



British Columbia Festival of the Arts – Host Committee

Regular Meeting Minutes

April 12th, 2001

Leisure Pool Meeting Room

PRESENT

Committee Members Co-Chair Sandy Troudt, Tony Atkins, Wayne Cheesman, Dave Eaton, Lynn Locher, Patti Murray, Ruby Cavenaile, Coral Spelsberg, Doreen Holmes, Larry Evans, Darren Thomson, Sue Carson, Mike Fitzgerald, Jean McFadden, Sonja Butts, Heather Hannaford

Staff: Coordinator April Ingham, Office Assistant Annabelle Kalina, Delegate Services Coordinator June Bradley, Delegate Coordinator Leslie Bitner, Assistant Technical Director Duncan Banks

Guests: PO Staff - Executive Director Gabrielle Levin, Technical Director George Scott, Manager of Operations Paula Krisch,

10120 – 100th Street
Fort St. John, BC
V1J 3Y7

Phone

(250) 785-1400

Fax (250) 785-1408

1. INTRODUCTIONS & WELCOME

The meeting convened at 7:30 p.m., April 12th, 2001

Welcome and introductions of Gabrielle Levin, Executive Director and Wayne Cheesman, Facilities Co-Chair.

2. APPROVAL OF AGENDA

Motion to accept the agenda as presented: (Doreen Holmes, Ruby Cavenaile-CARRIED)

3. MOTION TO ACCEPT MINUTES

Motion that the minutes of February 8th 2001 be accepted: (Larry Evans, Dave Eaton – CARRIED)

4. BUSINESS ARISING FROM THE MINUTES

- a. FSJ Host Committee Draft Policies – Policies are in the final stages, target date – next meeting.
- b. Critical Path – Well within timelines, few areas to be tightened up.
- c. Opening Gala – Finalizing Plans for Opening Gala.

5. CORRESPONDENCE

- Handouts – Festival at a Glance – Public Events, BCFA Contact List.

6. REPORT OF THE CHAIRS

Sandy Troutd: Report attached . **(appendix 1)**

7. REPORT OF THE FINANCE CHAIR

Dave Peeke-Vout: Absent – Unaudited Financial Report attached. **(appendix 2)**

8. REPORT OF THE COORDINATOR

April Ingham: A brief overview was presented on activity reports submitted to her from office staff. Report attached. **(appendix 3)**

9. REPORT OF THE PROVINCIAL OFFICE

Paula Krisch:

- Thank you to staff and committee for all their hard work to date.
- Still a few obstacles to overcome before actual physical installation
- Actual physical installation is predicted for May 2nd.

10. COMMITTEE REPORTS

- Facilities – Wayne Cheeseman: Reported to date 26 contracts completed for venues, details in attached report. **(appendix 4)**.
- Fundraising – Dave Eaton: Overall fundraising approaching target. Cash donations have reached the 72% mark and 180% for gifts in kind. Details in attached report. **(appendix 5)**
- Publicity – Kate O’Neil: Absent – Report attached. **(appendix 6)**
- Registration – Coral Spelsberg: Thanks to Leslie, Sandy and Tony donations have been plentiful for registration bags. Details in attached report. **(appendix 7)**
- Signage – Darren Thomson: Still a limited supply of car decals available. A huge thanks to Lesa for here dedicated hard work. Report attached. **(appendix 8)**
- Hospitality – Lynn Locher: No Report– Leslie Bitner currently working on Volunteer Handbook. For further details, see comments under Coordinator’s Report.
- Meals – Sheri Dressler: Absent – No Report - to date, there has been 2 contracts secured for meals, contracts with Kathy’s Brewed Awakenings and Co-op Deli have been signed.
- Registration – Coral Spelsberg: No Report - For details see Coordinator’s Report.
- Services – Larry Evans: No Report. For details see Coordinator’s Report.

- j. Souvenirs – Danielle Yeoman: Absent– Report Attached (**Appendix 9**).
- k. Volunteers – Jean McFadden Report attached. (**appendix 10**).
- l. Special Events – Sue Carson: No Report. For details, see comments under Coordinator’s Report.
- m. PASO – Sonja Butts: Report attached. (**appendix 11**).
- n. School District #60 – Heather Hannaford: Report attached. (**appendix 12**).

11. NEW BUSINESS

- a. BC Festival of the Arts involved in promotion of the festival at the Trade Show.
- b. It was moved by committee that beginning in May, regular meetings will be held every Thursday at 7:00 p.m. and beginning May 28th there will be meetings held at 7:30 a.m. during the festival.

12. DATES FOR NEXT MEETING

*Next Host Committee Meeting – May 3rd at 7:00 p.m.
Leisure Pool Meeting Room*

12. ADJOURNMENT

Motion to adjourn the meeting at 9:00 pm (Larry Evans, Jean McFadden – CARRIED.

Committee Action & Idea List:

	ACTION:	REFERENCE:
1.	Investigate the possibility of applying for Direct Access Gaming Funds.	August 10 th , Meeting
2.	Fundraising committee to provide a Masters List that targets potential sponsors. This list would be circulated to all Host Committee Chairs.	August 10 th , Meeting
3.	Volunteer Management Systems – please ensure that the volunteer committee receives records of all volunteers utilized in your area.	September 21 st , Meeting
4.	Develop a streamlined communications structure for the Festival.	September 21 st , Meeting
5.	All Committee Members are asked to ensure that copies of important documents and Festival related items you happen to clip out from the newspapers, be given to the Coordinator for Archiving.	September 21 st , Meeting
6.	Create policies for the HC, HC Staff, Volunteer and PO Staff perks.	October 12 th , Meeting
7.	Web Page content needs to be developed – everyone should consider what they need to be on the site.	November 9 th , Meeting
8.	Promotions, publicity and publications require the support of all committees in developing content for all medias.	December 14 th , Meeting

	Ideas List	Committee to Consider
1.	Native Village – with IASO?	PASO – IASO Committee
2.	Can we hire street performers? How can we get the community outta the oilfield and into the arts?	Host Committee
3.	Out to Lunch – Free Lunch hour concerts, talks, displays to take place during the Festival.	Special Events / Ceremonies
4.	Tile Wall @ the Mall or other visible public place... Donors purchase a tile for \$5 it is then painted by local artists and children. Tiles would serve as an ongoing visual display, and offer regular visibility to the Festival. At Festival end? Tiles could then be auctioned, sold locally or given as gifts to delegates, volunteers, etc. Could be part of an ongoing theme “ Arts & Place ”.	Fundraising
5.	Coupon Book - Do we want to provide one within the delegate’s package? Who will develop it?	Registration / Fundraising
6.	Atco Trailer Village – We should look into utilizing the trailers for dorm space, dressing rooms, etc.	Accommodations / Facilities
7.	Tea Dance / Circle Dance / Feast – An opportunity for all delegates or just IASO delegates to participate in a welcoming ceremony with local First Nations Peoples.	PASO – IASO Committee

8.	School Showcases – The BCAPAF Executive Director Kathy Keple, has advised us that she would not mind piloting a project that brings performers into the local schools (particularly Dance).	PASO / School Liaisons
9.	Pancake Breakfasts – We have been challenged by our very own Sue Popesku, to provide daily pancake breakfasts for the Festival.	Fundraising / Food