

2014 Regular Minutes
May 24, Fort Nelson
Peace Liard Regional Arts Council

Morning Session: the morning session was used to go over the renewed Policy Manual/Rosemary's power point about bringing art into the new Fort St. John hospital and how art helps patients/Fort Nelson discussion with some attending individuals: Doug Roper/Phoenix Theatre, Dawn Service/individual and Daniell Morine/Fort Nelson Recreation Program Manager

Regular Meeting

1:11 pm **Call to Order:** Those present at the commencement of the meeting: Sue Popesku/Fort St. John, Pauline Casselman/Dawson Creek, Kit Fast/Dawson Creek, Rosemary Landry/Fort St. John, Rachel Thompson/Fort Nelson
Regrets: Tumbler Ridge Missing: Chetwynd

Guests: Abigail Neville/Fort Nelson, Judith Kenyon/Fort Nelson

Patricia Markin: Recorder

1. **Approval of Agenda:** approved with revisions Pauline/Rosemary carried
2. **Approval of Minutes** from Previous Meeting – March 8, Chetwynd Kit/Rosemary carried
3. **Action from minutes :** Sue called Cathy Hooper and Kelly Hodge asking them to attend
4. **Correspondence**
 - a. Listed on Agenda
5. **Business Arising from Correspondence**
 - a. none
6. **Old Business**
 - a. **Revamp grant application dates :** regional arts event/ program: section 8: program funding application deadline date a, b, c, Rosemary recommends a & c be designated "our programs" and b & d would be regional arts events/programs; program deadline budget to be submitted by November of the preceding year/ events support (b & d) grant to apply by November 1st ;events by March 1 of current year/Sue and Rosemary will revamp wording/ dates should be on the EDs calendar so they can be sent out as a reminder each year (website)
 - b. **Archive project:** Kit has the Fort Nelson pieces photographed, next will be PRRD: Kit will go by end of June to photograph/Pat to start the collection of information/possibility of touring the collection?
 - c. **ArtsBC Conference and Final Report:** tabled to next meeting(Lydia)/Pauline has emailed hers and Pat will forward Pauline's and Lydia's to the membership/There is a possibility of hosting the conference in 2017(possibly Dawson Creek) in conjunction with Alaska Hwy. Heritage designation
 - d. **2014 RJAЕ:** Fort St. John submitted their budget and a cheque was issued for \$2600
7. **New Business**
 - a. **Art and health pilot project potential:** in addition to Rosemary's morning presentation, a BC art and health organization is being formed. They would like to see a pilot project in the northeast.
 - b. **RJAЕ calendars:** Pat to order extras for any local arts council wanting more than the designated five. Deadline for ordering more is August 31/ Pat will let arts councils know they can buy more.
 - c. **NLC:** The visual arts program has been cancelled without any community consultation and so Kit Fast has requested letters of support to reinstate the program. A presentation was made to the College Board, but it is uncertain if the decision will be reversed.
 - d. **Executive Director posting:** Deadlines: Aug. 22: Call Out/Sept 17: deadline for receiving resumes/ interviews for two weeks/ position placement no later than Nov. 1/there is a possibility of recruiting someone/job description to be re-vamped by Pauline and Pat.

8. Reports

- a. Treasurer: *Motion: to accept treasurer's report as presented* *Pauline/Kit carried*
- b. Executive Director: see written report
Motion: to purchase from Pat Markin the laptop and all its contents and programs within for the original 2011 price. *Rosemary/Pauline carried*
- c. President
- d. Community Theatre Liaison/no report
- e. BCTC Rep/no report
- f. ABCAC Rep (ArtsBC) /Sue will phone Brenda Maisey
- g. Aboriginal Liaison/no report
- h. Visual Arts Liaison:/no report
- i. Alaska Highway Community Society

d. **Adjournment** 3:48

e. **Next meeting:** September 20, Tumbler Ridge

President _____

Recording Secretary _____

Minutes

October 13, 2012 Tumbler Ridge

Peace Liard Regional Arts Council

1. 10:00 am Grant Writing Workshop postponed until AGM
2. Regular Meeting Call to Order 10:21 Those present at the commencement of the meeting:
Maureen Sywolos, Sherry Berringer and Lisa Bush. Regrets: Rachel Thompson, Pauline Casselman, Alana Hall
Patricia Markin: Recorder
3. Approval of Agenda as revised: Moved by Maureen/Seconded by Sherry
4. Approval of Minutes from Previous Meeting: Moved by Sherry/Seconded by Maureen
5. Correspondence: listed on agenda
6. Business Arising from Correspondence: none
7. Old Business
 - a. RJAЕ final report (Pauline's): Pat will contact artists to retrieve photos so that the art calendar can still be produced/Pauline submitted ideas and suggestions to include in the handbook
 - b. Thank you letters sent to the Northern Rockies Municipal District and the Peace River Regional District
8. New Business
 - a. 2013 AGM: Fort St. John, January 19th
 - b. Art Collection: Need an archivist. Any suggestions as to who? An archivist Museum person? College? UNBC summer student? Pat will ask a friend who is the curator for the Hudson's Hope museum.
 - c. Regional Initiatives Programs: sand sensations/chain saw sculpting/Banff Mountain Film festival are some regional events that could apply for a PLRAC grant/Pat will continue to remind everyone plus advertise/Lisa suggested we take a look at pembina.com re: donations: kids, vital part of community/theatre festival and perhaps take a look at the overall purpose of the PLRAC initiative
9. Reports
 - a. Treasurer: Discussed the difference between a contingency fund and restricting funds. A contingency fund is an agreed amount set aside for emergencies or unexpected expenses. A restricted fund is an amount set aside (can be a grant from a sponsor) for a specific project and must be used exclusively for that project.
 - b. E.D. Report: enclosed, filed with minutes
 - c. President: business as usual
 - d. Community Theatre Liaison: no report
 - e. BCTC Rep: send out periodically by email
 - f. ABCAC Rep: no report
 - g. Aboriginal Liaison: no report

- h. Visual Arts Liaison: no report
- i. Alaska Highway Community Society: Sue sent a draft letter to pat stating who the reps are: Pauline and Sue. Sue is the main rep and Pauline will attend when meetings are in Dawson Creek. Pat sent the final letter to the society for their files.

Motion to Adjourn: 11:50

Next Meeting: Fort St. John, January 19th

President _____

Recording Secretary _____

2014 Regular Minutes
January 25, Dawson Creek
Peace Liard Regional Arts Council

12:40 **Call to Order:** Those present at the commencement of the meeting: Rosemary Landry (Fort St. John), Sue Popesku (Fort St. John), Brenda Maisey (Chetwynd), Naomi Larsen (Chetwynd), Kit Fast (Dawson Creek), Lisa Bush (Fort St. John), Bettyanne Hampton (Fort St. John), Pauline Casselman (Dawson Creek) Patricia Markin: Recorder

1. **Approval of Agenda:** agenda approved as amended
2. **Approval of Minutes:** September 14, Tumbler Ridge
Moved by: Lisa/Rosemary Carried
3. **Correspondence:** listed on agenda
4. **Business Arising from Correspondence**
 - a. Regional Arts sponsorship: It was discussed that a subcommittee be appointed to review any applications that come in. Also needed is a set deadline for submissions. Pat will make sure that grant information is posted on the website and that application forms be sent out to past recipients.
5. **Old Business**
6. **New Business**
 - a. Visual Arts Liaison job description: some ideas were discussed: each local arts council could hire a qualified person to hang the exhibit/the arts council next in line for the RJAЕ could shadow the current (particularly Fort St. John and Dawson Creek as they have the expertise) arts council as a learning opportunity/the arts council could ask for help from their local art gallery(s)/perhaps this could be a committee vs a single person/Dawson Creek Art Gallery offered to help with other communities that do not have an art gallery/it may be feasible to redefine the executive director's job to include the Visual Arts Liaison job/job description to be emailed to everyone for consideration
 - b. Advertising Opportunities: ad sheets from the Fort St. John Chamber of Commerce and the BC Musicians Mag were presented/there was a suggestion of a collective advertisement.
 - c. 2014 RJAЕ update from Fort St. John: brochures handed out/budget presented/members are excited/Call to Enter and related forms will be made available on the website.

- d. Archive Project: Tryna Gower Photography Inc. and Imaging (<http://trynagowerphotography.com>) does these types of projects and may be a good candidate to do the job, maybe get a quote/Dawson Creek Art Gallery has a lot of the historical information already/it was suggested that Kit Fast and Bettyanne Hampton email a list of deliverables to Pat for the purpose of putting together a job description for the project. This description would then be sent out to the local arts councils to forward to members who may be interested in the job.
- e. Nominations and Succession plans need to be put into place (review by-laws)

7. Reports

- a. Treasurer: will bring revised budget to next meeting/some new line items have been added
- b. Executive Director: see 2014 AGM for report/Fee for Service contract was presented

Motion: to carry on the Fee for Service contract with the proviso that there will be a change of personnel. Bettyanne/Lisa carried

- c. President: see AGM
- d. Community Theatre Liaison: festival end of May/some new groups have been created
- e. BCTC Rep: main project is Pacific Contact held at the beginning of April/this region becoming stronger due to block booking/adopted Carver Governance model/pro-day workshops open to everyone/contact Bettyanne for more information
- f. ABCAC (ArtsBC) Rep: Brenda reviewed (report attached) the 2013 conference/biggest discussion was regarding memberships/participated in strategic planning/new E.D./next conference on Bowen Island
- g. Aboriginal Liaison:
- h. Visual Arts Liaison:
- i. Alaska Highway Community Society:

Meeting Dates for 2014: March 8- Chetwynd, May 24 -Fort Nelson, Sept. 20- Tumbler Ridge, November 1 -Hudson's Hope, 2015 AGM January 31- Fort St. John

Motion to Adjourn: 3:30 pm

Next meeting: March 8th, Chetwynd

President _____

Recording Secretary _____

AGM

January 25, 2014 ~~Regular Meeting~~
Executive Director's Report
Patricia Markin

Dear PLRAC Board Directors and Members,

In preparation for this year's AGM I reviewed my contract obligations and would like to confirm that I have carried these out in 2013 to the best of my ability.

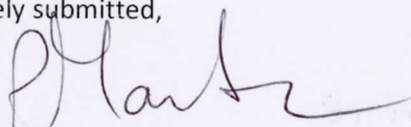
Throughout the year I continue to better organize the PLRACs files and the Simply Accounting files continue to be adjusted for clarity. The laptop computer is mostly dedicated to the arts council now and is proving to be a very useful tool. Just about everything about the PLRAC is on the laptop. Very portable! Very handy!

The BCAC grant application and having to file with the Canadian Arts Data (CADAC) base continues to be a challenge for me and not one I am fond of. Our line items do not match CADAC as it seems to be geared for much larger organizations than this one. This year's BCAC grant application was somewhat different since we have been officially designated as an Arts Service Organization which enabled us to apply for an operating grant. This is a great success for the remaining regional arts councils in the province as they have been fighting for the service designation for about ten years now or as long as I have been involved with the PLRAC.

Those of us who went to Fort Nelson for the 2013 Juried Art Exhibit had a wonderful time and were very pleased how well the Fort Nelson arts council hosted the event. Unfortunately the organization has now, once again, gone into a state of suspended animation. My guess is, as happens so often, volunteer burnout. Perhaps there is a workshop about this that we could host in the future?

It has been a fulfilling year and for the most part I am enjoying this job but after some thought I have decided that I would like to, within this coming year, resign my position. If my contract is accepted, I will be happy to carry on in 2014 for the full year or until a new executive director can be found at which time I will train the new person as well as possible. After 25 years of being involved with some cultural organization or another I feel it is time to relax and enjoy what new people bring to the table.

Respectively submitted,


Patricia Markin



GENERAL BOARD MEETING

Peace Liard Regional Arts Council

Saturday November 1, 2014 / 10:01 am – 3:45 pm / Pearkes Centre, Hudson's Hope

Minutes of General Board Meeting

Present

Pauline Casselman (South Peace Arts Council)
Kit Fast (South Peace Arts Council)
Donna Kane (Recorder, Incoming Executive Director)
Rosemary Landry (FSJ Arts Council)
Naomi Larson (Chetwynd Arts Council)
Bill Lindsay (TACSOTE, Hudson's Hope)
Patricia Markin (Outgoing Executive Director)
Sue Popesku, President
Leah McQueen (Chetwynd Arts Council)

1. Call to Order

Sue Popesku called the General Meeting to order at 1:15 pm.

We welcomed Donna Kane as the new Executive Director and gave Pat Markin a warm send off with a cake, card and gift certificate to her favourite spa. Lydia Hibbing (interviewer) and the Calvin Kruk Arts Centre (complimentary space) were thanked for helping with the interviews for the new exec director. Three good candidates were interviewed and we are pleased to welcome Donna into the position.

2. Agenda

Agenda of the General Meeting was accepted.
m/s/c (Rosemary/Bill)

3. Minutes of September 20th, 2014 Meeting

Minutes of the September 20th, 2014 General Board Meeting were accepted as presented.

m/s/c (Kit/Pauline)

4. Correspondence

a) The \$2,000 grant for awards at the Reg Jur Art Show from Encana has been approved. There is a new logo for Encana and this must be used in all future communications.

b) Northern Rockies Regional Municipality (NRRM) - Pat Markin read the new guidelines for the grant-in-aid application process.

5. New Business arising from Correspondence

In light of the upcoming municipal elections on November 15, 2014, arts councils were encouraged to speak with their municipal, regional, and school candidates about the importance of the arts and arts councils in our region.

6. Old Business

a. Regional Juried Exhibit Handbook

The RJH Handbook has been completed – this is a living document that will be placed at the back of the PLRAC Policy Manual.

b. Archive Project Remaining Funds

MOTION "To wait until we know the end balance of the Archive Project Fund to make a decision in regard to the use of any remaining funds."

m/s/c (Kit/Bill)

Discussion: A template for the works chosen for the permanent collection needs to be created.

ACTION ITEM: Pauline will send Sue the existing template for review.

ACTION ITEM: A list of the permanent collection works needs to be sent to the PRRD. Sue and Donna will discuss.

Sue reminded us of the November 13th meeting in Fort St. John with the PRRD. Sue, Donna, and Pat will attend.

c. ArtsBC Conference 2014 in May on Bowen Island

Reports presented by Lydia (written) and Pauline (verbal) were received. Next conference is Penticton.

d. Alaska Highway Anniversary 2017

Sue presented some ideas related to the promotion of the Alaska Highway 75th Anniversary: anniversary song, slogan, mile markers, banners and more.

ACTION ITEM: Sue will bring clippings from the 40th, 50th, 60th event to the next meeting.

ACTION ITEM: An initial Planning Committee meeting will take place Friday November 14th at 10 am with Sue, Pauline, and Donna in Dawson Creek. Pauline will let everyone know the venue for the meeting. The meeting will look at funding (e.g. Heritage Canada, deadline January 31, 2015), partners (e.g. Treaty 8, School Districts), milestones, and strategic planning for 2017.

Discussion: Bill suggested that we wait until after the new council and mayors are appointed (after December 8th) to send out any notices of the 2017 events and planning.

e. Website

MOTION "that application forms for the Regional Juried Art Show as well as Community Grant Application Forms be uploaded to our website."
m/s/c (Pauline/Rosemary)

ACTION ITEM: Donna will contact Angela Fehr in regard to these updates. For the next meeting, Donna will create a one page proposal regarding the feasibility of taking over the website updates and the creation of a Facebook page.

7. New Business

a. Website Update

Action Item: Donna will work with Sue on updating the website re the announcement of the new executive director.

b. BCAC: Youth Engagement Pilot Project

Kit outlined the new grant available from the BCAC (deadline January 15, 2015). Having professional artists teach programs, particularly to youth not in school time, will be helpful for the DC gallery.

c. BCAC Community Consultations

The deadline for feedback on the community consultations is November 10, 2014. Kit attended the consultation in Prince George. We were unhappy that the NE was not a site for any of the consultations. We need to reinforce to the BCAC the concerns of the northern arts communities. Letters expressing our concern should be written directly to the Chair of the BCAC Board rather than to administrators.

ACTION ITEM: Pauline will send a copy of her letter to the PLRAC for our records. Pat will write a letter as well and submit a copy to the PLRAC.

d. ArtsBC Conference

Peace Liard Regional Arts Council Box 27 Rolla BC V0C 2G0
dkane@pris.ca / <http://peaceliardarts.org> / <https://www.facebook.com/peaceliardregionalartscouncil>
Contact Name: Donna Kane, Executive Director
2014/11/09

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The South Peace Arts Council will be putting in a bid to host the 2017 ArtsBC Conference. The projected dates are May 19-20 or May 26-27, 2017. If the SPAC wants the Reg Arts Council support, we need to know what that will look like. Sue emphasized the need to let ArtsBC know that we can provide some local facilitators for this event.

ACTION ITEM: Pauline will send Sue a list of things that the SPAC may need help with in hosting this event.

e. Society Act

Bill provided a warning about changes to the Society Act. The deadline for commenting on the 160 page draft document has passed. Government will be looking at non-profit societies with an eye on whether their mandate and activities are meeting the public's greater good. All societies need to make sure they are following the legalities laid out in the new societies act when it is announced.

f. Facebook

This was dealt with in old business.

8. Reports

The following reports were presented:

a. Treasurer's Report

MOTION "The Treasurer's Report was accepted as presented."

m/s/c (Kit/Bill)

- b. Coordinator Pat will use the last month of her contract in handing all materials and information to Donna.
- c. President Presentation to the Regional District on Nov 13 and outlining the 2017 program are two top priorities.
- d. Community Theatre Liaison Dale Hillman is the Theatre BC zone representative and is working on a zone festival for May 2015
- e. BCTC Betty Anne Hampton not in attendance for a report.
- f. Aboriginal Liaison: Pauline will contact Theresa Gladue
- g. Visual Arts Liaison – Kit will be the liaison and will revamp the job description to reflect a volunteer position

ACTION ITEM: Kit will provide the PLRAC with a job description for the Visual Arts Liaison.

- h. Alaska Highway Community Society: The PLRAC has been sanctioned to promote the Alaska Highway Anniversary. The AHCS is seeking Historic Recognition for the Alaska Highway by 2017.
- i. Possible Museum Liaison in connection with the 2017 AH planning.

ACTION ITEM: Leah McQueen to be asked if she would like to fill this role.

9. Events/Diarized/Pending

1. November 10, 2014 – Deadline for BCAC Community Consultations Feedback
2. November 13, 2014 – Presentation in FSJ with PRRD for artwork, 2017, SAND
3. November 14, 2014 – Meeting in Dawson Creek re Anniversary Planning
3. January 31, 2015 – AGM (Fort St. John, Artspost) Sue to contact current Board and representatives about their intentions of staying on the Board or leaving the Board.

ACTION ITEM: Donna will look through archived cheque stubs to try and find the artists missing from the RJ Selected Artists Book.

ACTION ITEM: Donna will contact Lydia and request a report to let us know where Lydia is at with the planning of the 2015 Regional Juried Art Show and where she may need assistance.

10. Adjournment

Motion to adjourn at 3:15 pm.
m/c (Rosemary)

Chair Sue Popesku

Recording Donna Kane