

Shenkman Arts Centre

Community Leadership Team (formerly Community Consultative Group)

Meeting Notes 13

Thursday, October 4, 2018 | 9:30 a.m.

Ottawa Citizen Dance Studio, Shenkman Arts Centre

CLT Members Present:

Caroline Obeid (Co-Chair), Victoria Steele (Co-Chair), Jasmine Brown, Yasmina Proveyer, Catherine Priestman, Qamar Masood, Mélanie Ouimet-Sarazin, Alexis Hebert, Anne Gutknecht

Regrets:

Ravinder Tumber, Luc Ouelette, Natasha Mudrinic, Kathi Langston, Caroline Matt, Pierrette Boisvert, Caroline Matt, Rosemary Swan, Anik Bouvrette

Implementation Teams Liaisons:

Connie Cole, Jahn Fawcett, Mike Taylor, Joelle Drouin

Note Taker: Linda Dodd

Table 1 - Legend

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 – MAD (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 – BAD (formerly Building and Asset Development Program Committee)
- Volunteer Engagement Team – VET (formerly Volunteer Program Committee)

1. Welcome

2. Official Opening of the Meeting

Caroline officially opened the 13th meeting of the CLT

- a) Approval of Minutes
Minutes 12 of June 7, 2018, approved as presented.
- b) Approval of Agenda
Agenda 13 of October 4, 2018, approved as presented.
- c) Other Business:
None

3. Words from the Co-Chairs

Anik Bouvrette is replacing Julien Levesque.

Robert Warren has stepped down due to work commitments.

Mike Taylor is attending on behalf of Jolynn Sommerville while she is on leave.

4. Code of Conduct

- The Shenkman Arts Centre's (SAC) Community Leadership Team Mission is to ensure the timely implementation of the Shenkman Arts Centre's Strategic Plan
- The Implementation Teams Mission is to plan and implement activities that advance the Strategic Plan goals;
- Demonstrates due diligence in preparing for meetings, special occasions, or other Group and Committee-related events;
- Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the Group and Committee;
- Contributes to the advancement of the Shenkman Arts Centre in a meaningful manner while in meeting with the Group and the Committee or, in public
- Avoid actual and perceived conflicts of interest
- Terms of reference are available.

5. Progress reports from Implementation Teams

Building and Asset Development Team

- There have been changes in the membership and there is a need for a member from the community
- Capital renewal funds: Priorities on planned spending and feedback has been received. They will be sent to members for additional feedback.
- Seating capacity in Harold Shenkman Hall: Offering discounted rates for 250-seat configuration with Council approval.
- Seating capacity in Richcraft Theatre: Flat floor seating arrangement will occur in January/February 2019 and again in October/November 2019. Encouraging clients who are interested in this configuration to book dates within this time frame. Will host an open house for rental clients to see this configuration.
- Crosswalk: research on design is ongoing.
- Interior/exterior signage: planned for fall discussions.

Volunteer Engagement Team

- Kiosk: Cumberland market received a lot of traffic and was excellent. Great outreach. The Navan Fair received less traffic but the kiosk was available on Thursday and Friday. Next year it will be Saturday and Sunday. The Kiosk used at Swan River was an eye catcher. The team is seeking more events to participate in. Considering local community association events, community BBQs, movies in the park, etc.
- The Kiosk will be set-up at all Shenkman Art Centre Presents shows for the season.
- Extra season posters are being distributed by the volunteers throughout the community for greater visibility.

Marketing and Development Team

- Website has been delayed.
- Marketing Plan: It will cost \$2K. The facilitator is being provided by the City. Hiring a writer for \$2K to write the final plan. Planning a day long session in December. Hoping funding can be shared amongst the partners.

- There was disagreement on the funding approach and timing. The partners requested additional information about what the marketing plan would entail and the qualifications of the facilitator and writer. It was agreed to defer to Spring 2019.

Diversity Team

- Two sessions of Equity and Diversity training were offered by CAWI to both volunteers and stakeholders. 40 participants per day were in attendance. Training was a good baseline to introduce concepts. Well received and the evaluations were positive, but some participants felt the session could have delved deeper.
- The Diversity Team would like to take this further through lunch and learn sessions.

Programming and Community Partnerships Team

- A second mini library is now available on the 3rd floor.
- A demo was provided of the first podcast. Hoping to do a few per year to tell the story about people in the building. Working title for the podcasts: “Life at the Centre”. To be shared through social media and the website.
- Artist in residence: A draft will be presented to management once completed.
- 10th anniversary: A meeting was held in October with the diversity team and a number of ideas surfaced for future discussions.

Governance Team

- A few members have stepped down, or changed roles, or are on leave.
- May need recruitment. Teams to inform whether they require members
- Goal is to ensure greater diversity within all teams
- Suggestion to send an anonymous exit survey to those members who stepped down

6. Approval of the Annual Report

Approved

7. Approval of the 2018-2020 workplan

Approved and will be reviewed during the year and during the next round of planning in June 2019

8. Next steps:

- Please help with reaching the \$100,000 fundraising goal for ARTicipate
- The October issue of The Beat features Shenkman Arts Centre
<https://heartoforleans.ca/thebeat/>

9. Next meeting: January 24, 2019 at 9:30 am

10. Adjournment

The meeting was adjourned at 11:30 A.M.