

**VARLEY- MCKAY
ART FOUNDATION OF MARKHAM
MONDAY, DECEMBER 9, 2013
Art Gallery
5:00 P.M. – 7:00 P.M.**

MINUTES

<u>Attendance:</u> Board of Directors Present: Terrence Pochmurski, Chair, Councillor Don Hamilton ,Rosemary Donegan, Susan Gray, Sid Karsh, Paul Keeling, Sammy Lee, Anthony Smith and Edie Yeomans <u>Staff:</u> Moe Hosseini-Ara, Director of Culture, Sara Tam, Interim Director, Varley Art Gallery, Fiona Wu, Development Officer and Laura Gold, Council/Committee Coordinator <u>Regrets:</u> Patty Loveland , Craig McOuat, Santo Natale and Ernestine Tahedl	
---	--

Item	Discussion	Action
1. CALL TO ORDER	The Varley-McKay Art Foundation of Markham convened at 5:08 p.m. with Terrence Pochmurski presiding as Chair.	
2. DISCLOSURE OF PECUNIARY INTEREST	There was no disclosure of pecuniary interest.	
3. DIRECTOR'S REPORT	Sara Tam, Interim Director, Varley Art Gallery, briefly introduced herself and provided the Director's Report. <u>Collections</u> Varley staff proceeded with the acquisition of the following artworks approved by the Board at the last meeting: F.H. Varley's Gatineau Country was purchased for \$24,860; and John Sasaki's <i>Microbes Swabbed From a Palette used by Frederick Varley</i>, 2013, Digital print, Edition: 1/3+1A/P was purchased for \$4,500.	

Item	Discussion	Action
	<u>Conservation of the Permanent Collection</u> More information was provided on the project to conserve the artwork on paper in the permanent collection. The project will strengthen the professional collections management standards of the Gallery. The total cost of this project over a 3-year period is \$49,306. A grant has been submitted to the Museums Assistance Program, which is part of the Department of Heritage to assist with the cost of this project. If the grant is successful it will fund approximately 50% of the project. The Board is being requested to contribute the following amounts towards the project: 2014-\$13,850, 2015 - \$5,363, 2016 -\$5,363 (for a total of \$24,580). The project will be re-evaluated if the Board chooses not to financially support the project. <u>Exhibitions</u> Anik Glaude, Curator will provide an exhibition update at the next meeting. <u>Facility Operation</u> <i>Blinds in the Florence and Donald Deacon Community Room</i> The blinds in the Florence and Donald Deacon Community room will be fixed by staff this December. <i>Security Audit</i> A security audit of the Gallery was conducted in mid 2013 that resulted in some repairs, upgrades and training on the Gallery's security systems and protocols. The Board requested that staff review the following security concerns regarding the Gallery and report back at the next meeting: (1) Having only one member of staff close the Gallery at the end of the day; and, (2) Placing a chain on the front entrance door of the Gallery, as it may not meet fire	Look into the Boards

Item	Discussion	Action
	code or insurance requirements. The Director of Culture advised that placing the chain on the front door of the Varley meets fire code, as only one of the front entrance doors is being chained. A report will be provided at the next meeting on the Board's other security concerns. <i>Interior Renovation</i> Quotes received for the interior renovation at the Gallery were higher than anticipated. Staff are working on tweaking the project so that the Gallery's objectives can be met within the project budget. The project will be re-tendered in January. <u>Foundation Board Relations</u> A two-day strategic planning session for the Varley Art Gallery of Markham was held on November 25 and December 5, 2013 facilitated by Knightsbridge Leadership Solutions. A report on the sessions is being produced and will be presented to the Board. <u>Educational Programs</u> An update on Varley's school based programs was provided. It noted that the Varley was recognized by the City of Toronto for its participation in the Arts Management Internship program. <u>Public Program</u> The Varley is partnering with Markham Public Library and Markham Art Council to present Markham's second volume of Pecha Kucha. The Gallery will host a Pecha Kucha-style gallery tour featuring 20 paintings each taking up 20 seconds. <u>Promotions, Marketing and Sponsorship</u> The Varley has accepted \$5K in sponsorship funds from IBM to waive the Gallery entrance fee for 2014.	security concerns – Director of Culture/ Interim Director of the Gallery

Item	Discussion	Action
	The Director's Report was circulated with the agenda package.	
4. APPROVAL OF MINUTES AND BUSINESS ARISING FROM THE MINUTES	Moved by Councillor Don Hamilton Seconded by Susan Gray That the Minutes of the November 11, 2013 Varley-McKay Art Foundation of Markham Board Meeting be approved as presented. CARRIED The following resolutions were approved by email on November 25, 2013: <i>Moved by Terrence Pochmurski Seconded by Sid Karsh</i> <i>That the Director of Culture, Mohammed Hosseini-Ara , be authorized to sign vouchers for cheques 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 business plan for the year; and</i> <i>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,</i> <i>That the resolution passed at the meeting held on October 26, 2009 which authorized Francine Perinet to sign is hereby rescinded.</i> CARRIED	
5. IN-CAMERA SESSION	The Varley-McKay Art Foundation of Markham went in-camera at 5:40 p.m.	

Item	Discussion	Action
	Moved by Edie Yeomans Seconded by Paul Keeling That, in accordance with Section 239 (2) (b) of the <u>Municipal Act</u> the Varley McKay-Art Foundation of Markham resolve into an in-camera session to discuss the following confidential matter: 1) A personal matter about an identifiable individual. CARRIED. Moved by Paul Keeling Seconded by Sammy Lee That the Varley-McKay Art Foundation of Markham rise from an in-camera session (5:59 p.m.) CARRIED.	
6. DEVELOPMENT OFFICER REPORT	Fiona Wu provided the Development Officer Report. The report included an update on Sphere; Homes for the Holidays; volunteers and a work plan for December 2013. The Development Officer Report was circulated with the agenda package.	
7. SUB-COMMITTEE REPORTS	A. Art Acquisition Committee Rosemary Donegan provided the Art Acquisition Committee report. The Gallery has proceeded to purchase the artworks approved for purchase at the last board meeting. B. Art Auction The planning of the Art Auction will commence in January. IBM will provide \$5K in sponsorship funds and services in-kind for the 2014 Art Auction. C. Sphere No report was provided.	

Item	Discussion	Action
	D. Development Committee No report was provided. E. Homes for the Holiday Event Susan Gray provided the Homes for the Holiday Report. Revenue from the event was down this year. Some of the reasons for revenue being down included the following: • Momentum was lost as the event was not held last year; • The Co-Chairs of the event were new this year; • Two other cities had similar events at the same time; • The lack of media coverage of the event; Some suggestions for increasing the revenue for next year's event included: • Promoting the event earlier; • Ensuring the messaging on the posters promoting the event is clear (e.g. the messaging should include that the tour is of 9 or 10 beautiful homes decorated for the holidays); • Ensuring the tickets are accessible (e.g. have the tickets available for purchase at the Gallery as well as at the Theatre); • Having the reception at the Gallery. Overall the Homes for the Holiday event went well. Staff are trying to work it out so that next year's reception can be held at the Gallery, as currently an exhibit is scheduled to be held at the Gallery at the same time the event will be held.	
8. FINANCIAL REPORT	a) Financial Report	

Item	Discussion	Action
	Moved by Sid Karsh Seconded by Councillor Don Hamilton That the Foundation donate \$27 K to the City of Markham for the benefit of the Varley-McKay Art Gallery to be used for exhibitions, educational programming and volunteer programs. CARRIED	
9. NEW BUSINESS	The Chair advised that the Board will need develop its own strategic plan. Two half day strategic planning sessions will be held to assist with this process. These dates will be set in the new year.	
10. NEXT MEETING DATE	The next meeting of the Varley-McKay Art Foundation of Markham will be held on Monday, January, 13, 2014 at 5:00 p.m. at the Art Gallery.	
11. ADJOURNMENT	The Board of the Varley-McKay Art Foundation of Markham adjourned at 6:18 p.m.	

Varley-McKay Art Foundation of Markham - Action Item Tracking

No.	Action Item	Meeting Date	Responsibility of Staff/Committee Member	Meeting Date to be Completed By	Status
1.	Arrange meeting with the Commissioner of Community & Fire Services, the Director of the Gallery and the Chair to discuss exhibit deficit and report back at the next meeting.	November 11, 2013	Moe Hosseini-Ara and Terrence Pochmurski	January 13, 2014	
2.	Look into the Boards security concerns	December 9, 2013	Director of Culture/ Interim Director of the Gallery	January 13, 2014	