



Making a difference...together

**Minutes of a meeting of the Arts Advisory Council**  
**Tuesday, April 1, 2014, 5pm in Room 107, 625 Fisgard Street, Victoria, BC**

**PRESENT: Members** - A. Ippersiel, T. Kouk, R. Nicholson, C. Plant, M. Sing (Chair), P. Sullivan,  
 R. Thompson, D. Thorpe, L. Tomaszewska, J. Van der Veen  
**Regrets** - A. Carson, J. Carson  
**Staff** - J. Lam (Manager), H. Heywood (Recording Secretary)

Chair Sing called the meeting to order at 5:00 p.m.

Chair Sing welcomed the AAC's new member, Colin Plant. All members introduced themselves and provided a brief background.

**1. Approval of Agenda**

**MOVED** by Ms.Ippersiel, **SECONDED** by Ms. Van der Veen, the agenda be approved as distributed. **CARRIED**

**2. Adoption and Receipt of Minutes**

**Adoption of Minutes from Arts Advisory Council meeting of March 4, 2014.**

**MOVED** by Ms. Sullivan, **SECONDED** by Mr. Nicholson, the Minutes of the CRD Arts Advisory Council meeting held on March 4, 2014, be adopted as distributed. **CARRIED**

**Receipt of Minutes from Arts Committee meeting of March 12, 2014.**

**MOVED** by Ms. Thorpe, **SECONDED** by Ms. Van der Veen, the Minutes of the CRD Arts Committee meeting held on March 12, 2014, be received for information. **CARRIED**

**3. ABC'S (Activity By Council Summary)**

A list of events attended by AAC members was distributed and reviewed for information.

**4. Chair's Report**

No report.

**5. IDEA Grant Report & Recommendations**

Mr. Lam reviewed his report, providing a brief background of the process. Mr. Nicholson, Funding Committee Chair, thanked members of the sub-committee for their work on the adjudication, noting the Arts Committee also thanked members for their work on the January 2014 Project Grant adjudication. After responding to questions, it was,

**MOVED** by Ms. Mr. Nicholson, **SECONDED** by Ms. Van der Veen, to approve the IDEA Grant recommendations totaling \$11,500 and to present these to the Arts Committee at their next meeting on April 9, 2014. **CARRIED**

**6. "Parking Lot" Items**

Mr. Lam provided background on the discussion items that arose from the 2013 Operating Grant Plenary. Each item was reviewed and the following was decided:

a) Fair Notice Policy

After discussion it was, **MOVED** by Mr. Nicholson, **SECONDED** by Ms. Sullivan, to table this item to a future meeting, date to be confirmed. **CARRIED**

- b) Financial Transparency: Foundations  
 After discussion it was **MOVED**, by Ms. Ippersiel, **SECONDED** by Mr. Thompson, to table this item until the May AAC meeting. **CARRIED**
- c) RMTS Subsidy Disclosure  
 After discussion it was, **MOVED** by Mr. Kouk, **SECONDED** by Ms. Sullivan, to leave this reporting requirement as currently stated on the Operating Grant applications. **CARRIED**
- d) Financial Transparency: Transfers from Reserves  
 After discussion it was, **MOVED** by Mr. Kouk, **SECONDED** by Ms. Sullivan, to have staff develop a clear format in the Operating Grant application to record this information. **CARRIED**
- e) Performance Measures & Interview Questions  
 After discussion it was **MOVED** by Mr. Plant, **SECONDED** by Ms. Tomaszewska, to combine these two items and forward to a sub-committee for further discussion and recommendations. **CARRIED**

### **7. Correspondence**

Letters from Greater Victoria Performing Arts Festival and Victoria Epilepsy & Parkinson's Centre were received for information.

### **8. New Business**

- a) Considerations specific to new Operating Grant applicants was tabled to the June AAC meeting.
- b) Upcoming sub-committees and meeting dates:
- Tuesday, April 22nd at 5pm  
 Performance Measures & Interview Questions: Diane, Aimée, and Marilyn
- Thursday, May 22nd at 5pm  
 IDEA Grant adjudication: Randy (Chair), Aimée, and Robert
- Monday, May 26th at 6pm  
 PROJECT Grant adjudication: Patti (Chair), Colin, Lara
- c) April 15, 5:30pm at UVic – Colour Your Palate, an annual fundraiser for the Octa Collective.
- d) Canadian College of Performing Arts is fundraising through a raffle. Tickets available through CCPA.

### **Adjournment**

The meeting adjourned at 6:35 pm.

The next regular meeting is scheduled for Tuesday, May 6, 2014, 5pm at CRD Headquarters.

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CHAIR



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**Minutes of a meeting of the Arts Advisory Council**  
**Tuesday, May 6, 2014, 5pm in Room 107, 625 Fisgard Street, Victoria, BC**

**PRESENT: Members** - A. Carson, J. Carson, A. Ippersiel, R. Nicholson, C. Plant, M. Sing (Chair),  
 R. Thompson, D. Thorpe, J. Van der Veen  
**Regrets** - T. Kouk, P. Sullivan, L. Tomaszewska  
**Staff** - J. Lam (Manager), H. Heywood (Recording Secretary)

Chair Sing called the meeting to order at 5:00 p.m.

**1. Approval of Agenda**

Two items, a) IDEA Grant Adjudication Committee, and b) Fair Notice, were added to New Business.

**MOVED** by Mr. Plant, **SECONDED** by Ms. Thorpe, that the agenda be approved as amended.  
**CARRIED**

**2. Adoption and Receipt of Minutes**

**Adoption of Minutes from Arts Advisory Council meeting of April 1, 2014.**

**MOVED** by Ms. Van der Veen, **SECONDED** by Mr. Nicholson, the Minutes of the CRD Arts Advisory Council meeting held on April 1, 2014, be adopted as distributed.

**CARRIED**

**Receipt of Minutes from Arts Committee meeting of April 9, 2014.**

**MOVED** by Mr. Thompson, **SECONDED** by Ms. Thorpe, that the Minutes of the CRD Arts Committee meeting held on April 9, 2014, be received for information.

**CARRIED**

**3. ABC'S (Activity By Council Summary)**

A list of events attended by AAC members was distributed and reviewed for information.

**4. Chair's Report**

Chair Sing reminded members of the following items:

- ProArt Alliance of Greater Victoria - upcoming roundtable meeting on Wednesday, May 14<sup>th</sup>; Mr. Lam noted that ProArt is convening this event on behalf of the Alliance for Arts & Culture, Vancouver, BC, in preparation for their Arts Summit on June 20<sup>th</sup>.
- RMTS' Centennial Festival Reception on May 18<sup>th</sup>, 4:30 – 6pm.

**5. Financial Transparency: Foundations – Discussion**

Mr. Lam spoke to the discussion paper and Mr. Nicholson provided background and presented potential discussion points. After discussion it was decided staff will add the following question to the Operating Grant applications: Does your organization have a Foundation? If so, what is its mandate?

**6. Performance Measures & Supplementary Questions – Sub-committee report**

Mr. Lam reviewed the sub-committee report which included the following recommendations:

1. Add to the Operating Grant application Statistics page:

- a) A section for "Marketing" with separate reporting lines for
  - E-newsletter subscribers

- Facebook followers
  - Twitter followers
- b) A section for “Other – what other statistics or measures of success are important to your organization?”

2. Establish a recurring October agenda item: “Operating Grant Issues, Objectives and Strategies”

After discussion it was decided item two would be amended to add ‘Orientation’ and it was, **MOVED** by Mr. Nicholson, **SECONDED** by Mr. Thompson, to adopt the recommendations as amended.

**CARRIED**

**7. Operating Grants: Draft Schedule and MIA**

The draft Operating Grant schedule was reviewed and important dates highlighted. Members were asked to contact the Arts Development as soon as possible if they have any conflicts with these dates.

**8. Correspondence**

A letter from the Township of Esquimalt and a subsequent response letter from the CRD were received for information. Mr. Lam provided background and noted that a response has not yet been received from the Township of Esquimalt. AAC members commended the CRD on their thorough response.

**9. New Business**

- a) IDEA Grants adjudication committee – Ms. A. Carson volunteered to fill in the vacancy for the upcoming IDEA Grant adjudication. The committee meeting will be on Tuesday, May 20<sup>th</sup> at 5pm.
- b) “Fair Notice” – After discussion of this issue, arising from the 2013 Plenary, it was decided to table this topic, along with the issue “Considerations for New Organizations”, to a future meeting (date and committee tba).

**Adjournment**

The meeting adjourned at 6:26 pm.

The next regular meeting is scheduled for Tuesday, June 3, 2014, 5pm at CRD Headquarters.

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CHAIR