



**Minutes of La Fab Board of Directors'
Meeting of March 30 2017**

Present: Reid McLachlan, Jovette Champagne, Gabriel Bouffard, Katharine Fletcher, Olga Zuyderhoff Heath Baxa, Reid McLachlan, Janice Collette, Danielle Pronovost; **Members at large:** Maureen Tracey, Sandrine Kerouault, Michael Peterson, Trish Murphy, Stephan Renaud

Absent: Shannon Langlois, Kevin Burke

1. Motion to adopt the agenda

- Moved: Reid McLachlan
- Seconded: Janice Collette

2. Motion to adopt the minutes of the last meeting, February 23, 2017 (note: this was the meeting without Quorum)

- a) One change: February 23 not February 5
- Moved: Reid McLachlan
 - Seconded: Heather Evans

3. Report from committees:

- a) Boutique: Olga Zuyderhoff
- March 30 represents Olga's last day under March of Dimes contract (although La Fab extended her until April 2, Sunday); she will e-mail her two reports to the Board, but Jovette and Janice will meet with her on April 2 to go over the reports and confirm the information is clear and complete.
 - Boutique volunteers for April and May: some gaps in April not as many in May; some volunteers said they'd prefer working half days
 - Boutique inventory: As of March 25, inventory in boutique up-to-date;
 - New Members: newcomers like the new Membership Form; working on a member database; Caroline Dulude will be working with Olga this weekend to provide a new template based on the boutique inventory to ensure sales are entered and artists are paid. Caroline indicated she would devise procedures for the boutique management system.

- **Boutique Jurying Committee:** Laura Sheppard will be committee chair; there are five others: Michael Peterson, Deidre Hierlihy, Marjolijn Thie, Richard Charlebois, and Denis Gagnon.
- b) Building: Olga Zuyderhoff reports due to Kevin Burke's absence
- Keys for kitchen side door: Olga (2), Roger (Church Office), Sophie (renting a studio) have keys; front door: a new lock installed; Olga has two of the four keys.
 - Two Studios still for rent: Put studios on website/advertise
 - Heath also mentions Church is paying ~\$20K for water (Church and La Fab buildings) to be hooked up to city system. Supposedly this will take one day; Heath will pursue and advise us.
- c) Gallery: Reid McLachlan
- John Marok's exhibition: Should Reid on behalf of La Fab write a letter to respond to the complaint from a Chelsea resident about Marok's "controversial art"? Board resolves to agree to letter, stating that La Fab's jury may indeed accept work from professional artists whose work could, by some, be considered controversial.
 - **Michael Peterson:** visitors should sign guest book to track where they're from
 - **Maureen Tracey:** wants to start a members' gallery sub-committee where co-op members will have space for shows with monthly turnover, first-come first serve basis; **Sandrine Kerouault** mentions that a similar project had been undertaken before and will help provide this information to Maureen.
- d) Communications: Jovette Champagne
- Update on website development: because of the absence of a "webmaster" to supervise the development and implementation of a new website, she's proposed changes to make our current home page more effective to a cost of \$75.00 – Board approves.
 - Old Chelsea Gallery at Les Fougères asked if La Fab would send to our mailing list their "Call to artists" for shows at their gallery. Board decides yes because this supports another gallery but more importantly because it is a service to our members. However, we'll only add the web link and a brief sentence (not the full-page of details as requested)
- e) Finance: Danielle Pronovost
- **Final report of the 2015 CLD project:** there is \$900 available for La Fab at CLD but we need to wire a final status report for the "La Nature des choses" project. Sandrine remembers this project and will assist Danielle with the report.
 - **\$5,000 2017 grant from CLD:** Need to develop a plan of action for La Fab so that we are revenue-generating (fundraising, workshops, tours, courses etc. – anything for consideration). **Gabriel Bouffard** will contact CLD and ask for deadline for this Action Plan.
 - Need a resolution from the Board next meeting where signing authorization members are defined: Danielle, Louise Gauthier-Morell, Shannon Langlois
 - **The request to Ministère de la Culture et des Communications** for La Fab to get non-profit cultural organization status was approved. Now need to send the form included in the approval letter to Revenue Quebec so we can be assigned a tax credit number for issuing tax receipts to donors. Once this is in place, and after fundraising-driven-donations have been placed in an account, we can ask for matching funds from

Mécénat Placements Culture (<https://www.mcc.gouv.qc.ca/index.php?id=5842>). We should consider addressing the same type of request addressed to Revenue Canada

- Important: new-time donors who donate \$5K or more as their first donation to a registered non-profit organization like La Fab can procure an extremely good tax deduction. Inform Francine about this.
- **Summer Students:** Service Canada federal government program (ask Louise about details). Sandrine thinks we usually get forms to fill out in mid-April.
- **Building Renovation payments done:** Both the roofing contractor and architect were paid, with small adjustment to architect's fee to be made by Danielle.
- **Question** received re whether boutique and exhibition buyers need to pay taxes: yes. La Fab is a business and we charge a consignment fee plus taxes.

f) **Gabriel Bouffard's Report**

- **OSA (Ottawa School of Art) Partnership for Fall:** Andrew Fay, an instructor at OSA, talked to Gabriel and wants to bring his class to La Fab for an event; Janice suggests why not for the month in October, when gallery is showing "emerging artists' works". Katharine suggests intersperse the month with special events to bring in OSA students and create a buzz. Gabriel will reply.
- **CLD Meeting:** Gabriel met with Claudine Charet, Cultural Development Officer of CLD des Collines-de-l'Outaouais. They care about us and want to meet with the Board to encourage development of La Fab.
- **Brainstorming/ Strategic planning session:** in April, Gabriel will finalize his reports, send them out for Board's review, then call a strategic planning session aimed at developing goals and revenue-generating strategies for La Fab. Location: likely Meredith Centre or La Fab; Katharine offered her Spiritwood Studio but Quyon may be too far.

4. Chelsea Market: Report on March 7th meeting: Heath, Heather, Jovette attended

- A proposal was made to hold the Market on Thursdays from 3:00 – 7:00 p.m.
- Heath: Parish will half the rental fee for the use of the front yard as a goodwill gesture to help the Market survive; he asks Danielle whether Chelsea Market has been paying La Fab \$275 for use of washrooms – she'll look into it but this may represent new revenue for us
- Maureen asks Heath whether in Church on Sundays the priest can announce there's an art show/boutique next door, and whether La Fab can put an ad/insert into the Parish newsletter if there is one (yes). Heath will discuss but likely answer is yes.

5. Other Business:

- Stephane Renaud delivered a proposal concerning Boutique Jurying Approach, for instance how the jurors might inform artists of the reason their work was rejected as an education initiative to help members meet requirements.

6. Next Meeting: April 27 at La Fab at 7:00 p.m.

7. Close of meeting:

- Moved: Danielle Pronovost
- Seconded: Jovette Champagne