



## **CVPAF Board Meeting**

Thursday, April 11, 2019

11:39 AM

### **Attendees:**

- Gregg Perry
- Emily Clements
- Olivia Boudreau
- Jennifer Pelton
- Natalie McGregor
- Ricki Lee Allison
- Nikki McLarty
- Joyce Scott
- Claire Butler-Kral

### **Opening:**

The regular meeting of the Cowichan Valley Performing Arts Foundation was called to order at 11:30 PM on April 11, 2019 in the CVI Station Pub by Olivia Boudreau .

### **Approval of Agenda**

The agenda was unanimously approved as distributed.

### **Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed. M/S Olivia/Joyce CARRIED.

### **Treasurer's Report**

Bank balance reported at \$25,269.53 with another \$1000 expected from the City of Duncan. M/S Natalie/Ricki Lee That the treasurer's report be accepted. CARRIED

### **REVIEW BOARD UPDATE**

- Update on new Guidelines  
The Review Board is meeting to review and update the guidelines, independent of the Board.
- Update on Travel Application Form  
The Review Board is creating a Travel Application Form and criteria, independent of the Board.

- Possibility of Different Application in Future
- The Board discussed having two different types of application: one for financial need, and a second for scholarship for continuing education. This suggestion was referred to the Review Board.
- Possibility of Establishing Secretary Position

M/S Natalie/Joyce That we appoint a Secretary for the Review Board as a non-voting member.  
CARRIED

M/S Jennifer/Joyce That we appoint Claire Butler-Kral as the Secretary. CARRIED

- It was noted that we will need another member for the Review Board.
- Distribution of Service Providers & Recruitment
- Tabled until June meeting.

## **Business Arising from the Minutes**

### **BUDGET APPROVAL**

- o The Board ratified the email vote on 2019 Budget changes

### **100 MEN UPDATE**

- o Receipts were produced and mailed. Email created errors.
- o Nikki received much good feedback about Malaki's performance.

### **THEATRE PROJECT**

Tabled until next meeting.

### **GRANT UPDATES**

#### **Community Resiliency Through Arts Culture Grant**

We were unsuccessful in our application.

#### **BC Legacy Grant**

Olivia has coordinated the gathering of information to respond to questions sent by J. Woike regarding our application for a grant for the Instrument Library. It was suggested the Cathy Schmidt be approached to be the Instrument Library Coordinator because of her relationship with the School Board.

#### **Shared Receipt for tax purposes – Gregg**

Gregg asked the Board to consider expanding its mandate to include funding for a new performing arts space. More research is required regarding the legal and financial implications for the Foundation.

#### **Website Update**

The update will occur this month, including new stats on bursaries. Olivia requested submissions of any pertinent information to be included.

### **Directors Insurance Update**

Olivia received a quotation for \$600.

M/S Claire/Jennifer That we approve spending up to \$600 for directors' insurance.

### **GALA UPDATE**

Claire reported that we have approached Ma Maison to be the caterer and paid a deposit. Wandering Mollusk has also been approached and booked. We are also coordinating with Blue Grouse Winery and have reserved the date of September 21st.

### **Adjournment:**

Meeting was adjourned at 1:06 PM by Emily. The next general meeting will be at 12:30 PM on May 8th in Just Jakes (upstairs).

Minutes submitted by: Gregg Perry