

**VARLEY MCKAY
ART FOUNDATION OF MARKHAM**

**TOWN OF MARKHAM
VARLEY ART GALLERY
Monday, May 9, 2011
4:00 P.M. – 6:00 P.M.**

MINUTES

<u>Attendance:</u> <u>Board of Directors Present:</u> Councillor Don Hamilton Terrence Pochmurski, Chair Karen Chadwick Drew Gerrard Paul Keeling Patty Loveland Edward Mariani (joined the board meeting at 6:02 p.m.) Sammy Lee Ernestine Tahedl <u>Staff:</u> Francesca Dauphinais, Development Officer Brenda Librecz, Commissioner, Community Services and Fire Francine Périnet, Director, Varley Art Gallery John Ryerson, Director of Culture Laura Gold, Committee Clerk	<u>Absent:</u> Patrick Carr Mahesh Chokshi
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The Varley-McKay Art Foundation of Markham convened at 4:28 p.m. without quorum with Terrence Pochmurski presiding as Chair.

1. CALL TO ORDER AND OPENING

Ms. Brenda Librecz, Community Services and Fire, introduced Ms. Ann Roberts, the consultant who will be conducting the strategic planning process and who conducted the exit interviews of the Board of Directors' who recently resigned.

2. PRESENTATION BY SUB-COMMITTEE - VARLEY MOVING FORWARD

Ms. Ann Roberts, Consultant, Leadership Within, provided a presentation on the recent board resignations and on the Varley moving forward. A high level summary of the exit interviews of the Directors' who

recently resigned was provided. It was noted that all of the Directors' were grateful to the Foundation and hold the Gallery close to their hearts. It was reported that moving forward it is important to establish a vision for the Gallery through the strategic planning process and through community engagement; to clearly define roles and responsibilities; and to ensure open communication.

Staff advised that a date in June has been set aside to discuss the strategic planning process. Upon the completion of the strategic planning process, it was recommended that a plan be created outlining the Gallery's/Foundation's events for the next five (5) years. Mr. Paul Keeling advised that he was willing to provide input and make recommendations with respect to the creation of a plan.

3. FINANCIAL STATEMENTS

Mr. Drew Gerrard, Treasurer, provided a review of the financial statements, noting the auditors' report is a new format approved by the Canadian Institute of Chartered Accountants.

A review of the Statement of Financial Position was provided. It was noted that the Foundation was currently is good financial standing. Some of the highlights included: Accounts Receivable consists of the Federal Grant of \$42,500 and Homes for the Holiday receipts due from the Town of \$99,000; there are still 2 pledges outstanding of \$65,000; included in Accounts Payable is \$44,000 owed to the Hospital from the funds raised from the Homes for the Holiday event. Administration expenses include salary of \$50,000; legal fees of \$3,200; audit fees of \$1,900; tax advice fee of \$1,500 and volunteer expense of \$3,000.

The Treasurer noted that an article printed in the Markham Economist & Sun that stated that funds from the Art Auction go towards educational activities at the Gallery. He reported that funds from the art auction do not go directly towards educational activities at the Gallery and that caution should be exercised when explaining the use of funds. The Statement of Cash Flows was reviewed.

The following change to the last paragraph to Note 1 to the Financial Statements was reported:

"The organization is considered a local board of the Town of Markham under the Municipal Act, 2011 and is subject to a degree of control by the Town of Markham. A Memorandum of Understanding, dated March 27, 2006 between the Town of Markham and Varley-McKay Art Foundation of Markham outlines the roles, responsibilities and terms of reference for each organization".

It was noted that the above change to Note 1 to the Financial Statement has been approved by the Town's Finance Department and the auditor.

4. SUB-COMMITTEE REPORTS

a) Building and Long range Planning Committee

There was no report provided.

b) Art Acquisition

The Art Acquisition Committee will meet to access the Wally Joyce collection. It was reported that this must be completed before June 9, 2011 and that the Gallery will not be accepting all of the artwork. Some of the artwork will go to the Gallery's permanent collection, some will go towards the public art collection and a portion will be returned to the family.

c) Homes for the Holiday

Ms. Karen Chadwick reported that the Homes for The Holiday Committee is working towards obtaining sponsors for the 2011 event. It was reported that the Committee would like to showcase interesting homes for this year's event, as it is an anniversary year. A more detailed report will be provided after the Committee meets in July.

d) Art Auction

Mr. Paul Keeling reported that the planning of the Art Auction is complete. The set-up for the art auction will occur tomorrow during the day. Some of the challenges experienced in the planning of the event included issues with the tax receipts and having to pull some of the artwork close to the date of the event. It was noted that the Committee may not continue with the creation of the catalogue for next year's event. A number of IBM executives will be in attendance at the event. The Art Auction Committee was thanked for undertaking the planning and execution of the event.

e) Development Officer

Ms. Francesca Dauphinais, Development Officer, reported that the Gallery will be closed from May 12 to June 26, 2011 and that she is currently focusing on the recruitment of volunteers and on summer camp. It was reported that approximately 185 tickets have been sold for the Art Auction and that the website has gone through a significant change.

f) Art Battle

It was reported that next year's Art Battle at the Varley will occur in January or February.

5. DONATION RECEIPTS

There was no report provided.

6. NEW BUSINESS

There was no new business.

7. PASSING OF MOTIONS

Quorum was obtained at 6:02 p.m. when Mr. Edward Mariani joined the Board meeting.

Moved by Drew Gerrard

Seconded by Patty Loveland

That the Minutes from the April 4, 2011 Varley-McKay Art Foundation of Markham be approved.

CARRIED.

Moved by Drew Gerrard

Seconded by Patty Loveland

That the Foundation approve the Financial Statements and provide signing authority to Terrence Pochmurski and Drew Gerrard.

CARRIED.

Moved by Don Hamilton

Seconded by Ernestine Tahedl

That the Foundation authorize the Nominating Committee to submit the names of people recommended by the Nominating Committee to be appointed to the Board to the Town for its consideration.

CARRIED.

8. DIRECTOR'S REPORT

Ms. Francine Périnet, Director, provided a presentation entitled "Director's Report". An overview of the Gallery team was provided. It was noted that the Information Service Officers need to be trained on providing information on the Gallery's exhibits, especially the Information Service Officers who work on the weekends.

It was reported that the business plan objectives have been identified for 2011. The plan is interconnected with the Department of Culture's objectives and the Town's Strategic Plan. Staff also looked at how positions relate to one another, as part of establishing the business objectives. A list of

business objectives were reviewed, noting they are all specific measurable and realistic. It was requested that an objective be added to increase the Gallery's membership. It was noted that staff are working on improving their database to improve its distribution of information to targeted audiences. A review of the following upcoming exhibits was provided: Cul-de-sac; Wally Joyce Collection; and Canada on Canvas.

It was noted that the Gallery receives support from the Foundation in the following ways: assisting with permanent collection acquisitions and conservation; making annual contribution via the endowment; providing research funds for exhibitions and programs; supporting educational projects; developing promotional material; providing advice on operations; and supporting development initiatives.

9. DATES OF FUTURE MEETINGS

The future meeting dates for the Foundation are as follows:

Monday, May 30, 2011 (Annual General Meeting and Board Meeting)

Monday, June 20, 2011

The Committee Clerk was requested to send an email to the Board of Directors' with the meeting details for the May 30, 2011 Annual General Meeting.

ADJOURNMENT

That the Varley- McKay Art Foundation of Markham adjourned at 6:24 p.m.