



**PEACE LIARD**  
REGIONAL ARTS COUNCIL

**GENERAL BOARD MEETING MINUTES**

**Peace Liard Regional Arts Council**

Saturday, September 16, 2017

10:45 am – 2:15 pm, Tumbler Ridge Community Centre, Room 3

**MINUTES OF THE SEPTEMBER 16, 2017 GENERAL BOARD MEETING**

**Present**

Sherry Berringer (Tumbler Ridge CAC)

Pauline Casselman, Treasurer (South Peace CAC)

Kit Fast, Secretary

Lydia Hibbing, Vice-President

Donna Kane, Executive Director

Rosemary Landry (FSJ CAC)

Margaret Mabijs (Chetwynd CAC)

Sue Popesku, President

Maureen Sywolos (Tumbler Ridge CAC)

Dawn Wagner (Tumbler Ridge CAC)

**1. Welcome and Call to Order**

Sue welcomed the group. Those in attendance provided updates from each of their arts councils. Sue called the meeting to order at 10:45 am.

**2. Review and Acceptance of Agenda**

m/c (Sherry)

### 3. Minutes of the May 6, 2017 General Board Meeting

m/c (Sue)

Dawn Wagner noted how valuable it is to member arts councils to have the PLRAC travel to their communities for these meetings.

**Action Item:** as per minutes of May 6, 2017, Donna Kane will connect the Dawson Creek Art Gallery with the Fort Nelson High School re their potential inclusion in the annual School District #59 Art Exhibit at the Dawson Creek Art Gallery.

### 4. Administration

- a) **Financial Report** was accepted with a note to correct the contingency fund and liability balances on Balance Sheet by next meeting.

m/s/c (Pauline/Kit)

- b) **Membership Forms / Leadership Grant Applications**

Membership forms and Leadership Grant Applications were distributed to each member arts council except Fort Nelson (Donna Kane will forward the documents to the Fort Nelson CAC). These forms should be completed and returned to the executive director at the January 27<sup>th</sup> PLRAC AGM.

### 5. Business Arising from Minutes

- a) **Policy Manual Update and Review of RJAЕ Handbook**

The RJAЕ Handbook was reviewed with the following additions/corrections noted. A revised copy of the RJAЕ Handbook will be distributed to each member arts council at the January 27, 2018 AGM. As well, the executive will review the Policy Manual by email and copies of the updated Policy Manual will also be brought to the January 2018 AGM.

**Additions/Corrections to RJAЕ Handbook:**

1. Jurors require a binder containing artist statements
2. Labels beside artworks should include both the name of the artist and where the artist resides
3. All recipients who receive recognition should be presented with a printed acknowledgement/certificate
4. All artwork that receives recognition, including Honorable Mentions, should be tagged at show.
5. Remove all mentions of an Adult Student Award from Handbook
6. Add information in the Regional Juried Show History page that binders with hard copies of information from past shows are available and maintained by the PLRAC
7. Change the number of Honorable Mentions to "up to 10 (optional)"
8. Juror's comments should be available to artists on request

9. Include the template for the Permanent Art Collection label and a note that the PLRAC books presentation to the PRRD and invites artist of selected artwork to present
10. Include the order of the RJAЕ rotation

**b. Wells Conference – Identify Attendees**

The Northern Exposure Conference will take place in Wells October 12-15, 2017. The PLRAC will cover the cost of travel, registration, and accommodation for Donna Kane. Donna will contact Julie Fowler to see if we can get subsidies to send up to 2 more to the conference. The PLRAC can partially fund a second attendee. Donna will also check to see if there will be a share table to display information. Kit and Donna will update the PLRAC rack card.

**c. Regional Juried Art Exhibit Update – Pauline C.**

Update was covered in the RJAЕ Handbook review.

**d. Lawrence Hill Tour / Literary Reading Program Plans**

Donna Kane will contact libraries and schools in the PLRAC region as well as Northern Lights College and writer and songwriter groups to identify literary programs and activities already in place and identify goals for the PLRAC in its development of a literary program. Donna will bring an update and plan to the AGM in January 2018.

**e. NLC Foundation Grant – Collaboration with NLC – Donna K.**

The PLRAC will canvas regional artists to identify arts and culture courses not currently available but of interest to community members. The PLRAC will then work with NLC to develop these courses for January 2018. The grant received by the PLRAC will be used to assist community members who require assistance for registration and materials fees for these courses. Further discussion resulted in the following directives:

1. Everyone at meeting will send one paragraph to Donna Kane summing up their thoughts and visions for the future of visual arts training in the region.
2. Kit and Donna will access information on the programming/course history of the Visual Arts program at Northern Lights College.
3. Donna will contact Northern Lights College for information on what would be needed to reinstate the program.
4. Donna will arrange a morning meeting between NLC President and the following members: Donna, Rosemary, Kit, Dawn to discuss feasibility of the program's reinstatement
5. Donna will invite the College President to attend the January 27, 2018 AGM as a guest speaker
6. All members are encouraged to reach out to their communities for informal input on this issue



**f. Arts BC Conference**

Donna Kane will draft a letter to Arts BC expressing PLRAC's interest in hosting a future conference and encouraging Arts BC to make decisions on host communities well in advance. The PLRAC would require two years to organize such an event.

**6. New Business**

**a. Website changes – Donna K.**

Donna now maintains all website and email services and updates.

**b. 2018 RJAЕ Calendar – Donna K.**

The 2018 calendar will be published by the end of October.

**c. Canada Council for the Arts Grant Applications – Donna K.**

Donna is working with the Canada Council for the Arts to create strategies for grant applications in order to eventually qualify for operating assistance.

**d. Royal BC Museum**

Donna K. will confirm details of partnership in terms of who sets up the exhibits. The PLRAC can assist with identifying and arranging venues.

**e. Office Equipment and Software**

**MOTION** to provide up to \$1,000 for equipment and software upgrades for the 2017/2018 year.

m/s/c (Rosemary/Margaret)

**7. Programs**

**2017 Alaska Highway 75<sup>th</sup> Anniversary Wrap-Ups**

**a) Auto Circle Tour Map and Northern Trails Heritage Society – Sue P.**

Next meeting of the NTHS will be October 13<sup>th</sup>. A plan is in place to create a booklet similar to the Heritage Auto Tour Map but one that would provide information on hiking, ATV, and snowmobile trails.

**b) Theme Song CD – Donna K.**

With the CD production and launch expenses paid out, future proceeds from sales will be used at the discretion of the PLRAC. Some of these funds will be used to transfer songs from the CD (selected by the PLRAC Board) into an EP format to be available on iTunes

**c) Public Art Sculpture / Final Reports – Donna K.**

All final reports to funders have been filed except for the BC Museums Grant, which has not yet released their final report template. Mementos made by Barbara Swail will be sent to all major donors. Donna Kane will continue to work with the City of Dawson Creek to enhance visitor accessibility to the sculpture (e.g. foot paths).

d) **Storytelling/Alaska Highway Roadshow (Grants/Hosts) – Donna K/Sue P.**

This project was successfully completed.

**8. Reports**

- a) Executive Director – provided written report
- b) President – provided oral report
- c) Community Theatre Liaison – Sue provided an update
- d) Arts BC Board Member – the next Arts BC Conference will be held May 10-12<sup>th</sup> 2018 hosted by the Burnaby Arts Council
- e) Indigenous Liaison – Theresa was unable to attend meeting
- f) Visual Arts Liaison – No updates
- g) Museums Liaison – Sue will identify the new museum liaison
- h) Alaska Highway Community Society Liaison – Sue is unsure if this group is still meeting. Donna will remove it from the report list for now.

**9. Next Meeting**

The next meeting will be held January 27, 2018 AGM in Dawson Creek (Venue TBA)

**Action Item:** Pauline Casselman will carry out the Nominating Committee Report for the AGM

**10. Adjournment**

Meeting was adjourned at 2:15 pm

m/c (Rosemary)

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Recorded by Donna Kane



## **MINUTES OF GENERAL BOARD MEETING**

### **Peace Liard Regional Arts Council**

Friday, March 17, 2017 1:35 pm – 3:57 pm

Seniors Hall, Chetwynd, BC

## **GENERAL BOARD MEETING MINUTES**

### **Present**

Pauline Casselman

Kit Fast

Lydia Hibbing

Donna Kane

Rosemary Landry

Margaret Mabus

Sue Popesku

Wilma Richardson

### **1. Welcome and Call to Order**

Sue called the meeting to order at 1:35 pm

### **2. Review and Acceptance of Agenda**

m/c (Lydia)

### **3. Minutes of the January 21, 2017 General Board Meeting**

m/c (Pauline)

### **4. Administration**

#### **a) Correspondence**

- i. BC Arts Council Operating Assistance Grant
- ii. NRRM AH 75<sup>th</sup> Anniversary Grant

#### **b) Treasurer's Report**

Treasurer's Report was accepted as presented.

m/s/c (Pauline/Lydia)



5. **Leadership Grants**

Funding for leadership grants will remain the same as 2016 (\$400 per member group).

**Action Item:** Donna will contact Fort Nelson to see if they will be able to get their society going in order to receive the \$400 Leadership Grant. Donna will revise application form and ensure that member groups report back on how their grants were used.

6. **Business Arising from the Minutes**

a) **Policy Manual Update and Review – Donna K.**

**Action Item:** Donna will begin sending out policy documents the first week in April.

b) **Regional Juried Art Exhibit Update – Pauline C.**

Pauline provided an update and let the group know that the Canadian Federation of Artists have been invited to attend the opening exhibit and to consider supporting a prize. Pauline has been working with Seanah Roper to identify someone who can shadow the South Peace Community Arts Council RJAE. Guidelines for submission were discussed, and additional criteria that restricts copies of another artist's work and work created in a workshop or class will be added to the brochure. The PLRAC presented the artwork selected for the permanent collection (Ken Crowle's "Diamond Willow") to the PRRD on January 12<sup>th</sup>, 2017.

**Action Item:** Donna Kane will ensure that a standardized brochure becomes part of the RJAE Handbook that includes the additional criteria.

c) **ArtsBC Conference (April 27-29, 2017) – Sue P.**

Several delegates from the Peace Liard Region have been selected to attend the conference. Sue will attend on behalf of the PLRAC.

7. **Communication Strategy for 2017 (communication template/letterhead and website updates) – Donna K.**

Donna continues to add to the Communications Plan Booklet.

## **8. New Business**

### **a) Lawrence Hill Tour / Literary Reading Program**

Donna provided details on Lawrence Hills' regional reading tour in May. The Board was positive about using this event as a catalyst for a PLRAC Literary Reading program.

### **b) BC Arts Council Arts Based Community Development Grant**

In light of communication from the BC Arts Council in regard to our operating assistance grant, it was agreed by the Board that the PLRAC would benefit from some visioning sessions before applying for further project grants.

### **c) Treaty 8 Contact (Karen Aird)**

The PLRAC Board expressed interest in supporting a proposed historical book on Treaty 8, but would not be able to apply for grants on behalf of Treaty 8 unless the PLRAC took the book on as its own project.

## **9. Programs**

### **2017 Alaska Highway 75<sup>th</sup> Anniversary**

#### **Updates were provided as follows:**

#### **a) Auto Circle Tour Map and Northern Trails Heritage Society – Sue P.**

The Auto Circle Tour map was launched on March 17<sup>th</sup> at the Senior's Hall in Chetwynd at a potluck event at 12 pm. 10,000 brochures are now printed and will be distributed throughout the northeast. PLRAC was a contributor along with the Alaska Highway Road Show. The Northern Trails Heritage Society was re-structured with the help of the PLRAC and will now remain close associates in pursuing heritage development in the PRRD and NRRM regions.

#### **b) Theme Song CD – Donna K.**

The first run of 500 copies has sold out, and a further 1,000 copies will be ordered. Launches for the CD will take place as follows:

May 6<sup>th</sup> – Fort Nelson Trade Show (funded by a NRRM AH 75<sup>th</sup> Anniversary Grant of \$5,000)

June 18<sup>th</sup> – Sweetwater905 Arts Festival, Rolla, BC

July 8<sup>th</sup> – Fort St. John NPCC Parking Lot

August 11<sup>th</sup> – NAR Park, Dawson Creek, BC

#### **c) Public Art Sculpture – Donna K.**

Grants from the BC Museums Association and the Canada Council have been approved. In total, over \$150,000 was raised in grants and in-kind contributions for this project. The unveiling will take place August 11<sup>th</sup> from 4-7 pm at the NAR Park in Dawson Creek.



- d) Storytelling/Alaska Highway Road Show (Grants/Hosts) – Donna K/Sue P. Funding for the Road Show has been secured, advertising/posters, etc. is being created and disbursed. The tour schedule and dates are available on the Peace Liard Regional Arts Council website [www.peaceliardarts.org/special-projects/storytelling-tour/](http://www.peaceliardarts.org/special-projects/storytelling-tour/)

## **10. Reports**

### **Reports were provided as follows:**

- a) Executive Director (report filed with minutes)
- b) President (Sue provided an update on activities for 2017 and planning for a visioning session for 2018 onward)
- c) Community Theatre Liaison – Sue Popesku reported on the Alcan Craze production by Deb Butler in collaboration with Michael Armstrong.
- d) Arts BC Board Member – Lydia Hibbing provided an update on the recent changes to the structure of Arts BC.
- e) Indigenous Liaison – Absent
- f) Visual Arts Liaison – Kit Fast reminded the group of a March 28<sup>th</sup> meeting with the Senior Program Manager with Canadian Heritage
- g) Museums Liaison – Absent
- h) Alaska Highway Community Society Liaison – Sue Popesku informed the group that the Alaska Highway was not successful in its bid to be designated a World Heritage Site.

## **11. Next Meeting:**

The next meeting will be held May 6, 2017 in Fort Nelson, BC.

## **12. Adjournment**

Meeting was adjourned at 3:57 pm  
m/c (Rosemary)