



Fort St.
John 2001

8221 - 100th Avenue
Fort St. John, BC
V1J 4N4

Phone (250) 785-1400
Fax (250) 785-1408

British Columbia Festival of the Arts – Host Committee

Regular Meeting Minutes

Thursday, July 13th, 2000

Fort St. John Recreation & Leisure Services Dept.

PRESENT

Committee Members: Co-Chair Sandy Troudt, Miep Burgerjon, Heather Hannaford, Lynn Locher, Dave Eaton, Lyn Adamson, Sandy Levac, Dave Peeke-Vout.

Staff: Coordinator April Ingham

Guests: Sue Popesku British Columbia Festival of the Arts Board Member, Lucy Jenisek Continuing Education Coordinator – NLC.

1. INTRODUCTIONS & WELCOME

The meeting convened at 12:05pm, July 13, 2000.

Welcome to all, round table of introductions including newly hired Coordinator April Ingham, and Lucy Jenisek as a potential member of the publications committee.

2. APPROVAL OF AGENDA

Motion to accept the agenda as presented: (Dave Eaton, Lynn Locher)

3. MOTION TO ACCEPT MINUTES

Motion that the minutes of Wednesday, June 14th, 2000 be approved: (Dave Eaton, Lynn Locher)

4. OLD BUSINESS

- a. Management Agreement – still in negotiations between the City of Fort St. John and the Province of BC (BCFA).
- b. Festival Launch – Saturday October 14th. Contact Gordon Grant if you would like to be involved.
- c. BCFA Information from Nelson – Arrived on July 13th, they contain excellent detail, particularly in regard to the individual reflections of Nelson Organizing Committee Members.

5. REPORTS

Fundraising – Dave Eaton: Form distributed in regard to standardized donation system (Appendix A). It is essential that all donations are tracked and acknowledged in a timely manner. Suggested that DONATIONS SHOULD BE FORWARDED TO COORDINATOR FOR HANDLING AND OFFICIAL RECIEPTS.

Committee will be sending letters to community businesses in Aug / Sept introducing the BCFA and forewarning of our fundraising / Sponsorship needs. The Committee will require assistance for following up these letters. Suggested that the committee investigate the possibility of utilizing existing community business databases.

CIBC is sponsoring the BCFA, by providing all our bank account services at no charge.

Co-Chair – Sandy Troutt: A photocopier has been installed and is available for committee use. The office can be accessed during the day or at night (if not open, request keys from Swimming Pool Cashier). Three computers will be purchased shortly for the office and committee use (which will likely be offered for sale at Festival end to committee members).

Discussions have been underway with area First Nations groups to ensure their involvement. Farmer's Market and Peace Gallery North have offered 10% discount coupons for delegate packages. School District #60 has confirmed that transportation assistance will be no problem. Discussion ensued regarding the closing of schools.

Explorations around utilizing BC Rail as a transport partner (freight and passenger) have begun. **Local art festivities, launch & community involvement need to be brainstormed – MEETING ON JULY 24TH at 12:00PM, in the Leisure Pool Meeting Room.**

6. NEW BUSINESS

- a. Sue Popesku presented Overview of an aspect of the BCFA. Sue discussed the importance of the community putting on a great festival, being prepared for the challenges that await the organizing committee, the treatment of officials and VIP's, ideas for the launch, the importance of publicity / promotions. Sue also advised us that for 2 days prior to the BCFA launch, the BCFA board will be meeting here. Sue also presented a

diagram that illustrated the general Festival structure (Appendix B).

- b. Coordinator – Host Committee Members were advised that April would act as a support to the local Co-Chairs and Committee Members, and act as a liaison to the Provincial Office.
- c. Art Walk / Art Salons – Deferred to the brainstorming session on July 24th.
- d. Other – Standards & Expectations should be formulated to encourage strong & fruitful commitments from Committee Members.

7. DATES FOR NEXT MEETINGS

Sub-Committee Brainstorming Meeting - July 24th, 2000 at 12:00pm (Leisure Pool Meeting Room) – All Committee Members are welcome to attend. This is a brainstorming meeting to deal with local art festivities, launch & community involvement.

Next General Meeting – TBA – This meeting will be coordinated to coincide with the arrival of Gabrielle Levin, Executive Director BCFA. Notification to attendees will be made upon confirmation of date.

8. ADJOURNMENT

The meeting adjourned at 1:20pm.

2001 - BC FESTIVAL OF THE ARTS

DONATION REPORT

PERSON / ORGANIZATION _____

CONTACT NAME _____

PHONE # _____ FAX # _____

EMAIL _____

DONATION ACCEPTED BY: _____

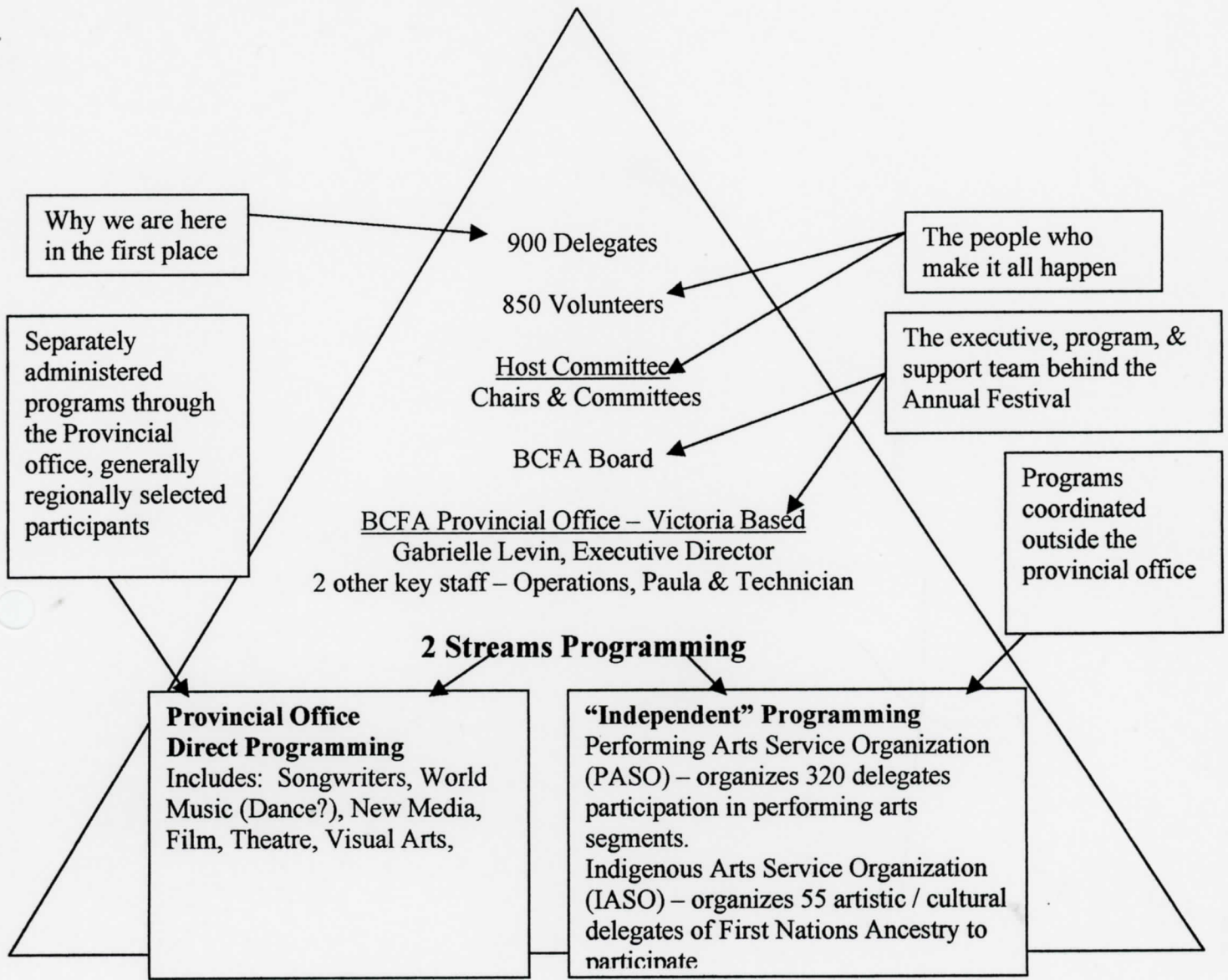
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DESCRIPTION OF DONATION _____

APPROXIMATE VALUE _____ IN KIND: YES _____ NO _____

COMMENTS / SPECIAL REQUESTS _____

THANK YOU SENT: YES _____ NO _____



	ACTION:	REFERENCE:
1.	Update contact information lists	July 13 th Meeting
2.	Come up with more names for committee chairs and members – Submit to Co-Chairs or Coordinator	July 13 th Meeting
3.	Logo needs to be updated. Need to brainstorm ideas for reflecting Fort St. John in logo and slogan.	July 13 th Meeting
4.	Binders and information materials should be picked up from main office. (Arrange with Co-Chair for pick up).	July 13 th Meeting
5.	Fundraising committee to draft an introductory letter for businesses for distribution in September	July 13 th Meeting
6.	Fundraising committee to investigate the possibility of utilizing existing business databases for fundraising purposes.	July 13 th Meeting
7.	Need to talk to Jean Leahy for support in regard to BC Rail's involvement in the Festival transportation.	July 13 th Meeting
8.	Talk to Mike Fitzgerald? At School District #60 in Fall regarding bus transportation.	July 13 th Meeting
9.	Develop a set of standards & expectations to ensure commitments are understood and met by committee Members and Chairs.	July 13 th Meeting
10.	Hold a brainstorming meeting to discuss community festivities, involvement and launch. July 24 th , 2000 @ 12pm.	July 13 th Meeting

	Ideas List	Committee to Consider
1.	Host Committee Makeup – should we not have tourism, and arts council reps?	Executive
2.	Joanne Wallace @ Twilight may have a good database of businesses.	Fundraising
3.	Native Village – with IASO?	Host Committee
4.	Should we ask the schools to close?	Executive / Host Committee & School Liaison
5.	Can we hire street performers? How can we get the community outta the oilfield and into the arts?	Host Committee
6.	Big Name performers a possibility? (Buffy St. Marie, Dianna Krall, Joe Canadian, Stomp???)	Host Committee
7.	Dorms from Dawson Creek?	Host Committee