

**VARLEY MCKAY
ART FOUNDATION OF MARKHAM**

**TOWN OF MARKHAM
VARLEY ART GALLERY
Monday, February 28, 2011
4:00 P.M. – 6:00 P.M.**

MINUTES

<u>Attendance:</u> <u>Members Present:</u> Howard Back, Chair Drew Gerrard Patty Loveland Terrence Pochmurski Mahesh Chokshi Elizabeth Plashkes Sammy Lee Paul Keeling Robert McCulloch Ernestine Tahedl	<u>Staff Present:</u> Robin Gauzas, Committee Clerk Francesca Dauphinais, Development Officer <u>Members Absent:</u> Karen Chadwick Edward Mariani Anna Hudson Councillor Don Hamilton John Ryerson, Director of Culture Brenda Librecz <u>Regrets:</u> Patrick Carr Beverly Schaeffer Francine Périnet, Director, Varley Art Gallery Alan Bryce
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The Varley-McKay Art Foundation of Markham was called at 4:09 p.m. with Mr. Howard Back presiding as Chair

1. CHAIR'S OPENING REMARKS

Howard Back congratulated everyone involved with Art Battle at the Varley on February 5th, 2011 and advised that it was an outstanding event and 300 people were present. Howard also wanted to thank Terry and his committee for all their hard work. The Art Battle at the Varley was a first time event and an extreme success.

He also clarified an earlier discussion concerning the strategic planning process. The Gallery staff is undertaking to formulate a strategic planning document. He understands that the Foundation will receive and review a draft copy of this document on which comments can be made. It was emphasized that the Foundation and the Gallery staff will not be working independently on the strategic planning process.

It was clear that there their needed to be clarification of the mandate of the Gallery. The Board will be asked for their comments in this regard.

2. ADDITIONS OR CHANGES TO THE AGENDA

None.

3. MINUTES OF THE BOARD OF THE VARLEY MCKAY ART FOUNDATION OF MARKHAM HELD ON JANUARY 24, 2011

Moved by Elizabeth Plashkes
Seconded by Sammy Lee

That the Minutes of the Varley McKay Art Foundation of Markham held on January 24, 2011 be adopted.

CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

Donation Receipts Status:

With respect to an outstanding donation receipt for books received from a donor, it was reported that we have received a second appraisal and the donation receipt is in process.

Elizabeth Plashkes advised that it was a significant amount of money being donated and that it should be recognized.

It was suggested that the matter of donation receipts be added to the agenda each meeting so that the Board is able to monitor the documentation of donations.

5. DIRECTOR'S REPORT

In the absence of the Director due to sickness, no report was tabled.

6. SUB COMMITTEE REPORTS

a. Building and Long Range Planning

Howard Back advised that the project is still on budget and on schedule. The steel is in the process of being installed.

Drew Gerrard briefly discussed the details of the expansion project are set out in the notes to the annual financial statements which read as follows:

“The Town of Markham through their budget process has obtained approval for an addition to the Frederick Horseman Varley Art Gallery. It is estimated that the addition could cost up to \$2.58 million of which the Town of Markham will apply provincial funds of \$290, 000 from investing in Ontario Act, 2008 to support infrastructure and the Foundation will contribute up to \$1.56 million. In addition the Foundation Board of Directors have agreed to use their best efforts over the next ten years to fund cost in excess of \$2.48 million up to \$100,000. This commitment will be funded from the Capital Fund or the general Fund. Should the cost be less than \$2.48 million, the savings will reduce the \$1.56 million contribution by the Foundation”.

Drew advised that the cost of construction to date has been paid by the Town from the funds obtained from the Province of Ontario as noted above. In the near future the Foundation will be required to contribute funds which are set aside in the Capital Fund. Bill Pickering has been attending the construction meetings and has been monitoring the project on our behalf. In order to facilitate matters, he proposed that Bill Pickering be authorized to sign off invoices for payment by the Foundation.

*Moved by Drew Gerrard
Seconded by Patty Loveland*

That the board grant the authority to Bill Pickering to approve on behalf of the Varley-McKay Art Foundation of Markham the invoices for payment that are related to the addition to the Frederick Horsman Varley Art Gallery once the invoices have been approved by the project manager for the addition.

CARRIED.

Elizabeth Plashkes reminded the Board that Bill Pickering’s project reports are being posted on the website by Francesca Dauphinais.

Howard Back advised that gallery will be closed after auction for approximately 2 months as construction will be taking place. It is anticipated that the closure will occur immediately after the Art Auction.

Howard Back would like to recognize Bill Pickering for all his hard work managing the project and keeping committee updated on progress.

b. Art Acquisition Committee

Howard Back advised the Committee has not met this month.

Staff, under the direction of the Director, has assessed 175 items received from the Estate of Wally Joyce Collection. Quotations for the cost of the appraisal process are being obtained. The Art Acquisition Committee will be reviewing the art from the Estate once the review has been completed by the Director and the curator.

Drew Gerrard has raised the question of where paintings would go if committee decided that they do not need them. The Board was advised that the Executors of the Estate have been approached as to their willingness to allow donations of works not being placed in the Permanent Collection to become part of the Public Art Collection.

Elizabeth advised that Wally Joyce will be on the agenda for next Development Committee to discuss how he will be recognized

c. **Homes for the Holidays**

Robert McCulloch advised that the committee has met to review the 2010 event. He advised that it is planned to move the 2011 Homes for the Holidays to the Varley Art Gallery rather than at the Town. Drew Gerrard advised that approximately \$44,000 was raised from the Homes for the Holidays in 2010.

d. **Art Auction**

Paul Keeling advised that the sponsor packages are ready to go out as well as the tickets which have been delivered and are ready to be sold; 70% of the art works to be auctioned off has been received at the Gallery. The target is for all art work to be received by March 11th.

e. **Development Committee**

Elizabeth Plashkes advised that visitor lounge should be deferred in light of the construction project and the closure of the Gallery.

The Foundation is hosting a meeting of the Unionville Business Improvement Area on March 30, 2011 at 700 p.m.

Elizabeth also advised that the state of McKay house is extremely poor and there are several repairs that need to be completed; repairs are not being completed. Elizabeth mentioned Ed Cassala and his expertise with antique hardware and will send a quote for repairs on the house. Advised that restoration of bench and mantel piece which is dried and needs to be repaired as soon as possible, the roof will also be extremely expensive to repair

Howard Back advised that we have a responsibility to come up with a resolution to this problem

Elizabeth will put together a resolution for April 4, 2011 meeting requesting the Town to look at McKay house and its repair.

Elizabeth Plashkes briefly discussed contract with Daily Web TV regarding the proposal for promotional videos that would be played in the Gallery lobby and at all events, given to sponsors and use for donor development.

Moved by Drew Gerrard

Seconded by Patricia Loveland

Motion to authorize Elizabeth to sign contract with Daily Web TV on behalf of the Board,

CARRIED.

f. Development Officer Report

Francesca Dauphinais had to leave meeting early and left a report as follows:

- Art Battle: Thank you letters going out to all sponsors, supporters, Art Battle team members, volunteer and committee members
- Complete final details for Emily Bigioni exhibition (March 7th-10th) Opening reception Monday March 7, 2011 7-9 p.m.

Moved by Drew Gerrard

Seconded by Elizabeth Plashkes

That the Board approve the expenditure of up-to \$500 on the Emily Bigiono exhibition; and,

That the funds be transferred from the Unrestricted General Fund to the Designated Fund.

CARRIED.

- Complete volunteer scheduling
 - March break volunteer scheduling
 - Complete spring art classes volunteer scheduling
 - Birthday parties and Easter egg-citement (one time events) volunteer scheduling
 - All new volunteer will attend an orientation workshop on Thursday, March 10th at 4 p.m.
- Attendance at regularly scheduled Art Auction Planning Committee meetings, assisting with administrative support, including accounting revenues and expenses tracking. Also sitting on Food/Beverage and Event planning sub-committee
- Begin regularly scheduled Home for the Holidays sponsorships package and Save the Date notes
- Maintain regular updates to the Foundation web site; summer camps, summer exhibition and related programming, expansion updates by Bill Pickering, fundraising event information etc...continue work with gallery staff on databases for donors, volunteers, members and event participants
- Begin recruitment, screening and training for Summer Camp Volunteers

- Attend blessed Brother Andre High School Volunteer Recruitment Fair
Wednesday, March 23, 2011

g. Art Battle at Varley

Terry Pochmurski advised that the Art battle at the Gallery was a success and 320 tickets were sold, netting about \$4,500. He also advised that the committee is trying to establish a Social Club which would entice a younger crowd and get them more involved. Terry would also like to take the time to recognize and congratulate Francesca Dauphinais for all of her hard work.

Howard Back thanked Terry Pochmurski on behalf of the committee for all his time and hard work with this event.

7. FINANCIAL REPORT

No report was provided.

8. NEW BUSINESS

No new business at this time.

10. DATES OF FUTURE MEETINGS

The next meeting of the Varley McKay Art Foundation of Markham will be held on April 4, 2011 at the Gallery at 4:00 pm.

Future meeting dates are as follows:

- Monday, May 9, 2011
- Monday, May 30, 2011
- Monday, June 20, 2011

11. ADJOURNMENT

That the meeting of the Board of Varley McKay Art Foundation of Markham adjourn at 5:26 p.m.

CARRIED.