



Subject: Minutes of March 2019 CVPAF meeting

Attendees:

- Gregg Perry
- Emily Clements
- Olivia Boudreau
- Natalie MacGregor
- Irwin Killam
- Claire Kral

### **Opening:**

The regular meeting of the Cowichan Valley Performing Arts Foundation was called to order at 12:00 PM on March 6, 2019 in the Craig Street Brew Pub by Olivia Boudreau.

### **Approval of Agenda**

Added New Bank Account Approval and Discretionary Fund for Review Board.

M/S: Natalie/Irwin That the agenda be adopted as amended. CARRIED

### **Approval of Minutes**

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

### **Treasurer's Report**

Chequing account is \$28515.78. Savings account: \$52.02

### **Business Arising from the Minutes**

#### ***Gala Progress – Claire***

Olivia will update poster. Claire has booked September 21st at Blue Grouse Winery. We are striving to lower the cost of the Gala in order to maximize donation effect. Claire reminded us that we will not have the benefit of Cobblestone staff to help with serving. Volunteers will need Serving It Right.

#### ***Review Board Update - Claire***

Will be meeting in April to review questions from the Board, changes to the application forms, eligibility requirements.

### *Discretionary Fund*

Natalie suggested that we could budget for a separate fund for discretionary awards to save administrative time. Claire will ask the Review Board to create criteria for the use of such funds.

### **New Theatre Initiative**

Ask Sue Elo and Mona Kaiser to attend next board meeting to discuss partnership.

### **City of Duncan Update – Grant Approved - Olivia**

Our grant for \$1000 was approved. Olivia will create and send a thank you with an update on our operations.

### **New Business**

Membership Drive - Olivia

Because our policy is now that only service providers who are members can be approved, we need to approach all non-member service providers to renew or register membership.

### **Update Website**

Include an application form to become a service provider. Olivia will ask Stephanie.

New literature to members & providers

Natalie and Olivia will meet in July to send out eligibility requirements to members.

### **Questions from Kirsten – Grant Application**

Olivia provided information about the distribution of funds to Kirsten regarding the communities where the recipients lived.

### **Directors' Insurance**

Estimated cost was approximately \$600. Other quotes will be sought. Directors' insurance is required for a grant application. Olivia will get the info within a week. Email consensus will be ratified at next meeting.

### **Community Resilience Grant - Sarah**

Sarah has applied and notified the board. We are awaiting news.

### **New Bank Account Approval**

M/S: That we approve the transfer of our bank accounts to Coastal Community Credit Union. CARRIED

Adjournment: Meeting was adjourned at 1:40 PM by Olivia. The next general meeting will be at noon on April 3 at Brew Pub.

Minutes submitted by: Gregg Perry