



Subject: Minutes of January 2019 CVPAF Meeting

**Attendees:**

- Gregg Perry
- Sarah Morden
- Emily Clements
- Olivia Boudreau
- Jennifer Pelton
- Irwin Killam

**Opening:**

The regular meeting of the Cowichan Valley Performing Arts Foundation was called to order at 12:00 PM on January 25, 2019 in The Ainslie by Olivia Boudreau.

**Approval of Agenda**

The agenda was unanimously approved as distributed.

M/S: Olivia/Emily      Carried

**Approval of Minutes**

Tabled until next meeting.

**Reports**

*Treasurer*

Emily reported a balance of \$20,289.44 in our account.

*Fundraising*

We are focusing on grants for now and looking forward to repeating the Gala.

*Review Board*

Olivia distributed a list of questions from the Review Board. Sarah suggested that many of the questions may be already answered by a policy document. It was suggested that we review the guidelines, apart from any board members who are also service providers, to adjust them with the suggestions from the Review Board. Recommendations for amendments should come back to the Board for approval.

**ACTION: Natalie to send list of service providers to Review Board. Gregg to check to see if letters were sent for last intake.**

Service providers must become members.

### **New Business**

#### *Budget Approval*

Budget requires amendment to include the donation from 100 Men. Will be circulated for approval.

#### *100 Men Update*

Gregg reported on the status of receipts and requested approval to send out paper receipts to 100 Men at a cost of up to \$150.

MS: Emily/Sarah That Gregg proceed with the receipts and postage up to \$150. CARRIED

Sarah will ask Nikki to present on our behalf at the next meeting.

Olivia will ask Lisa if Malakai can play.

### **Music Therapy**

MS: Olivia/Jennifer That we continue to sponsor the T-shirts for this program up to \$100. CARRIED

### **Cowichan Festival Donation**

Approved the same amount as 2018.

### **Application & Donation Form Updates**

We are asking the Review Board to amend the application form to allow requests for travel expenses.

We need a method of providing a shared form for donation receipts. Gregg will look into this.

### **Theatre Project**

Gregg reported that the Performing Arts Initiative group is on hold pending the announcement of the plans for the new high school. The steering group introduced the idea of taking advantage of the CVPAF's existing charitable status as a vehicle for fund raising for the new building/project. It was suggested that we invite Sue Elo to our next meeting to discuss what expanding our mandate would look like to be of assistance to the theatre project and how we could see this as a model to raise funds in the future.

### **Grant In Aid Application**

We are in the process of amending our budget for 2019 in light of the donation from 100 Men Cowichan. It is being circulated for review before we submit it with our application to the CVRD Grants in Aid program.

### **Adjournment:**

Meeting was adjourned at 1:30 PM. The next general meeting will be at noon on March 6 (Wednesday) at the Craig Street Brew Pub (second level).

Minutes submitted by: Gregg Perry