the Gallery, item No. 2, was withdrawn from the Action Item Tracking.	
5. Director's Report	Niamh O'Laoghaire, Director of the Gallery provided the Director's Report. The report included an update on public programs and events, proposed Pan Am/Parapan Am activities, collections, sponsorships, Varley Donor Wall and Membership Program, as well as discussions on the Wallace Joyce Scholarship and Award. There was a suggestion of revising membership benefits, possibly creating a patron level membership. As there are tax receipt issues that need to be clarified with the City this direction was withdrawn at this time. The Wallace Joyce Award is sponsored by the Varley-McKay Art Foundation and is intended to recognize the many contributions of Wally Joyce through a \$500 award offered annually to a graduating high school student in York Region who is planning to further their education in the arts. The applicants are nominated or can apply directly, with applications including a Curriculum Vitae, selection of work, evidence of post-secondary application in the arts field, and a statement from the applicant outlining their art practice. The Application must be received by April 30th of each year and will be juried by a committee comprising the Varley Art Gallery's Education Programs Coordinator, a member of the Varley-McKay Foundation Board of Directors and an artist-teacher from the community. A staff member from the Varley Art Gallery will present the award to the student at the school's graduation / award ceremony. Following further discussions by the Board, it was Moved by John Ingram Seconded by Sammy Lee THAT the Award amount be increased from \$500.00 to \$1,000.00 for the successful candidate of the Wallace Joyce Award.	

Item	Discussion	Action Item
	CARRIED A draft of the new marketing and communications booklet was tabled for review by Board members. It is planned to have it completed for release by April 23rd to coincide with the publication of the summer issue of <i>Markham's Life</i>. The booklet will be posted in pdf on the Gallery's website by the end of April, and members will receive a mailed copy. An application has been made for a student from the Young Canada's Work Program. Success with this endeavour would provide subsidy for hiring an Art student for the summer.	
6. Development Officer Report	Francesca Dauphinais, Development Officer presented her January - March, 2015 Review, which included comments on volunteers, website/social media, the City of Markham volunteer programs, and the Varley-McKay website review. The Work Plan for April 2015 focussed on the Art Auction scheduled for May 13, 2015. The efforts of Craig McOuat's team to update the website for the Gallery have resulted in a more user-friendly site and efforts continue to improve the search engine features. There will be a redirect feature for the Foundation's website.	
7. Sub-Committee Reports	A. Art Acquisition Committee Edie Yeomans sent regrets, but indicated there is nothing to report at this time. B. Art Auction Committee Photos have been completed for the Live Auction works and the catalogue is in the editing stage. The current sponsorship amount of \$27,500 is \$2,500 above target thanks to the diligence and continued efforts of Councillor Hamilton's Committee. Santo has confirmed the Prosecco donor. Board members were provided 10 tickets to try and sell for the event, and were asked to return any left unsold. More volunteers are needed for the silent auction. Artwork is at capacity, but pottery and jewellery items, and gift certificates can still be included.	

Item	Discussion	Action Item
	Craig has redesigned the 2015 sponsorship package for the Garden in White Dinner Party scheduled for July 25, 2015. C. Development Committee Sammy Lee reported that the Development Committee met to discuss a work plan and it was agreed that there needs to be focus on the need to build relationships with different cultural groups to increase our membership and focus more on our fund raising efforts. More staff and/or volunteers are needed to support this suggestion. It was agreed that there needs to be refinement from the City to determine what can be offered from other culture groups before this Committee meets again. D. Volunteer Committee In an attempt to standardize volunteer management, the City of Markham Volunteer Program has been in contact with all volunteers, including the Gallery / Foundation, to review requirements and current mandates for participants. Many of our volunteers are unique in that they are also donors, and it is important to foster relationships and encourage involvement for many years. For the immediate time, a process is in place to address the concerns as they come in. Moe Hosseini-Ara reported that the City will provide standardized training for volunteers and address issues like dealing with the vulnerable sector. The Museum Board is interested in bringing back a 'wine tasting event' for September, 2016. It was agreed that the Varley-McKay Art Foundation Board will help to work out a proposal. The Foundation applied for and was approved for a grant for a student position for the Gallery from May 19th to the beginning of September, 2015. This person will work with our Education Coordinator and provide additional coverage over the summer. A formal posting package will be sent out next week and a selection committee set up.	

Item	Discussion	Action Item
8. Financial Report	Sid Karsh reported that the Financial Statements of Varley-McKay Foundation of Markham, for Year Ended December 31, 2014 has been reviewed by the Auditors and there were no concerns. There was a discussion about the Investment and Copyright Income referred to in Note 3 and it was agreed that the terms could provide additional funding for the Art Acquisition Committee, but would be held as is until there is a confirmed acquisition in place. Moved by Sid Karsh Seconded by Howard Back THAT the Varley-McKay Art Foundation of Markham Board of Directors approve the Audited Financial Statement for the Year Ending December 31, 2014, and that the Auditors be sent a formal engagement letter. CARRIED	
9. New Business	<u>Development Officer Leave of Absence</u> There was a discussion about finding a replacement for the Development Officer during her one year maternity leave. It was agreed that the Board Chair and Director would review any applicants and sit in on the formal interview sessions. Moved by Councillor Hamilton, Seconded by Howard Back THAT the City of Markham Human Resources Department be requested to post for a replacement for the pending leave of absence of the Development Officer, Francesca Dauphinais. CARRIED	Contact HR to facilitate Job Posting for Development Officer - Niamh
10. Next Meeting Date	The next meeting of the Varley-McKay Art Foundation of Markham will be held on Monday, May 11, 2015 at 5:00 p.m. at the Gallery.	
11. Adjournment	On a motion from the Board the meeting of The Varley-McKay Art Foundation of Markham adjourned at 6:52 p.m.	

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	September 8, 2014	Edie Yeomans, and Ernestine Tahedl	Spring 2015	
2.	Add to the next agenda—Providing a Discount at Foundation events to Gallery Members	March 9, 2015	Laura Gold	April 13, 2015	Withdrawn by Niamh
3.	Look at past minutes on why the scholarship was established	March 9, 2015	Laura Gold	April 13, 2015	
4.	Present a work plan with specific objectives.	March 9, 2015	Development Committee	April 13, 2015	Discussion suspended pending direction from the Board
5.	Notify Human Resources and request a maternity leave posting for the Development Officer.	April 13, 2015	Director of the Art Gallery	May 11, 2015	