

Shenkman Arts Centre
Community Leadership Team (formerly Community Consultative Group)
Meeting Notes 7

Thursday, April 6, 2017 | 9:30 a.m.
Emmy & Victor Abboud Music Studio, Shenkman Arts Centre

CLT Members Present:

Caroline Obeid (Co-Chair), Victoria Steele (Co-Chair), Nadia Desrochers, Kathi Langston, Mélanie Ouimet-Sarazin, Rosemary Swan, Pierrette Boisvert, Sylvie-Anne Groulx, Yasmina Proveyer, Robert Warren, Natasha Mudrinic.

Regrets:

Jasmine Brown, Alexis Hebert, Luc Ouelette, and Lianne Zitzelsberger

Program Committee Liaisons:

Connie Cole, Jahn Fawcett, Gabrielle Marcotte and Jolynn Sommervill

Note Taker:

Chantal Ducharme

Legend:

Community Leadership Team – CLT (formerly Community Consultative Group)

Implementation Teams (formerly Program Committees):

- Governance Team – GT (formerly Governance and Planning Committee)
- Marketing and Development Team – MDT (formerly Communications, Audience Development and Corporate Partnerships Program Committee)
- Programming and Community Partnerships Team – PCPT (formerly Programming and Community Partnership Program Committee)
- Building and Asset Development Team – BADT (formerly Building and Asset Development Program Committee)
- Volunteer Engagement Team – VET (formerly Volunteer Program Committee)

1. Welcome

Caroline welcomed the members of the Community Leadership Team and the newest member Natasha Mudrinic, who is replacing Jacquie Embleton.

2. Official Opening of the Meeting

Caroline officially opened the 7th meeting of the CLT.

a. Approval of Minutes

Rosemary Swan requested the following correction: Wendy Smith, be changed to Wendy Snyder. Notes from January 19, 2017, were approved as amended.

b. Approval of Agenda

Agenda of April 6, 2017, was approved, as presented.

c. Other Business

No items were added.

3. Words from the Co-Chairs

Victoria and Caroline briefly updated the team about the following changes:

- Patrick Bourbonnais is leaving MIFO – Sylvie-Anne will be replacing him
- Laura Cyr is leaving City Cultural Funding – empty seat on CLT
- Natasha Mudrinic is replacing Jacquie in Volunteer position

4. Presentations from the Program Committees

Programming and Community Partnerships Team

Jolynn introduced the video presentation of the Older Adult Programming events that were held from July to December 2017. The video was a joint collaboration between MASC and students from St. Peter's Catholic High School.

Following the video, the PCP Team provided updates as follows:

Jolynn:

- Older Adult Programming events - the activities were a great success, however, it brought to light many challenges with respect to the building accessibility given the age of the patrons. However, it provided an opportunity to learn for future events. At this time, Caroline announced that additional funding for the 2017-2018 season was received.
- Artist in Residence initiative - it is on track and the necessary research needs to be completed. Discussion ensued about funding and how to manage it once it is obtained.

Melanie:

- Free Library initiative – it was deemed that for the launch, the furniture piece would be simple, and once the program is established, then artist could be invited to “embellish” it. AOE's marketing person will be providing the Free Library signage. At this time, Melanie inquired as to the sharing of expenses since the shelving unit is expected to cost between \$35 to \$45. Caroline confirmed that Shenkman Administration would be financially responsible for the purchase.

Sylvie-Anne:

- Client Experience initiative - She advised that several documents were obtained from Sarah, Bookings Clerk for Shenkman. Her team is reviewing them to determine how best to engage clients in the feedback loop.

Building and Asset Management

Jahn advised on the following:

- Internal Signage initiative – due to the recent reorganization of the APD team, the internal signage is on hold, but the external signage is going forward.
- New Café initiative – still delayed, many options were considered, but no recommendations yet. At this time, Rosemary inquired about the delay, she offered that the Café located in the Glebe Community Centre has been extremely successful since it opened in the early 1980's. Such a project would enhance gathering at this facility. Discussion ensued, and Victoria proposed that a team be struck to review the creation of a café. Perhaps to start with food trucks to test demand.
- Seating Capacity – not going forward yet.
- Rental Rates Review – the review is ongoing and further analysis needs to be completed. The project is a comparison of the local Ottawa market and other venues across Ontario.

Volunteer Team

Connie on behalf of Domenic provided the following:

- Volunteer survey initiative – survey was sent out to all Shenkman volunteers working in the City program to determine their interest/skill set beyond their current involvement. Received 21 respondents with a majority of them with administrative skills. Victoria requested that the survey be re-sent to the resident arts partners so it can be distributed to the partner volunteers.
- Connie also mentioned that Caroline Lalonde from MIFO had put together an amazing binder of information about the Centre which can be used at 'Info Desks' both inside and outside the Centre. Victoria and Caroline expressed their interest to see the binder before it is distributed.

5. Review of the 18-month plan

Victoria proposed that the CLT follow a similar process to that of last year's 18-month prioritization plan (July 2017 to September 2018). Implementation Teams will propose a workplan for the CLT's review in June. She recommended that the Teams look at their current plan and evaluate what needs to be brought forward

and to consider realistic goals. At the meeting in June, we will put up the proposed plans so that everyone can review and we will determine quick wins, as well as human, financial, and political challenges to overcome.

6. Review development of Annual Report

Melanie suggested that the Governance Team prepare a draft annual report for review at the CLT meeting in June. It would include results from the past year, the next 18-month plan, the Centre's position on diversity, and will be presented in the same format as last year. The final version will be ready for distribution in September. Members of the CLT were in agreement.

7. Recruiting

Robert introduced Natasha who is a member of the Shenkman volunteer stage crew. She will be replacing Jacquie Embleton.

Robert indicated that recruitment for the Marketing and Development Team is on hold in order to determine skills sets needed for the next 18-month plan.

Robert asked everyone to complete the composition chart as it will assist the CLT to determine skill and knowledge gaps when filling vacancies.

Currently the Governance Team will proceed with recruitment. In the past we did a general call and asked that the online form be filled out. However, a personal ask has proven to be more successful. Caroline asked that CLT members think about whom they may know who would be interested in joining the CLT or Implementation Teams and to consider diversity.

8. Diversity Committee

Kathi gave an update with respect to the creation of a Diversity Team for specifically recruiting diverse members and developing an action plan. The Committee will be composed of Caroline, Yasmina and hopefully Luc and any others who are interested. The goal will be to define diversity for the Centre, develop a vision, and a 3-year action plan. Yasmina indicated that it would be important to initiate discussions at all levels. The CLT also agreed that a member of the indigenous community would be a necessary addition.

9. Review of acquisition of funds

Caroline explained that the Governance Team drafted the 'Principles for the acquisition of new funds in a collaborative model in support of the advancement of the SAC Strategic Plan'. They were then reviewed by Alexis Hebert. Caroline gave a brief summary of the various components.

Discussion ensued, and the CLT members agreed that the only parties implicated would enter into a MOU.

10. Sign Code of Conduct

Members were asked to provide the signed document to Caroline.

11. Next Steps

Victoria indicated that if members had any questions regarding the next meeting to send them an email.

12. Next Meeting and Adjournment

The next meeting was confirmed for June 8, 2017.

Meeting was adjourned at 11:32 a.m.