

## Prepared for the North Peace Cultural Centre

Regular Meeting January 20, 2016

by Sue Popesku Res Dev

**POLICY INTRODUCTION:** *This paper is to introduce and give an example of the process of forming a policy for sustainable funding using the example of a NAMING POLICY which was mentioned at the previous meeting of the North Peace Cultural Centre Board.*

A **NAMING POLICY** would be only one part of the Recognition Program. Consistency and longevity of this policy are important to consider. Discussion and decisions would include: *not in any order of priority*

Benefits and Limitations of adopting a Naming policy.

The purpose of having a Naming Policy (to attract money, memorialize, honour, excellence, thank).

Amount of funds required to name each area and how this monetary gift will be recognized.

Time limits on name use.

Criteria for naming what.

How to include past and future similar situations and what year does this begin.

Costs of implementing name and rebranding when time limit expires.

Cost for replacing property if required.

Moral clause and procedure for removing a name in extraordinary circumstances.

Procedures of privacy/handling the merger.

**Options other** than naming a building, room.....naming a scholarship, research funds, theatre seat, publication, conference, programs, new initiatives.

**Recommendation:** At this time, I would recommend we spend time putting into place the policies and procedures around Recognition and Stewardship before we proceed with any significant Naming Opportunities.

Submitted by Sue Popesku 250-785-6214

NORTH PEACE CULTURAL SOCIETY  
Annual General Meeting  
November 16, 2016

**In Attendance:** Connie Surerus, Oliver Hachmeister, Paul Milne, Grace Fika, Kevin Smith, Sue Popesku, Sabrina Brooks, Barry Moss, Melissa Paakkonen, Heather Truscott, Rosemary Landry, Karen Mason-Bennett, Hardik Patel

**Call to Order:** Meeting called to order by Connie Surerus, chair at 7:00 pm.

**Approval of Agenda:** Moved by Grace Fika, seconded by Sabrina Brooks, to approve the agenda. Carried.

**Approval of Minutes 2015 AGM:** Moved by Sue Popesku, seconded by Sabrina Brooks with Noted change minutes from Appointment of Auditor to Appointment of Accountants, AGM minutes of December 9, 2015. Carried.

**Report from the Chair:** Connie Surerus presented her written report and stated David Batterham, co-chair, had stepped down from the Board in August and has retired from NLC and moved back east. She thanked David for his many years of service and his dedication to the North Peace Cultural Centre. Sabrina Brooks has also stepped down from the Board in order to spend more time with her growing family. Connie thanked her for her work on the board, especially the work around policy development and strategic planning. Connie briefly outlined the accomplishments and challenges that took place over the last year and thanked the City of Fort St John, District of Taylor, Peace River Regional District, FSJ Community Arts Council, businesses, members of the community, user groups, NPCC staff, and fellow board members for their hard work and dedication to the Cultural Centre. She made the motion to have her report accepted as presented. Seconded by Grace Fika. Carried.

**Manager's Report:** Oliver Hachmeister presented his written report and noted Katy Peck, Business Manager is still on maternity leave and expected to return to work in March, 2017. Oliver gave an overview of the year, highlighting the installation of the LED sign, the new dimmer rack, LED theatre lighting and noted grant funds received for new sound equipment. Oliver announced with a heavy heart the passing of longtime employee, Adam Sampson and offered deepest condolences from the Centre to his wife Sheri and his family.

**Financial Report:** Connie Surerus presented the Review Engagement Report and Financial Statements as prepared by Sander Rose Bone and Grindle LLP and noted the improvements in financial position this year over 2015, with a \$22,155 profit. Connie thanked both Brennen Giroux and Alan Bone for their assistance during the year and having the statements prepared in time for the AGM. Motion by Connie Surerus to accept the Financial Statements for Year Ended June 30, 2016 as presented. Seconded by Kevin Smith. Carried.

**Election of the Board of Directors:**

The Society should have at least 9 directors. Nominated and willing to let their names stand: Connie Surerus, Melissa Paakkonen, Margaret May, Heather Truscott, Paul Milne, Sue Popesku, Karen Mason-Bennett. Committee members do not necessarily have to be on the board. Sue nominated Grace Fika from the floor to fill vacant spot. Grace accepted the nomination. Paul nominated Kevin Smith from the

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floor to fill other vacant spot. Kevin accepted the nomination. Moved by Rosemary, seconded by Barry to accept the board of directors: Rosemary Landry, Barry Moss. Carried.

**Approval of membership fee:** Moved by Grace, seconded by Kevin to keep the membership fee the same at \$20. Carried.

**Appointment of the Accountants:** Moved by Melissa to appoint Sander Rose Bone Grindle LLP as accountants for 2017. Seconded by Rosemary. Carried.

**Adjournment:** With no further business, Sue moved to adjourn the meeting at 8:00 pm, seconded by Grace. Carried.



NORTH PEACE CULTURAL SOCIETY  
Chair's Report November 29, 2017

As chair of the North Peace Cultural Society board of directors, my report is an opportunity to review the year since the last AGM and remark on our accomplishments, challenges, and plans for the future. It has been a busy year again and I spent the earlier part of the year looking after the day-to-day accounting functions (payroll, cash management, government filings) until Katy returned in March. I still produce the monthly financial statements and prepared the year end schedules for the accountants. I expect to transition a number of those duties in 2018 to Katy and staff members and I recommend we strike a finance committee (board and staff members) to review the month-end statements and be involved in the year-end preparations in order to shift the financial management responsibilities to a committee level.

Our relationship with the City of Fort St John and our Cultural Services Agreement continues to strengthen and grow; not only in terms of capital improvements and major building repairs, the City has partnered with the NPCC for events such as Bright Nights in June and the Art Markets, the Santa Claus Parade and Gingerbread contest. Management at the City are pleased with the progress the NPCC has made over the last two years, they recommended extending the Cultural Services Agreement to November, 2020 to Mayor and Council. On September 18, 2017, we received a letter stating the Mayor and Council accepted the recommendation. Margaret May and I attended two executive committee meetings in the last year (December, 2016 and June, 2017), meeting with Wally Ferris, General Manager of Community Services and other senior management from the City to discuss the overall operations of the Cultural Centre and future plans. Both the management and executive meetings have been successful and are a positive approach in developing and coordinating services and programs for arts and culture in the community. Thank you to Wally Ferris, Dianne Hunter, Mayor Lori Ackerman and Council, Ross de Boer, Robin Langille, Kylah Bryde and Naomi Gallant for their ongoing support and assistance.

Our "Bright Nights in June" three day event celebrated the 25<sup>th</sup> anniversary of the North Peace Cultural Centre and the 75<sup>th</sup> Anniversary of the Alaska Highway and it was a great success with the beautiful sand sculpture crafted by Peter Vogelaar and Denis Klein, sand sculpting demos, chainsaw carving with Ryan Cook, Art Stars talks with Peter Anthony Togni, Shannon May, Peter Vogelaar and Anne Russo, the Gala evening with performances by Peter Anthony Togni, Shannon May, Brock Jellison, Kerri J Phillips, and local singers, dancers, musicians and actors. And on Saturday June 10<sup>th</sup> we had a "Big Print Day" in the parking lot with the local printmakers producing large scale prints (block, linocut, etc) using a huge road roller! Tents were set up for printmakers to sell their prints and we provided art activities for the kids, as well as a stage was in place and local musicians performed for an appreciative audience. And on July 8<sup>th</sup> we had another art market with the Quilters and Spinners and Weavers Guilds, and music celebrating the 75<sup>th</sup> Anniversary of the Alaska Highway. Thank you to the performers, artists, sponsors, staff, volunteers and board members for making both events such a great success! We are in the midst of planning next year's "Bright Nights" set for June 7, 8, 9, 2018 and look forward to another great event.

The strategic planning/constitution & by-laws committee met a number of times this summer/fall to review and revise both the constitution and the by-laws as required by the new Societies Act and completed prior to November, 2018. It has called for a streamlining and simplifying of both and involved shifting items that were previously classed as by-laws to policies and procedures for the North Peace Cultural Society while still stating the purpose of the Society and having by-laws that are broad in nature but reflect the goals and objectives of the North Peace Cultural Society. We hope to approve the constitution and by-laws at the AGM. I would like to thank committee members Karen Mason-Bennett, Grace Fika and Margaret May and previous board members David Batterham and Sabrina Brooks, for all their time and work. Thank you.

Margaret May and I gave a PowerPoint presentation to the Peace River Regional District Budget Advisory Committee in order to update them on the North Peace Cultural Centre's progress, accomplishments, challenges and plans for the future. PRRD four year funding commitment ends at the end of this year and they asked for a

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**Chair's Report November 29, 2017**

presentation in order to review and decide for a new funding commitment. We haven't received a decision yet on the operational funding but they are interested in assisting us with some of our capital needs. PRRD was instrumental in providing major funding for the washroom upgrades in 2011 and have asked for our list of capital improvements which we will provide them along with the June, 2017 financial statements prepared by Sander Rose Bone Grindle LLP. We plan to make presentations to both the City and the District of Taylor as well. Thank you to the Peace River Regional District and the District of Taylor for their continued support of the North Peace Cultural Centre and support for the arts in the North Peace Region.

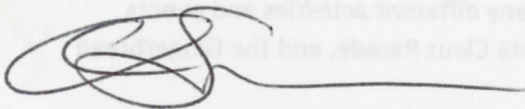
This year has also seen the presidents of the Peace Arts Gallery Society and the NPCC Preschool PAC join and attend regular NPCCS Board meetings in order to improve communication, programming, and partnerships. We partnered with PAGES for the Let's Art! free art classes for kids pilot program that ran from January to June and was a huge success and we are taking the lead on it for the Fall program. Amber Blair, PAGES new president has done a great job leading her new board members and they had a very successful Art Auction in October. Tanisha Skauge, PAC president gives the board updates on the preschool, fundraisers and relays parents' concerns, especially regarding safety around the Cultural Centre. Thank you to Amber Blair, Diana Hofmann, Keri Richards, PAGES, Tanisha Skauge and preschool parents for their dedication to the arts and promotion of the arts.

We had a successful "Adopt Sturgill" fundraiser so the NPCC was able to purchase and add to the permanent collection, the life size Moose sculpture beautifully created by artist Michelle Pringle from driftwood. Thank you to all those who donated and a special thank you to Cassandra Merwin for hosting an art class for kids and donating the registration fees. Thank you to the BC Arts Council, Province of BC, Government of Canada, NDI for grants received. Thank you for donations, sponsorships and support throughout the year from Best Western Hotel, Peace Arts Gallery Society, FSJ Arts Council, Peace-Liard Regional Arts Council, Surerus Pipeline, Ideal Office Solutions, Peace Country Rentals, SD#60, BCGEU, Stage North, Studio 2 Stage, The Move Dance Centre, Peace Fusion Dance, Watt School of Irish Dance, and the community at large.

Thank you for the dedication and hard work of the staff: Katy Peck, Oliver Hachmeister, Hardik Patel, Lisa MacLean, Natalie Brekkaas, Trinity Dirks, Bianca Hughes, Jennifer Thomson, Leighton Taylor, LJ Kay, Rishav Sharma, Chad Harding, Zika Okwandu, Sherri Russell, Sarah Truscott, and Lorraine Brooks.

And a special thank you to our board members Karen Mason-Bennett, Melissa Paakkonen, Margaret May, Sue Popesku, Grace Fika, Kevin Smith, Paul Milne, and Heather Truscott for their hard work, valuable skills, contributions and dedication to the Cultural Centre and the arts in Fort St John. And finally I want to thank Melissa Paakkonen and Paul Milne for their time and dedication on the Board and wish them all the best for the future and hope they won't be strangers!

Respectfully submitted,



Connie Surerus, Chair – North Peace Cultural Society





**Business Manager's Report**

**AGM**

November 22, 2017

This year brought many successes and a few challenges. Overall, we had great financial management and policies put in place and built lasting relationships with the City of FSJ and the community.

HR was a challenge this year with the leaving of some long-term employees. Kristin Wride left us in the Preschool and Alan White left the Gallery. The new employees who joined our team have been great additions and we've seen some exciting new ideas come from them. We are looking to lose another Preschool teacher this December, but have hired a great Head Instructor who we are glad to see join the team.

We restructured our Artspace program and moved the facilitation responsibilities to the Gallery Manager. The newly hired Gallery Manager Lisa MacLean took this program and ran with it, creating many new Professional Artist Workshops as well as an Artist in Residence program. We have sold out many of the workshops and have had great attendance and buzz about the new things happening in Peace Gallery North. The Spring 2018 line up is being finalized and we hope to have continued success.

This was the first year we took the lead in the Let's Art! Free after-school program in partnership with the Peace Arts Gallery Society. This program is for children aged 6-14 and runs monthly Tuesday, Wednesday and Fridays from 3:30-5:00. We've had each session fill up since it began in September and are continuing to market and fill spots for the upcoming months.

2017 brought the Centre's 25<sup>th</sup> Anniversary and to celebrate we held a weeklong celebration for Bright Nights in June. We had a large sand sculpture built in the parking lot, sand sculpture demo's, chainsaw carving demo's, and evening of Art Stars discussion with the community, a Bright Nights in June Gala that featured professional artists from the region coming home and an Art Market "Big Print Day". It was a very busy week, but very successful and we look forward to holding similar events in the future.

We held four Preschool Summer Camps for the first time this year and had good attendance for some of the week's topics (Dino week was a huge hit). We are hoping to continue these programs if we can find some additional funding, and like to give our Preschool employees the option of continuous employment over the summer months.

Oliver and I continued our Quarterly reporting and meetings with the City of Fort St. John. I found these meetings to be very beneficial, productive and positive and we will continue to strengthen those relationships. We have also been partnering with the City for many different activities and events including the High on Ice Festival, the BNIJ Art Market, Gala, Santa Claus Parade, and the Gingerbread House Competition.

Respectfully Submitted,

Katy Peck

# Operations Report

## Annual General Meeting

### November 2017

The past year has been an incredible year with amazing shows and incredible audience support but also a number of challenges.

This past season we had some incredible sold out shows including Tom Cole, Stage North, Terri Clark, Gord Bamford, and Studio 2 Stage. Of course there were some incredible artists that did not sell out but were amazing just the same. Artists - blues artist, Jim Byrnes, the Montreal Guitar Trio, and Colin Mochrie & Deb McGrath.

We are so thankful for the number of local groups and organizations that utilize the Centre for shows, meetings, classes, and whatever else they need. We have provided space for events to Stage North, North Peace Community Choir, Studio 2 Stage, Northern Lights Youth Choir, The Move Dance Centre, Northern Dance Theatre Society, the Watt School of Irish Dance, Today's Techniques, Central Elementary School, North Peace Secondary School, Dr Kearney School as well as the SD60 Band Program. Without local support, this facility wouldn't exist.

This fall we have already had some amazing events as well. We hosted the Alaska Highway Roadshow, Corb Lund's acoustic show, the Community Choir's salute to Canada, comedian Ron James, and a Social Media Conference put on by the North East Aboriginal Business Centre. We also partnered with Stage North to produce The Alcan Craze of '42 about the building of the Alaska Highway, which was very well received.

We were very sorry to see Watt School of Irish Dance leave the Centre after 25 years here but are very excited that they are seeing such growth in their art. Because of this we were glad to be able to provide dance space to a new competitive company Peace Fusion Dance Company.

For the past two years we have worked with the City of Fort St. John under a Cultural Services Agreement to operate the Centre and their assistance has helped the Society focus on programs and services that we can offer rather than repairs and maintenance. We have also begun partnering with the City on special events such as our annual celebration of the arts, Bright Nights in June, and last week's Santa Claus Parade as well as the upcoming Gingerbread Decorating competition. Watch for more events with the City in the future as we already planning new and exciting events.

For the past couple of years we have been running games such as Magic: the Gathering and Pokemon for local kids and adults. This spring a new store opened up locally which provides space for Magic: The Gathering and much of that crowd has migrated there but Pokemon seems to be thriving. Pokemon International has recognized our efforts in building up the local community of players by allowing us to host premiere events 4 times per year as well as offering us exclusive early sale dates of specialized products.

The past year has not been without it's share of challenges either though. The Centre continues to be a location where some of the rougher members of our community have been known to congregate. Because of a number of incidents over the past couple of years we have implemented some new security



measures including a locking magnetic door on the office hallway to assist in limiting unauthorized people to access the preschool classroom, dance room, and conference room. By sharing a security code with preschool parents they are still able to access the classroom while keeping others out. Also, due to the better working relationship with the City, we will soon also have significant upgrades to the video surveillance system within the facility which should be able to assist in deterring bad behavior and prosecuting extreme cases. Our staff have also been instructed that they need to call for police assistance at any point if someone is exhibiting bad behavior or they feel unsafe in any way. We encourage you to let our staff know if you encounter anyone that you feel unsafe around for any reason.

As always we welcome your feedback in how we can make the Centre work more effectively for our community. Please let us know how we can serve you better.

Respectfully submitted,

Oliver Hachmeister  
Operations Manager