



**Minutes of La Fab Board of Directors'
Meeting of April 27, 2017**

Present: Reid McLachlan, Jovette Champagne, Gabriel Bouffard, Olga Zuyderhoff Heath Baxa, Reid McLachlan, Janice Collette, Danielle Pronovost, Kevin Burke; Katharine Fletcher; **Members at large:** Maureen Tracey, Sandrine Kerouault, Stéphane Renaud

1. Motion to adopt the agenda: Meeting Chair: Sandrine Kerouault

- Moved: Jovette Champagne
- Seconded: Janice Collette

2. Motion to adopt the minutes of the last meeting, March 30, 2017

- Moved: Heath Baxa
- Seconded: Gabriel Bouffard

3. Report from committees:

a) Boutique: Olga

- Members' requests being met: training refresher for operation of boutique; Olga will leave her telephone no as contact for anyone volunteering; prices will be broken down into four to assist volunteers: price; price with both taxes & total;
- Boutique volunteers May & June: mostly organized
- **Boutique inventory:** criteria for admissions changing: e.g. one year max for unsold art
- Boutique Committee will meet the last Wednesday of the month
- Chelsea Market starts Thursday June 1, open 3:00 – 7:00 p.m. and because La Fab bathroom will be used, this day we need to staff the boutique. Food Truck too. Good op for sales.
- Olga: organizing a tour to General (Almonte), etc.: research how other boutiques work
- Glass table: show it in the Gallery and sell it for \$2K; suggestion to move some boutique items into Gallery to make use of space and encourage sales,

b) Building: Kevin, Sandrine, Heath

- Heath: sewer/water work will be week of May 8 (supposedly 3 days of work).
- Sandrine: One studio is rented; Board declines any rent reduction for work on computer as it's a bad precedent when we require revenue. Blue studio still for rent
- Gatineau Valley Historical Society will remove Chelsea signs from blue studio end April; GVHS may show their signs at La Fab permanently

c) Gallery: Reid, Janice, Maureen

- Janice: a terrific vernissage for Walker J's exhibition
 - Call out for submission for members' show & delivery of artworks = good opportunity to get membership fees renewed
 - June 21 Solstice party from 5:00 – 11:00 Members' show; 50-50 draw; donation box
 - Maureen: a new members' gallery changing monthly will be instigated: need name for it; Start it at members' show; if too many artists want to participate, she'll do a lottery; Maureen will hang the shows
- d) Communications: Jovette
- Pamphlet circulated, to great approval & thanks to Jovette & Team
 - How to get more publicity? Katharine will contact Joel Haslam; Ottawa Road Trips; Maureen suggests someone might contact CBC's Giacomo Panico... does anyone know Radio Canada contact? Goal: get publicity out for Solstice event
 - Summer hours? Tbc: Wed-Sunday perhaps with the students
 - AGM: organization/planning/membership renewal/announcement of new gallery/benefits of membership (10% off for members at boutique)
 - Louise Gauthier had mentioned if we keep track of volunteers' hours worked, they can be considered as our financial share when we have to match a grant
 - Should have a volunteer recognition night
 - The board gave approval for La Fab' subscription to Low Down newspaper.
- e) Finance: Danielle
- **Final report of the 2015 CLD project:** cheque coming from Claudine Charet.
 - \$5K 2017 grant from CLD: Money awaits us but we need a President
 - Reid agrees to act as Interim President until AGM in June
 - Approval of 2017 budget: review of Excel budget; membership fees are not revenue; Olga's salary not included as position wasn't there when budget created; **La Fab owes \$29,000**; Signature of La Fab President required (Reid)
 - Recognition as cultural organization: paperwork is done: need signatures: Katharine, Reid and Danielle sign papers

4. Gabriel's report

- Emergent artist show planned for Oct 12-29: Ottawa School of Art student participation: contact is Andrew Fay, a teacher Gabriel knows (Janice and Reid will follow up with him: diploma@artottawa.ca)
- Lise Robitaille volunteered to pursue grants (Jovette will meet with Lise: liserobitaille@gmail.com)
- Google drive: training will be offered: Gabriel will propose dates via Doodle
- Social Media for Artists training May 2, 9, 16: La Fab can pay for training for one individual only if the attendee is volunteering for La Fab (cost is \$50.00)
- Sandrine and Gabriel: Diagnostic for La Fab: Gabriel will e-mail the Board by the second week of May in order to get feedback on the document
- Brainstorming session: Gabriel to send Doodle of dates at the end of May or beginning of June (Katharine cannot do it on the last week-end of May, June 4th might be better)
- Sandrine: we must have a clear idea of our debts and how to pay them. Project grants, not operational grants: therefore, fundraising crucial (projects and fundraising are currently responsible for a very small proportion of revenues)

- Commerce Chelsea would like a Board member to become involved as there's no cultural org represented: Gabriel may do this if time allows (it should be the responsibility of the President)
- Gabriel has an apartment-sized piano: do we want it at La Fab? (will send a picture and Doodle) The Board raises the following concerns: insurance (Heath says not to worry), place (upstairs?) and costs involved in tuning the piano (\$150). The piano could help in hosting musical shows, creating atmosphere and promoting music as a form of art.

5. Preparing for AGM: Jovette

- Date: Thursday 29 June
- Reid will draft an Annual Report (look at last year's)
- Financial statements
- Minutes are all on Website

6. Computer System: Sandrine

- Defer conversation until next meeting: Training required; laptop is coming, etc.

7. Status of our Fundraising Campaign as it pertains to completing the demand to the Minister of Culture: Danielle/Jovette

- Defer conversation to next meeting: Jovette to follow up with Louise Gauthier
- Must have forms signed

8. Membership Renewal Campaign, including review of Members' privileges and use of PayPal: Jovette

- Members' call for submissions helps with renewal as only paid-up members can show, therefore a good opportunity to get \$\$
- Can we add PayPal as online way to get memberships? Yes: Jovette will investigate
- Challenge with pdf forms and payment

9. CLD Shared Human Resources aka "The Table": Reid, Gabriel

- first set of money is ready for us to use (\$4,500) with this breakdown: \$1500 Bookkeeping; \$1500 Grant Writing; \$1500 Marketing
- He emphasizes: La Fab MUST spend the total of \$4,500; MUST fully document all expenditures against this amount
- Reid notes the Table is a MODEL for Quebec where the Minister of Culture has a deep & special interest in it (prototype for Que?) & has spent \$50K on this project.
- Gabriel or Reid submit invoices on behalf of La Fab or our contractors by the end of each month. We can either pay our contractor directly and be reimbursed or have the contractor paid directly from La Table.

10. Chelsea's Volunteers Acknowledgement Evening, Saturday May 6

- Jovette & Janice are going: La Fab will recognize Louise Gauthier-Morrell

11. Chelsea Market Agreement: Heath

- June 1 from 3-7:00 p.m.: every Thursday evening until Thanksgiving in October
- Good opportunity for La Fab to be open/promote/sell/create events

12. Municipal Sewer and Water connection: Heath

- (See above): week of May 8 and supposedly only for 3 days pending finding rock/other difficulties. Therefore, won't interfere at least with La Fab vernissage

13. Garden Project: Kevin

- Kevin asks if Board will give approval for wildlife/butterfly garden
- Trish Murphy, botanist and owner of [Beaux Arbres](#) in Bristol (Pontiac region) expressed interest in creating a NATIVE SPECIES plant garden. She is giving a talk at Pontiac School of the Arts (June 4) and has invited us to go/to visit her garden. She is theoretically interested in our garden but requires commitment from members to volunteer.
- Katharine: La Fab applied to [Canadian Wildlife Federation for Certified Garden](#) approval, La Fab could become part of a "Gardens and Gifts" tour where La Fab's native plant garden/heritage garden could be visited as part of this type of tour (where "gifts" would be Boutique/Gallery art
- Kevin notes May 13, Saturday is garden cleanup day. Katharine asks: can parishioners be encouraged to assist La Fab volunteers in an "adopt their garden" project for ongoing help (and perhaps the help Trish needs?)
- Katharine: telephone Trish; Kevin: send e-mail to Trish, cc'd Katharine, Jovette
- Board excited by this project

14. Revenue-generating Projects: All

- Defer detailed conversation to next meeting
- Note we need brainstorming session; we must have clear idea of debts

15. What to do about President, VP positions: All

- Per above, Reid accepts interim ONLY until AGM

16. What do we do about nominating/getting people to stand for the Board at AGM?

- Need a resolution to accept Maureen, Gabriel, Sandrine to Board: prepare for next Board meeting
- Janice will contact Shannon, VP, re status

17. Other Business: Student Employment

- Unclear on status: Danielle to check; report
- One or two students? Form to check. Funding (Contact: Will Amos Liberal MP)

18. Next Meeting: May 23 at La Fab at 7:00 p.m. NOTE: Organization of AGM

19. Close of meeting:

- Moved: Danielle Pronovost
- Seconded: Sandrine Kerouault