



**Minutes of La Fab Board of Directors'  
Meeting of October 27, 2016**

**Present :** Louise Gauthier, Reid Mclachlan, , Shannon Langlois, Janice Collette, Danielle Pronovost, Jovette Champagne; late arrival: Heather Lamorie

**Absent :** Kevin Burke, Heath Baxa, Katharine Fletcher

**1. Motion to adopt the agenda**

Moved: Shannon Langlois

Seconded: Reid Mclachlan

**2. Motion to adopt the minutes of the last meeting of September 29, 2016**

Moved: Shannon Langlois

Seconded: Jovette Champagne

**3. Report from committees:**

***Boutique:*** Louise Gauthier

- Still need volunteers to run boutique
- Reviewing possibility of hiring employee: one applicant (Olga), waiting for final invoice from contractor so we can balance our books and get a clearer financial picture first.
- Floated idea of work boutique for free studio rental if a tenant is interested.
- Boutique holiday hours: possibly open Dec 24, closed 25, 26, 31 and Jan 1 and 2.

***Building:*** Louise Gauthier

- Many thanks to Kevin for all of the work he does every Monday. Weather stripping, painting, motion detector light etc!
- Furnace was fixed as was sump pump.
- La Fab now has discount at Rona.
- All construction work is done, architect inspected and a few minor final touch-ups needed, but is essentially complete!

### ***Communications: Jovette Champagne***

- UQO students' logo designs are in. Committee narrowed it down to 10 after presentations from students. Board picked 5 to be sent to all board members for preferences, comments and suggested tweaking.
- Mission Chimpanzé: Bernard is reviewing all mail outs to make sure they are getting received and taking steps to address issues when needed. He also has done 3 MailChimp templates for newsletter, media release and standalone messages like call for submissions. Shannon, Jovette, Louise and Janice have agreed to do the training with Bernard as to how to use Mailchimp. Jovette and Louise will have control as to what goes out to members and friends and media.
- Focus Pontiac asking about budget for poster for their show in Nov. No budget, La Fab offers electronic media dissemination of promotional materials to our networks.

### ***Gallery***

- Jury for next year's calendar is under way
- There has been an expression of interest for a summer solstice show of outdoor/land art in the grounds behind La Fab. Have to clear with church but La Fab is supportive.
- November show we believe is on track. Will be looked into.

### ***Finance: Danielle***

- May shop around for insurance to get better rate as an organization? Louise will check.
- VISA paid off...\$6000. No more high interest payments.

### ***Members/ Volunteers***

- Volunteer Campaign: searching for volunteers. 2 main targets: La Fab members/community, and UQO staff and students. 2 posters Janice and Michel are working on for this.
- Aso discussed targeting CEGEP and other students, will use UQO as trial balloon.
- Volunteer newsletter suggested, to share info, notices as well as testimonials from volunteers on being involved with La Fab.
- Volunteer Recognition event? Want to especially recognize those who have worked at the Boutique and done other outstanding work for La Fab recently (6-7 people?). Considered having it during Magic Christmas Dec 3, maybe offer 40% off in boutique that day? Also suggested during Special Members meeting Nov 24<sup>th</sup>. Decided to have it during Members meeting in Nov.

### ***Rental***

- 1 studio still available
- GVHS renting gallery for monthly board meetings

- Danielle is going to gauge interest in having the l'ARO drawing classes she is in hosted at La Fab this winter.

#### **4. Report of activities from Chair**

- Will have a Special Members' Meeting Nov 24 to report on Shared Services and discuss possibilities for future of La Fab: Do we continue as a co-op gallery and boutique or close these and hand over all control to tenants? We will also float 3 ideas about Shared Services renting office space: 1. Organization rents 3 studio spaces as offices, La Fab continues as usual. 2. Organization has person present in Boutique 3 days a week to educate about cultural projects of CLD. 3. Pay off loan, dismantle La Fab and let Organization take over building and space.
- We will also celebrate La Fab's successes, thank volunteers and, critically, discuss what to do with Boutique staffing and options.
- Message-from-president letter to be sent to membership Nov. 3 calling for this meeting Nov. 24 @ 7pm. A recruitment campaign to save La Fab. Will send to Board for proofing on weekend.
- Magic Christmas: a partnership between Wakefield Christmas Market (Saturday) and Noel magique (Sunday) means they are offering vendors a place at each for \$90
- La Fab domain name still in Manuela's name. Should change this too.

#### **5. Resolutions:**

Proposed resolution 2016-10-01: change name on credit card/line of credit from Manuela Texiera to Danielle Provost.

Proposed: Heather Lamorie

Seconded: Jovette Champagne

#### **6. Close of meeting:**

Moved: Heather Lamorie

Seconded: Jovette Champagne

**Next Meeting:** Special Member Assembly: 24 November, at 7:00 p.m.