

**Visual Arts Alberta - CARFAC  
Annual General Meeting MINUTES**

Location: Edmonton location: Jubilee Auditorium, Meeting Room, Lower Level (11455 87 Avenue, Edmonton)  
Calgary Location: Jubilee Auditorium, Alcove Suite, Second Floor (1415 14 Avenue NW, Calgary)

Date: Saturday September 30<sup>th</sup>, 2017  
Time: 1:00pm – 2:00pm  
Chair: Sydney Lancaster (president)

The AGM is open to all. Only members in good standing of Visual Arts Alberta – CARFAC can vote.

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1. Quorum Assessment & Call to Order  
Attendance from Board: 8: Sydney Lancaster; Gisa Mayer; Heather Shillinglaw; Jean Lindsay; Agnieszka Matejko;  
Heather Huston; Ruby Mah; Sara McKarney  
Attendance from General Membership: 14
2. Welcome and Introduction of 2016 / 2017 Board by Sydney Lancaster: President
3. **MOTION to approve Agenda: Jean Lindsay**  
**SECONDED: Agnieszka Matejko All in Favour**
4. **MOTION to approve AGM Minutes from September 26<sup>th</sup>, 2016: Sara McKarney**  
**SECONDED: Patrick Close All in Favour**
5. REPORTS
  - a. President's Report (Sydney Lancaster)

I want to start by thanking the Board and the staff for all their efforts in this last year – it has been a year of growth, hard work, and analysis – and without the extensive contributions of this Board and the Staff, Visual Arts Alberta-CARFAC simply wouldn't be able to do what it does. I want to extend special thanks to our members for their continued support, and to our outgoing Board members for their efforts on behalf of this community. It was a pleasure to work with each of them, and to see their ideas and energy directed toward supporting Alberta's visual arts community. It has been an honour to work with and learn from such a dedicated group of people. My thanks to all of you.

I began volunteering for this organization in 2010, and became Board President in 2014. It has been a period of tremendous growth and change for this organization (and for me!), and I am deeply grateful for all the last 7 years has taught me. My current term on the Board ends today, and I am very excited to see how the organization continues to grow and respond to the changing needs of Alberta artists, and how I can help in different capacities.

Visual Arts Alberta-CARFAC has had another very busy year.

We have continued to implement new initiatives arising from our work in 2015 at the New Pathways Program, and built on the successes we saw in 2016.

- The podcast continues to build momentum and gain recognition in the province and nationally. We have invested in equipment to support ongoing efforts to improve and expand our offerings.

- Broadening the mandate of our space in Edmonton has been a great success, and brought us increased traffic and engagement with the community as a whole. Hosting a wide range of project-based initiatives – including some exhibitions – has helped us focus attention upon the socio-economic position of Artists in Alberta.
- Further building our relationships with like-minded organizations – like EAR and TRUCK in Calgary and PACE in Edmonton, and others – has allowed us highlight the common ground we share with other arts disciplines, especially in the realm of copyright as a source of income for creators. For example, Visual Arts Alberta - CARFAC was one of a group of cross-disciplinary sponsors and participants in PACE's Summer Salon on Copyright Reform in Edmonton.
- We hosted the CARFAC National Conference and AGM in Edmonton this June, which was a great opportunity to highlight Alberta visual artists and Made-in-Alberta advocacy initiatives to the rest of the country. The conference was well-attended, and the programming we organized for delegates was very well received by both attendees and our local art community.

We have done all of this on a small budget, that's not likely to increase in the near future - so our success in expanding our efforts is in large part to Chris & Jean's sound financial management, and the work of our volunteer board.

Looking forward to 2018:

- The Edmonton Office and Project Space has potentially found a new home. WE are in the process of negotiating with a downtown Edmonton real estate developer for a new, purpose-built Office and Project Space. IF we are able to get this space, it has the potential to actively build capacity for the organization on a number of levels. This change in location would bring us into the heart of downtown Edmonton, and see us managing 28 artists' studios adjoining this new location. This is an exciting opportunity to generate some income for the organization, and to actively support visual artists in another key area: the need for safe studio space. Visual Arts Alberta – CARFAC will keep its membership and the wider community informed about our progress on this.
- We are hoping to have a hot desk in Calgary at C Space in the next few months. We have submitted an application, and are waiting for more information. This will allow us to have regular, in-person office hours in Calgary, so that our members in Southern Alberta have a point of contact and direct source of information.
- We have an amazing Board slate up for ratification today, and I am truly excited to see what they accomplish in the coming years; this organization is in very capable, committed hands.

I want to thank everyone for being here today, and for your support of this organization - what we do, we do for ALL visual artists in Alberta.

b. Treasurer's Report (Jean Lindsay) report & audited financial statement

Some general points

KRP conducted a review engagement for Visual Arts Alberta - CARFAC. Brief description of difference between a Notice to Reader, Review Engagement and an audit. A review engagement is required by some of our key funders.

Third year that KRP has prepared our financial statements (f/s). Our f/s are prepared with the highest standard of professionalism by a reputable audit firm. Neil Cockburn, the partner at KRP who oversees the preparation of the f/s, is a not-for-profit expert who keeps Visual Arts Alberta - CARFAC abreast of any changes in NPO reporting standards. Their reputation and professionalism puts us in good stead with the stakeholders who utilize our f/s, such as members, AFA, EAC, etc.

Under the laudable direction of our Executive Director, Chris Carson, the review engagement process has been streamlined, and the cost has been kept to a minimum. The auditors were in Visual Arts Alberta - CARFAC's office for only three days. It is standard to have year-end adjusting journal entries to allocate costs such as prepaid insurance to

the correct period. There were only a nominal number of y/e adjustments for Visual Arts Alberta - CARFAC this year, which showcases how well the accounting is being performed by Visual Arts Alberta - CARFAC on a daily basis.

#### Programming and administration

The staff's activities are not strictly administrative. This year, Visual Arts Alberta – CARFAC's Executive Director, KRP and I worked together to provide the best estimate of the cost of programming that is often intertwined with the daily activities of Visual Arts Alberta - CARFAC's staff. This year, 10% of Visual Arts Alberta – CARFAC's executive directors salaries and wage expenses will be allocated to programming. In 2016, 5% was utilized; however, after a careful review, we feel that 10% more accurately reflects the true expense of programming.

#### Formatting of financial statements

This year, we tried to enhance the reader's ability to readily understand our f/s. To this end, we broke out government funding so that provincial, municipal and project grants each had their own line on the Statement of Revenues and Expenditures (or income statement). Project grants have their own line partially to inform the reader about the total project grant monies received, and in part to allow the reader to better compare grant funding year between various years. We want the reader to be able to identify that if government funding goes down next year by \$9,500, it may be due to a one-time grant, and not a decrease in our standard municipal or provincial funding.

Under expenses, we broke out programming, administration and volunteer expenses so they each have their own line on the income statement. This helps to show that we are not "administratively" heavy, and to better identify our programming expenditures.

#### Analytical review (financial summary)

Comparing 2017 to 2016:

Total revenues increased by \$12,000 (or 7%) in 2017. This was mainly due to a project grant of \$9,500 from the AFA for a mentorship program. We will have revenues again from this grant in our 2018 year-end.

Total expenditures are up by \$11,500 (or 7%) in 2017. This was mainly due to an increase in programming expenditures. Programming expenses increased partially because of the change in the way we are allocating programming expenditures, and partially because of the expenses relating to the mentorship grant received this year.

Overall, both revenues and expenses increased by 7%, with our excess of revenue over expenditures being \$7, 125. As a not-for-profit, our goal is to have a close to a zero net balance at the end of the year. We budgeted to have excess revenue this year as we are expecting to incur additional expenses relating to Visual Arts Alberta - CARFAC's anticipated move to a new office in 2018. This shows Visual Arts Alberta - CARFAC's board and staff are being fiscally prudent by ensuring that there will be money available to cover the anticipated costs of the move.

I am very proud of Visual Arts Alberta - CARFAC 's board and staff. No issues identified, and are on track for another fiscally responsible year.

**MOTION to approve Financial Report for 2016 – 2017: Patrick Close**

**SECONDED: Heather Shillinglaw All in Favour.**

**MOTION to appoint Kingston Ross Pasnak LLP to review our Financial Statement for the year ending March 31<sup>st</sup>, 2018:**

**Gisa Mayer**

**SECONDED: Sharon Moore Foster All in Favour**

Financial Statement for 2016 -17 will be uploaded to the website once approved by a vote of the membership at the AGM.

c. CARFAC Report (Paddy Lamb) read by: Agnieszka Matejko

Those of you who attended the National Conference and AGM in Edmonton in June will, I hope, have learned more about the scope of CARFAC's involvement in a variety of issues that affect artists throughout Canada. I would like to thank all those who helped organize the conference and those who attended. I would also like to pass on the many positive comments from staff and national board members about the level of organization and hosting. Regional affiliates have followed Visual Arts Alberta - CARFAC's lead, expanding the dialogue about "Draw More Income" and "Building Your Career" across the country.

I am not the only Albertan participating at the national level. The Visual Arts Alberta - CARFAC staff, especially Chris Carson, have done a great deal to build a positive relationship with the national office. Graeme Dearden and Sara McKarney have also joined CARFAC's Communications Committee. In a short time Visual Arts Alberta - CARFAC has become a strong voice among regional affiliates.

CARFAC continues its efforts to establish the Artists' Resale Right in Canada. In October 2016 Theresie Tungilik from Rankin Inlet and National Advocacy Director, Darragh Teitel made a presentation at the Select Committee on Finance pre-budget hearings in Ottawa. Despite the committee's recommendations the government did not include ARR in the 2016 budget. 2017 will see a review of the Copyright Act of Canada and CARFAC continues to do everything in its power to ensure that ARR is included and that legislation better protects those working in the creative, cultural sector.

Beyond its strong association with other national arts organizations CARFAC has actively forged links with international visual arts organizations around the world. For the second year CARFAC and RAAV, represented by Grant McConnell (CARFAC Past President) and Bernard Guerin, RAAV's Executive Director, attended to World Intellectual Property Organization [WIPO] International Conference on Artist's Resale Right in Geneva.

In October 2017 Christian Bedard (Executive Director of Copyright Visual Arts) and I will attend the International Council of Creators of Graphic, Plastic and Photographic Arts in New York. On behalf of Copyright Visual Arts we will be looking for ways to promote copyright protection, cooperate on international licensing agreements and learn new initiatives about best practices around the world.

These are not only great learning opportunities but also an excellent way of forging new partnerships and strengthening our lobbying efforts on behalf of all Canadian artists. It would be wrong not to acknowledge the assistance of the Access Copyright Foundation in funding these and other initiatives.

Work continues to broaden the scope of the CARFAC/RAAV Minimum Copyright Fee Schedule to include all artistic disciplines. The schedule will form part of the new Copyright Visual Arts online platform which despite delays, is due to be launched by the end of the year.

I would like to thank Susan Tooke for her excellent work as National President and spokesperson. As Susan's term ends I would like to welcome Ingrid Mary Percy, who divides her time between Cornerbrook, NFL, and Victoria BC as the new National President.

Thank you also to the National staff; April Britski our Executive Director, Marcia Lea, Artists' Services Director, and Renuka Bauri, Advocacy & Communications Director.

Lastly, my position on the National Board would have been a lot less meaningful if not for the efforts of Sydney

Lancaster. It's been my privilege to serve on a board with such a dynamic and supportive President who has done so much to help Alberta artists by promoting Visual Arts Alberta - CARFAC as part of a strong national voice.

d. Advocacy Report (Sara McKarney)

The focus of the Advocacy Committee over the last year has been on creating awareness on issues that both affect artists in our local community and on a global scale. Social media has been our method of information distribution; sharing articles we find and trying to initiate discussions on these topics. We also use the newsletter for a smaller selection of links, as well as any responses sent in by board members, staff, or general members. Through these different platforms we are trying to raise awareness of the struggles and successes artists are having both in Alberta and internationally. Our ultimate goal with this work has been to inform our members of the issues an array of artists are facing, and to empower them with ways to discuss these issues.

Additionally, the *Draw More Income* podcast, which was initiated last year, has been a focus of the committee as a means of creating original content. The organisation invested in more professional equipment, and Graeme Dearden and I, the two co-hosts, have been developing our skills in order to make better audio recordings. We are now producing a noticeably more professional-sounding product, giving our interviewees a better platform to offer their insights into a whole range of subjects. We have been receiving a lot of positive feedback, with a steady increase in the number of listeners on new episodes, and increased numbers on old episodes, which means that listeners are go back into our archive to investigate previous episodes. Currently, the podcast has had a total of 4758 individual downloads, 4077 of which are downloads by a unique device. The average podcast has about 260 downloads per episode to date. Not only are these numbers significantly higher than what we could ever be able to achieve in any individual PD talk or info sessions, but the podcast reaches a much broader audience - it is accessible to anyone with an internet connection. This podcast allows Visual Arts Alberta - CARFAC to provide information and ideas to anyone interested, without being limited by location, schedule or other difficulties members may have in participating in the in-person sessions we offer.

Our efforts in positioning ourselves as a resource to the larger Alberta arts community have also see fruition, with us being recognised as a voice for the visual arts in cross-disciplinary conversations. One example of this on a local level has been with PACE (the Professional Artist Coalition of Edmonton), who invited us to contribute to two of the panels they organized for their Salon series. In the spring, Chris Carson participated in *An Opportunity to Build Relationships: Indigenous Artists of Edmonton*, and at the Summer Salon, Paddy Lamb sat on the panel discussing *Canada's Copyright Modernization Act: Five Years In*. On a provincial level, we were invited to represent the voice of Alberta visual arts in discussions surrounding the potential formation of a *Canadian Creative Industries Federation*. If the CCIF is formed, it aims to create awareness of the economic potential of the arts and cultural industries in order to increase commercial investment in the arts. These events and meetings have been great opportunities to bring the needs of visual artists to the table, and to allow us to promote our organization's values. We have been able to broach discussions on equity and fair compensation and treatment for working artists, and offer our current approaches and best practices guidelines to these issues. These cross-disciplinary conversations have also been great opportunities to introduce the need for Status of the Artist legislation in Alberta, the promotion of which will require having the combined voices of all disciplines in the sector to make a large enough impact to be heard by government.

Our relationship with CARFAC National has also grown. We have been receiving positive feedback from National on initiatives that are coming out of Alberta. The 2016 CARFAC National conference in Montreal was focused on the Alberta-made theme "Draw More Income", and showcased our podcast and the Draw More Income project we presented in our Project Space. We were honoured to be chosen as the host province for the National Conference this June, in Edmonton. As an Advocacy-related project for the conference, we commissioned a limited edition t-shirt for the conference, for which a jury-selected Alberta artist was paid CARFAC fees for their design. This shirt sold very well at the conference, and now art advocates who visited from across the country are wearing them at home. The conference programming was a success, and those who visited Edmonton for the first time were able to get a taste of the exciting things that the Alberta arts community has to offer.

Going forward, we hope to further our advocacy efforts. On a National scale, both Graeme Dearden and I are now sitting on the CARFAC National Communications Committee, bringing our Alberta perspective to CARFAC National directly. On the provincial scale, we plan on continuing to educate artists, politicians, and the general public on the importance of artists and their work, how cultural work is real work, and what can be done to help foster the huge potential that our sector has to employ Albertans and contribute to our economy.

e. Executive Director's Report (Chris W. Carson)

I have been Executive Director of Visual Arts Alberta - CARFAC for 7 years. By working together we are building a healthy art organization; an organization with a vision for the future. An organization like ours cannot function without good people that step up to fill volunteer positions. We value the contribution made by all the volunteers that have worked for us in the past, those that continue to volunteer their time for us and those that will be working for Visual Arts Alberta – CARFAC in the future. Without dedicated volunteers and a loyal staff (Sharon Moore Foster, Danyon Reeves, Graeme Dearden and our web master Kim Bruce) we would not have been able to become an organization that is needed and valued.

In the fall of 2012, Visual Arts Alberta – CARFAC became the newest provincial affiliate for CARFAC. While we have experienced cuts from our main provincial grant of just over thirty percent in the past seven years we have entered on a period of expansion, focused on bringing programs to all regions of Alberta. The NDP government has increased funding to the Alberta Foundation for the Arts by 5 million but as 1.4 million is already spoken for, they just have 3.6 million dollars more to distribute among many potential and worthy causes. We are not sure if the visual arts sector will benefit from this increase. Clearly funding remains an issue with more organizations going after a constant or a decreasing “money pie” on both the municipal and provincial level.

In terms of highlights for the past year, I will just mention five. Visual Arts Alberta – CARFAC played host to the CARFAC Conference with an amazing attendance of people from all parts of Canada. We sold an incredible amount of shirts during the CARFAC Conference weekend in Edmonton in early June 2017 and clearly showed Canadian Artists that Alberta Advocates.

With the National CARFAC Conference in Edmonton, Visual Arts Alberta – CARFAC programed TRUMPET a curated exhibition off-site at Latitude 53 in June and July 2017. TRUMPET featuring Alberta Artists who make political statements with their art. The exhibition received coverage in the Okinawa Times in Japan due to the diligence of Lethbridge artist Kazumi Marthison of Lethbridge.

With a grant from the Edmonton Arts Council, we had our first mentorship program with 6 new Canadian or Indigenous mentees. This program was lots of work to organize but well worth it. 5 artists graduated and are becoming a vital part of Edmonton's art community (one artist had to move to Vancouver so did not complete the program). A special thank you goes out to Sharon Moore Foster who did an amazing job coordinating this program. We are planning another Mentorship Program with a bigger budget scheduled to start in March of 2018.

Our podcast program is now in its second year with 16 podcasts. These podcasts are reaching new audiences with listeners than surpass our regular Professional Development talks that we continually program to all parts of Alberta. The fifth highlight is our recently completed visioning session that took place on September 09<sup>th</sup> in Red Deer. During this 5 hour session, returning and new Board Members along with the staff began to develop a strategy that begins to set the priorities and redefine our organization for the future.

While we are expanding into new areas of the province, Visual Arts Alberta – CARFAC is searching for a new home in Edmonton (the building that we have our current office and project space in requires over a million dollars of fixes to begin to bring it up to code). As we rent a space in an old government building, these fixes may not happen, so we may be moving shortly – the board is presently evaluating a possible new home for Visual Arts Alberta – CARFAC that has

more space and opportunities for more community generated income.

Visual Arts Alberta – CARFAC is CARFAC Alberta (Alberta’s CARFAC affiliate). As the CARFAC Affiliate, we are the visual arts information hub for Alberta, with a website, a weekly email newsletter and a presence on FACEBOOK, TWITTER, LinkedIn, YouTube and we recently added iTunes. We advocate for visual artists through our alliances with other organizations. We are working with APAC (Alberta Partnership of Art & Culture), a coalition of Provincial Arts Service Organizations and Cultural Services Associations in Alberta, to provide input and advice on the sector to the government. We are members of PACE, the Edmonton Arts Council, the Canadian Arts Coalition and the Allied Arts Council of Lethbridge. I must mention the partnership with the Jubilee Auditorium, for the past number of years we have programmed an off-site exhibition in both Jubilee Auditoriums. This year the Jubilee Auditorium sponsored our Trumpet reception with \$2500 worth of wonderful food. Today we are enjoying our first ever video linked AGM, thanks to the Jubilee Auditorium, We partner with the Edmonton Community Foundation and the Edmonton Arts Council to award the Eldon and Anne Foote Edmonton Visual Arts Prize, to recognize the talents of a greater Edmonton visual artist every year. In June 2017, the \$10,000 prize was awarded to Sean Caulfield for an exhibition at the Art Gallery of Alberta in Edmonton.

The above are just some of highlights of what Visual Arts Alberta – CARFAC is doing. As always, we invite your active membership and participation in our programs, and in the future of both CARFAC and Visual Arts Alberta – CARFAC. If you are a current member – thank you for your support! If you know of other artists who should be members, tell them about us and what we do – do your part and convince them to join. The greater our Alberta based membership is the stronger a provincial and national voice we have.

6. **MOTION to accept all reports as presented: Sharon Moore Foster**  
**SECONDED: Jean Lindsay All in Favour**

7. 2017 / 2018 Visual Arts Alberta - CARFAC Board Slate of Nominees (by acclamation) presented by Gisa Mayer. Heather Huston (one of the 5 retiring board members) gave a motivational report about the importance of advocacy and the role that Visual Arts Alberta – CARFAC plays in the province of Alberta.

- Julianna Barabas: INDIVIDUAL (2 year term)
- Patrick Close: INDIVIDUAL (2 year term)
- Charles Cousins: INDIVIDUAL (2 year term)
- Natalie Lauchlan: INDIVIDUAL (2 year term)
- Mark Vasquez Mackay: INDIVIDUAL (2 year term)
- Heather Shillinglaw: INDIVIDUAL (2 year term)

Introduction of New Board (Board Members with one year remaining: Jean Lindsay, Paddy Lamb, Ruby Mah, Agnieszka Matejko, Sara McKarney and Troy Patenaude) + Thank you to retiring Board Members (Gisa Mayer, Heather Huston and Sydney Lancaster for completing 4 years on the board, Brittney Tough for her 2 year term and Kenzie Housego for her year on the board).

8. **MOTION & vote to accept new and current Board slate: Heather Huston**  
**SECONDED: Ruby Mah All in Favour**

9. **MOTION to Adjourn: Heather Shillinglaw at 2:05pm**

Recording Secretary: Chris W. Carson: Executive Director  
for Kenzie Housego: Secretary