



**Minutes of La Fab Board of Directors'
Special Meeting of Sunday, February 5, 2017: 11:00 – 1:30**

Present: Caryl Green (special guest who left ~12:00), Olga Zuyderhoff, Reid McLachlan, Heather Evans, Jovette Champagne, Janice Collette, Danielle Pronovost, Katharine Fletcher

Absent: Kevin Burke, Shannon Langlois, Heath Baxa

Reason for Emergency Meeting: Discussion of President Louise Gauthier's resignation due to health on February 3, 2017

Major consideration: Many Board Members feel stretched and tired. Therefore, what can each and every one of us do to reduce stress and, possibly, projects?

Over-riding goal: To see La Fab thrive, while we as a Board also manage our workload, while creating/continuing a professional, creative, fun and informative artists' co-operative.

1. General discussion: Louise's resignation

- Caryl has spoken with Louise who has a medical emergency: this is the reason for her immediate resignation. All present express both deep concern as well as thanks for her dedication. A card is circulated which Danielle will give to Louise.

2. Master List of comments from Louise Gauthier's e-mail attachment (Feb 3) was discussed.

Louise Gauthier sent information to Board by e-mail when announcing her resignation

Finance:

1. *Olga's salary will be reimbursed to 75% until mid-March. A monthly report is required. I did it once and Olga has the documents to be completed. She works 25 hours a week.*

The pay period is from Monday to Sunday, every two weeks. You have to send an email to France Joly to give her the number of hours, every second Sunday / Monday. This must be done by email to have written proof. France then issues the pay cheque including relevant deductions. A cheque needs to be made for next Thursday.

ACTION: Olga corrects the percentage: It's **60%** of her salary (not 75%) that's reimbursed, and she works 25 hours/week for La Fab **until the end of March**. She's working Thursday, Friday, Saturday, not Sunday, returning on Monday morning to settle inventory/sales at the Boutique during the weekend (plus other tasks, such as organizing volunteers). Olga is hoping to apply for another grant so that she can extend her hours and time, beyond the end of March.

She will look into the federal Job Creation Program, and will talk to Louise Marchildon, Director of CLD des Collines de l'Outaouais.

2. *We are still waiting for a reimbursement from the church. It would be necessary to contact Jerome, who works at the church to know if he received a cheque for us. If not, it should be incited to contact again the government.*

Once the check has been received, we should make the final payments for the builder and the architect. I'll drop the papers in the office.

ACTION : **Caryl** will ask Heath Baxa where things stand with the Church; **Danielle** will look into this situation with the Church regarding payment of the architect and the contractor, to ensure they are paid appropriately.

Strategy:

I was scheduled to attend a meeting on Tuesday morning with Caryl Green, Manu [Manuela] Francine and Gabriel to talk about strategy. Somebody else would have to attend. The goal is to find a way for the community and the municipality to help La Fab.

- **ACTION**: Caryl Green, Mayor of Chelsea attended the first part of the meeting, giving us encouragement about continuing on, and also to encourage us to request funding for La Fab.
- Francine is committed to push the fundraising

A board member is needed to support Gabriel in his work. Katharine indicated being interested, so maybe you want to take that on.

- Katharine agrees she's interested but because she works full time and before committing to this, she must comprehend the scope of the project. Will discuss further.
- **Caryl** mentions that although Carrie Wallace doesn't want to be on the Board, she is interested in the development of the Strategic Plan. **Reid** volunteers to contact her.
- NOTE: Gabriel is here with us until the end of April.

Concertation Table (Shared Resources) ... Reid attended the first and only meeting. I sign the agreement and gave half of the money. The rest is to be given on July 1. I have not heard anything else from them.

- Reid says the meetings are conducted in English and he will attend on behalf of La Fab:

Marketing/communications

The municipality sent us an e-mail to register our activities and information in the magazine published at all seasons. The deadline is February 9th.

- Janice will look after this. (This refers to the e-mail the Board was forwarded, from Louise, written by Philippe Naud, the Municipality of Chelsea's Agent de développement des communautés (Community development officer) who wanted to include information about La Fab events in the Municipality's Leisure Zone Calendar/publication of courses/events.

The CLD (Claudine) also sent the invitation for the MRC cultural site map. The deadline is March 15th.

- Katharine notes she has asked Claudine Chauret of CLD (who is project manager of the CLD's Map project) about both liability insurance and the issue of accessibility, which are items that artists/organizations must have prior to being accepted on the map. General discussion follows:

Reid notes liability is something the Studio Tour artists have, and Danielle confirms La Fab has liability insurance. Regarding accessibility: Katharine will report to the Board concerning how Claudine responds to her question.

3. Committee reports/assessments

a) **Boutique: Olga**

- Olga: full inventory is done, with new items coming in to refresh Boutique. She doesn't have a full slate of volunteers for February/March yet but is working on this

b) **Building: All**

- Are studio rentals covering our costs? Danielle says not quite, but with the Boutique, yes
- Two studios are still for rent

c) **Communications: Jovette**

- Katharine is working with Jovette on Press Releases, Artists' Statements, and more with writing/editing text that's put onto the website
- New membership form is ready: Katharine has edited it and it's now ready for translation updates per edits
- Donors' Circle letter almost ready and we need to create brochure, too, to accompany the letter
- Jovette was complimented for her successful PR campaign concerning the re-opening of La Fab, where Radio Canada made three good announcements
- Also, Board members had heard La Fab member, Becky Mason being interviewed by Giacomo Panico, CBC host of Saturday Morning's In Town and Out
- ASAP: we will need to send out a newsletter to members: we need to ask members to volunteer, and Jovette will ask Louise to write something to members as an explanation of her resignation

d) **Website: Jovette**

- Jovette notes this was supposed to be her priority, and that she was going to liaise with Katharine and the Communications team to take over most of the other communications work to give her time to develop an understanding of the website with Bernard, Gabriel, and Eric Fletcher (La Fab member-volunteer who is technical and familiar with website structures)
- Katharine asks whether creation of website is urgent/immediate or is it a project we could temporarily postpone in order to give the Board time to catch up after Louise's resignation – a comprehensive discussion follows, where the final decision is to postpone for a couple of months (timing to be reviewed at next Board meeting).
- She notes that the website development seemed to be pressing due to the Canada Council saying that organizations' websites are the first thing they look at to assess whether an organization gets funded.
- Reid makes the point that our website **MUST** be Mobile-friendly
- Can we get funds from Shared Human Resources for website development (no) or from Canada Council itself (don't know)? Ongoing? Seek funding for website.
- **ACTION:** Jovette will speak to Bernard and explain that for the time being, the Board has decided to postpone development on the Website.

e) **Members / Volunteers: Olga/Jovette**

- Olga confirmed that Louise had sent application for fed grant for 2 summer students

- Olga is amassing a database of names of members who are volunteering. She mentions she and Gabriel have chatted about getting teams of volunteers together, with ideally two people who could lead the groups, feed information up to her/the Board. – Katharine offers simple caution, noting that there already are some committees defined, with the chairs reporting already to the Board (Jovette, Chair of Communications; Janice, Chair of Gallery, etc.).
- Reid notes that the Gallery Committee urgently requires a volunteer to coordinate with the exhibition artists – and that Heather Evans will be Artist Liaison for next 2 shows (Marok and Bonnet)
- Reid will represent La Fab at the Wakefield-centred CLD's Shared Human Resources Table.

f) Finance: Danielle

- **URGENT:** we must find out how to proceed/who to contact regarding the Quebec Taxation situation where La Fab donors can receive a tax credit for contributions. This is hugely urgent because of Francine's work on and Manuela, Martin & others interest in donating to La Fab.
- Danielle will contact Louise and pursue this issue. [NOTE added on Feb 9 by KF per an e-mail from Danielle: La Fab' request to be recognized as a cultural organization has been mailed.]
- The procedure to pay Olga and retrieve subsidy is known, and with Olga's support, Danielle will follow up and be able to pay her
- **ACTION:** 1. Danielle will be the Board's liaison person with Louise so that there is one point of contact. 2. A board resolution is necessary to add, change, modify signature for banking at Caisse populaire
- Danielle emphasizes that La Fab Board needs a new President. Discussion.
- Also, Danielle needs to have a new name approved to sign checks so that regular business can proceed. Who will be willing to be this person? (NOTE added on Feb 11: Danielle checked with Louise, she will keep her membership and will make availability to be additional co-signing as long as necessary.

4. Information received by Katharine Fletcher from Louise Gauthier

Louise sent Katharine an e-mail stating,

“As you know La Fab is a registered organisation. There is a Quebec government website where the details of the organization have to be kept up to date. I discover that last year. No changes were done for years. After your meeting tomorrow, you might want to go on that site to remove my name and do any changes.

There is a binder in the office with all that kind of official papers. In digging a little, you will find the information for the website and password and id. It is also where you will have the company, TPS, TVQ numbers. You should explore the binder so that you are familiar. with it.

I have complete confident in your ability to lead and guide the group in the right direction”.

ACTION: Danielle Pronovost suggests this is for Olga to do; Danielle will speak with Olga about this

KATHARINE HAD TO LEAVE MEETING AT 1:00

5. Next Board Meeting: February 23

6. Close of meeting:

- Moved: Janice
- Seconded: Jovette