

**VARLEY-MCKAY
ART FOUNDATION OF MARKHAM
Monday, December 8, 2014
Art Gallery
5:00 P.M. – 7:00 P.M.
MINUTES**

<u>Attendance:</u> Board of Directors Present: Councillor Don Hamilton, Terrence Pochmurski, Chair, Craig McOuat, Paul Keeling, Sid Karsh, Sammy Lee, Santo Natale, and Ernestine Tahedl	
<u>Staff:</u> Niamh O’Laoghaire, Director, Varley Art Gallery, Francesca Dauphinais, Development Officer, and Laura Gold, Council/Committee Coordinator	
<u>Regrets:</u> Edie Yeomans, and Susan Gray	

Item	Discussion	Action
1. CALL TO ORDER	The Varley-McKay Art Foundation of Markham convened at 5:20 p.m. with Terrence Pochmurski presiding as Chair.	
2. DISCLOSURE OF PECUNIARY INTEREST	There was no disclosure of pecuniary interest.	
3. APPROVAL OF MINUTES AND BUSINESS ARISING FROM THE MINUTES	Moved by Sammy Lee Seconded by Craig McOuat That the Minutes from the November 10, 2014 Varley-McKay Art Foundation of Markham be approved as presented.	CARRIED

Item	Discussion	Action
	The Board reviewed the action items from the Previous meeting. Councillor Don Hamilton agreed to follow up with the Remington Group regarding the outstanding donation of K\$10.	Follow up with the Remington Group regarding its outstanding donation of \$10K – Councillor Don Hamilton
4. DIRECTOR'S REPORT	Niamh O'Laoghaire, Director, Varley Art Gallery provided the Director's Report. The report included an update on the following: exhibitions; public events; educational programs; collections; security; renovations; and Promotions, Marketing and Sponsorship. The report focused on the daily activities, and the community involvement at the Gallery. A copy of the Director's Report was circulated with the agenda package. A Director asked about the status of the renovation at the Gallery. The Director of the Gallery reported that the renovation is almost complete; excluding one light that needs to be installed in January 2015, as it is being imported from overseas. A brief update on the project to preserve the artwork on paper was provided. The first phase of the project is going well. The Gallery will soon ask the Board for its grant towards the second phase of project. There was a brief discussion on the importance of having open communication between the Gallery and the Board.	
5. DEVELOPMENT OFFICER REPORT	Francesca Dauphinais, Development Officer provided the Development Officer Report. The report included an update on the following: the Art Auction; volunteers; mentorships; website/social media; the City of Markham volunteer program; and the Development Officer work plan for December 2014. The report also included a proposal for an Arts and Crafts Festival. Feedback on the proposal was positive.	

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	A copy of the report was circulated with the agenda package.	
6. SUB-COMMITTEE REPORTS	A. Art Acquisition Committee Ernestine Tahedl advised that the Art Acquisition Committee still needs new members. B. Development Committee Sammy Lee reported that the Development Committee met to discuss a fundraising strategy for the Gallery. Some of the topics of discussion included: • Creating business connections • Fostering relationships with Main Street Markham • Encouraging businesses and other community groups to host events at the Gallery • Soliciting groups to co-host or sponsor an event at the Gallery to raise the profile of the Gallery internationally The draft vision statement for the Development Committee was presented to the Board. The MOU may need to be amended for the Development Committee to focus on facilitating international support of the Gallery. The Board should consider the amount of coordination and workload, which would be required to foster international relationships with the Gallery. It was recommended that the Board start with adding a visit to the Gallery to the welcome tour provided to delegates visiting Markham. The Board approved the draft vision statement in principle. A final version of the vision statement will be brought forward to the Board in January. Moved by Sammy Lee Seconded by Craig McOuat That the Board approve the following draft vision statement in principle:	Bring back a final version of the Development Committee vision statement – Sammy Lee

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	<i>“That the Development Committee be mandated to look into, among other things in the original mandate, co-operation with different Canadian ethnic groups to increase the exposure of Varley Art Gallery locally and internationally and the following are examples of possible activities:</i> <i>1. To receive overseas groups interested in art and/or cultural exchange and/or artistic performances and at the same time to organize overseas trips to visit these groups to build up stronger relationships with the intent of raising the profile of the Varley Art Gallery and drawing stronger support internationally.</i> <i>2. Reach out to various businesses to make a joint effort to promote Canadian art, culture and in particular, the Varley Art Gallery and associated work to different interest groups in the Greater Toronto Area to raise the profile of the Varley Art Gallery through such connections.”</i> CARRIED	
7. FINANCIAL REPORT	Sid Karsh provided the Financial Report. The Board approved a resolution to provide the Director of the Art Gallery with authority to sign invoices and cheque requisition on behalf of the Board. Moved by Sid Karsh Seconded by Councillor Don Hamilton That the Director of the Varley Art Gallery, Niamh O’Laoghaire, be authorized to sign invoices or cheque requisitions for the Foundation for amounts up to two thousand five hundred dollars (\$2,500.00) provided the use of such funds has been provided for in the	Arrange for the Director of the Gallery to be provided with

Item	Discussion	Action
	business plan for the year; and, That cheque requisition(s) in the amount of two thousand five hundred dollars (\$2,500.00) up to one hundred thousand dollars (\$100,000.00) be executed by the Director together with one (1) of the Chairman or Treasurer; and, That the resolution passed at the meeting held on December 9, 2013 which authorized the Director of Culture, Mohammed Hosseini-Ara to sign is hereby rescinded. CARRIED	Signing Authority – Sid Karsh/Laura Gold
8. NEW BUSINESS	<u>Memberships</u> There are three potential new Directors. Two were previously on the Board. All three potential Directors would have a lot to contribute to the Board. Once their interest to serve on the Board has been confirmed the Board will need to approve the appointments prior to them being presented at the Annual General Meeting. <u>Sign at the Front</u> There was a discussion on getting a new sign for the Gallery and on improving the illumination in the courtyard. The Director of the Gallery agreed to investigate this possibility as part of the study of the courtyard, which will be conducted in 2015. <u>Thank you Letters</u> It was suggested that thank you letters be sent to invited guest who attended the gathering at the Gallery to welcome the new Director of the Gallery. Francesca will contact the Director of Culture regarding this initiative. <u>Strategic Plan</u> The Board should email the Chair their availability to attend a strategic planning session in February. The Director of the Gallery will provide the Board with a room at the Gallery to conduct the session.	Investigate getting a new sign, and improving the lighting in the Gallery courtyard, as part of the study being conducted in 2015 – Director of the Gallery Arrange for thank you letters to be sent to invited guest who attended the gathering to welcome the Director -

Item	Discussion	Action
		Development Officer Email your availability for the strategic planning session to the Chair—all Board of Directors
9. NEXT MEETING DATE	The next meeting of the Varley-McKay Art Foundation of Markham will be held on Monday, January 12, 2014 at 5:00 p.m. at the Gallery.	
10. ADJOURNMENT	The Board of the Varley-McKay Art Foundation of Markham adjourned at 6:32 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.	Follow up regarding the \$10K Remington committed to pay.	May 15, 2014	Councillor Don Hamilton	January 12, 2015	completed
2.	Meet to establish criteria for recognizing past Board of Directors	September 8, 2014	Edie Yeomans, and Ernestine Tahedal	January 12, 2015	
3.	Find a date for the strategic planning sessions.	November 10, 2014	Terrence Pochmurski	January 12, 2015	
4.	Bring back a final version of the Development Committee vision statement.	December 8, 2014	Sammy Lee	January 12, 2015	
5.	Arrange for the Director of the Gallery to be provided with Signing Authority	December 8, 2014	Sid Karsh/ Laura Gold	January 12, 2015	
6.	Investigate ways to improve the lighting and the possibility of getting a new sign in the Gallery courtyard, as part of the study being conducted in 2015	December 8, 2014	Gallery Director	Spring 2015	
7.	Arrange with the Director of Culture for thank you letters to be sent to people who attended the gathering to welcome the Director	December 8, 2014	Development Officer	January 12, 2015	
8.	Email the Chair your availability for the strategic planning session	December 8, 2014	All Board of Directors	January 12, 2015	