

**VARLEY- MCKAY  
ART FOUNDATION OF MARKHAM  
MONDAY, FEBRUARY 10, 2014  
Art Gallery  
5:00 P.M. – 7:00 P.M.  
MINUTES**

Attendance:

Board of Directors Present: Councillor Don Hamilton , Terrence Pochmurski, Chair, Sid Karsh, Sammy Lee, Paul Keeling, Craig McOuat, Anthony Smith , Santo Natale , Ernestine Tahedl and Edie Yeomans

Staff:

Moe Hosseini-Ara, Acting Director of Culture, Sara Tam, Interim Director, Varley Art Gallery, Fiona Wu, Development Officer and Laura Gold, Council/Committee Coordinator

Regrets:

Rosemary Donegan and Susan Gray

Item	Discussion	Action
<b>1. CALL TO ORDER</b>	The Varley-McKay Art Foundation of Markham convened at 5:10 p.m. with Terrence Pochmurski presiding as Chair.	
<b>2. DISCLOSURE OF PECUNIARY INTEREST</b>	The Chair advised the Board that Patty Loveland has resigned from the Foundation. There was no disclosure of pecuniary interest.	
<b>3. APPROVAL OF MINUTES AND BUSINESS ARISING FROM THE MINUTES</b>	Moved by Edie Yeomans Seconded by Sid Karsh  That the Minutes from the December 9, 2013 Varley-McKay Art Foundation of Markham Board meeting be approved as presented.	<b>CARRIED</b>

Item	Discussion	Action
	<p>Moved by Edie Yeomans                      Seconded by Sid Karsh</p> <p>That the Minutes from the confidential December 9, 2013 Varley-McKay Art Foundation of Markham Board meeting be approved as presented.</p> <p style="text-align: center;"><b>CARRIED</b></p> <p>Moved by Ernestine Tahedl                      Seconded by Anthony Smith</p> <p>That the Minutes from the January 13, 2014 Varley-McKay Art Foundation of Markham Board meeting be approved as presented.</p> <p style="text-align: center;"><b>CARRIED</b></p>	
<p><b>4. DIRECTOR'S REPORT</b></p>	<p>Sara Tam, Interim Director, Varley Art Gallery, provided the Director's Report. The report included an update on the following: Gallery highlights; the collections; exhibitions; facility operations; Foundation/Board relations; educational programs; public programs; promotions, marketing and sponsorship; and the Varley Team.</p> <p>A copy of the Director's Report was provided to the Board. The new format of the report was praised by the Board.</p> <p>The Board requested an update on the project to conserve the artwork on paper in the permanent collection. The Interim Director of the Gallery advised that the grant application has been submitted to the Province's Department of Heritage, Museum Assistance Program. The application is currently under review. The decision on the grant application should be known by April or May, 2014.</p> <p>The Interim Director is preparing a proposal on the project to conserve the artwork on paper in the permanent collection to circulate to the Board. The proposal will provide</p>	<p>Circulate proposal and options to conserve</p>

Item	Discussion	Action
	<p>more information on the project and it will outline alternatives for the undertaking of the project.</p> <p>The Board generally felt that contributing to the Gallery's project to conserve the artwork on paper in the permanent collection was within the Board's mandate. A decision on this matter will be made after the Board reviews the proposal for the project.</p> <p><u>Varley Art Gallery Strategic Plan</u></p> <p>Moe Hosseini-Ara, Acting Director of Culture provided a presentation on the Varley Strategic Plan. The presentation included the following: (1) a review of the strategic planning process; (2) a vision statement; (3) the strategic imperatives; (4) building/expanding the permanent collection; (5) enhancing foundation relationship; (6) optimizing organizational excellence; (7) developing an exhibition &amp; programming strategy; (8) supporting the creation of a cultural hub; (9) the proposed timelines; and (10) recommendations.</p> <p>A Board Member advised that they would like to see a more detailed document prior to approving the Strategic Plan.</p> <p>The Acting Director of Culture advised that the content of the presentation was developed based on feedback from the strategic planning process. The presentation is intended to be at a high level, as Council endorsement is required to move forward with a more detailed work plan. The presentation is scheduled to be brought forward to General Committee for Council endorsement in March, 2014. Once Council endorses the presentation a more detailed work plan will be created and brought back to the Board for its input.</p> <p>It was requested that the SWOT analysis conducted during the strategic planning process for the Gallery be circulated to the Board.</p> <p>It was noted that "visual art" was replaced with "art" in the vision statement for the Gallery to avoid limiting it only to the visual arts.</p>	<p>the artwork on paper in the permanent collection – Sara Tam</p> <p>Circulate SWOT Analysis from strategic planning session – Director of Culture</p>

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	<p>There was a discussion on why the vision statement for the Varley refers to being “a cultural hub of national significance” rather than “a cultural hub of international significance”. It was agreed that the wording should remain “a cultural hub of national significance”, as it does not limit the Varley from having international audiences, exchanges or relationships.</p> <p>There was a discussion on the importance of setting clear expectations with respect to the role of the Director of the Gallery in the job profile used to recruit the new director. The Interim Director of Culture hoped that the Board would be able to review the job profile by the end of the month, and noted the importance of understanding key attributes the Foundation is looking for in this position. The Board’s involvement in the hiring process of the new director will be clarified at an upcoming meeting.</p> <p>The Chair advised that the Board needs to create its own strategic plan for the Foundation. It was suggested that the plan be developed between March and June, 2014. The strategic plan should be complete in time to present at the Annual General Meeting to be held on a date to be determined in May or June, 2014.</p> <p>The Board felt that the Varley Strategic Plan presentation was a fair outcome based on the feedback gathered from the strategic planning process.</p> <p>Moved by Councillor Don Hamilton                      Seconded by Edie Yeomans</p> <p>That the presentation entitled “Varley Art Gallery Strategic Plan” be received. <b>CARRIED</b></p>	<p>Send out job profile for new Gallery Director – Director of Culture</p>
<p><b>5. DEVELOPMENT OFFICER REPORT</b></p>	<p>Fiona Wu provided the Development Officer Report. The report included an update on Art Auction; Sphere; Homes for the Holidays 2013; volunteers and a work plan for February 2014.</p>	

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<p><b>6. SUB-COMMITTEE REPORTS</b></p>	<p>The Development Officer Report was circulated with the agenda package.</p> <p><b>A. Art Acquisition Committee</b></p> <p>No report was provided.</p> <p><b>B. Art Auction</b></p> <p>Paul Keeling provided the Art Auction Report. The sponsorship package will be circulated to the Board to provide the package to potential sponsors. All Board Members were requested to help with the selling of tickets. The number of items up for auction will be limited to 50 items to prevent the auction from being too long in length.</p> <p><b>C. Sphere</b></p> <p>Terrence Pochmurski provided the Sphere Report. The Sphere Committee decided to give all Varley members access to Sphere events. The number of Sphere events will be reduced to three. The funds to support these events will come from the Garden in White party. The format for Sphere will be reviewed in one year to determine if the program will be continued.</p> <p><b>D. Development Committee</b></p> <p>Sammy Lee inquired if any Board of Directors would be interested in Co-Chairing the Development Committee, as Patty Loveland the previous Co-Chair has resigned from the Board. There were no volunteers at this time. It was suggested that an email on this matter be sent out to the Board.</p>	<p>Send email to see if any Board of Directors are interested in Co-Chairing the Development Committee – Sammy Lee</p>

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<p><b>7. FINANCIAL REPORT</b></p>	<p>2013 Financial Statements                      The Treasurer reported that the 2013 Financial Statements for the Foundation are in the process of being finalized by City staff.  <u>Gallery Renovation</u>                      The Foundation will have approximately \$32K remaining in the restricted fund after the completion of the Gallery renovation.</p>	
<p><b>8. NEW BUSINESS</b></p>	<p>A Board of Director requested that a gesture be made to thank Patty Loveland for her service on the Board, as she was one of the founding members of the Foundation. It was suggested that a dinner be held in her honour or that an Inuit sculpture for the Gallery be purchased in her name. Any artwork purchased would need to be made through the Art Acquisition Committee and in accordance with its policies.                      A Member reminded the Board that a policy needs to be developed for recognizing past Board of Directors for their service.</p>	<p>Investigate options to recognize Patty Loveland for her contribution to the Foundation – Edie Yeomans                      Develop a policy for recognizing past members of the Board of Directors for their service - TBD</p>
<p><b>9. NEXT MEETING DATE</b></p>	<p>The next meeting of the Varley-McKay Art Foundation of Markham will be held on Monday, March 3, 2014 at 5:00 p.m. at the Art Gallery.</p>	
<p><b>10. ADJOURNMENT</b></p>	<p>The Board of the Varley-McKay Art Foundation of Markham adjourned at 6:45 p.m.</p>	

**Varley-McKay Art Foundation of Markham - Action Item Tracking**

<b>No.</b>	<b>Action Item</b>	<b>Meeting Date</b>	<b>Responsibility of Staff/Committee Member</b>	<b>Meeting Date to be Completed By</b>	<b>Status</b>
1.	Circulate proposal and options to conserve the artwork on paper in the permanent collection –	Feb. 10, 2014	Director of the Gallery	March 3, 2014	
2.	Circulate SWOT Analysis from strategic planning session	Feb. 10, 2014	Director of Culture	March 3, 2014	
3.	Send out job profile for new Gallery Director	Feb. 10, 2014	Director of Culture	March 3, 2014	
4.	Send email to see if any Board of Directors are interested in Co-Chairing the Development Committee	Feb. 10, 2014	Sammy Lee	March 3, 2014	
5.	Think of way to recognize Patty Loveland for contribution to the Foundation	Feb. 10, 2014	Edie Yeomans	March 3, 2014	
6.	Develop Policy for recognizing past Board of Directors	Feb. 10, 2014	TBD	Spring 2014	