

CARFAC Alberta Annual Report for 2021 AGM



C A R F A C
A L B E R T A

- 1. Agenda for CARFAC Alberta 2021 AGM: *page 2***
- 2. Minutes from CARFAC Alberta 2020 AGM: *page 3 - 11***
- 3. Reports presented to CARFAC Alberta AGM on October 7th, 2021: *page 11 - 19***

1. Agenda for CARFAC Alberta 2021 AGM

CARFAC Alberta
2020 Annual General Meeting Agenda

Location: On Zoom: link will be provided to those that RSVP before Tuesday October 5th at 3pm.
Date: THURSDAY October 7th at 6:30pm on Zoom
Register: between 6:00pm - 6:25pm
Time: 6:30pm – 7:30pm
Chair: Candace Makowichuk (president)

The AGM is open to all. Only CARFAC Alberta members in good standing can vote at the AGM

1. Quorum Assessment, Call to Order & Voting Instructions
2. Welcome (land acknowledgement) and Introduction of 2020 / 2021 Board
3. **Motion to approve Agenda**
4. **Motion to approve AGM Minutes from October 1st, 2020**
5. REPORTS
 - a. President's Report (Candace Makowichuk)
 - b. Treasurer's Report (Alan Aburto) report & financial statement

Motion to approve Financial Statement as Presented.

 - c. CARFAC Report (Sydney Lancaster)
 - d. Other Committee Reports (Metrics Committee: Jennifer Rae Forsyth; Membership: Jennifer Rae Forsyth; Human Resources: Danielle Siemens, Project Space: Audra Schoblocher + Sharon Moore Foster; Fund Development: Chris W. Carson)
 - e. Executive Director's Report (Chris W. Carson)
6. **Motion to accept all reports as presented.**
7. 2021 / 2022 CARFAC Alberta Board Slate of Nominees (by acclamation) Jennifer Rae Forsyth: 2nd 2 year term
 - Ann Mansolino: 2nd 2 year term
 - Emily Jan: 1st 2 year term
 - George Lessard: 1st 2 year term
 - Manar Abo Toak : 1st 2 year term
8. Introduction of New Board (Board Members with one year remaining: Candace Makowichuk, Danielle Siemens, Alan Aburto, Ed Bader, Marilene Oliver, Audra Schoblocher and Verna Vogel + Thank you to retiring Board Members Sydney Lancaster for her involvement with CARFAC Alberta, Visual Arts Alberta Association and CARFAC National over the past decade, and Donna Barrett McLean for two years on the Board.
9. **Motion to Adjourn**

2. Minutes from CARFAC Alberta 2020 AGM

CARFAC Alberta 2020 Annual General Meeting Draft Minutes

Location: On Zoom: link will be provided to those that RSVP before Thursday October 1st at 3pm.
Date: THURSDAY October 1st at 6:30pm on Zoom
Register: between 6:10pm - 6:25pm
Time: 6:30pm – 7:30pm
Chair: Candace Makowichuk (president)

The AGM is open to all. Only CARFAC Alberta members in good standing can vote at the AGM. In the best interest of our members, CARFAC Alberta is holding the AGM on the Zoom platform, so members can attend without having to gather in person. (If you are not familiar with Zoom, write danyon@carfacalberta.com ASAP for guidance on using Zoom).

1. Quorum Assessment, Call to Order & Voting Instructions

Current Board in attendance: Candace Makowichuk, Richard Honkanen, Agnieszka Matejko, Jennifer Rae Forsyth, Sydney Lancaster, Ann Mansolino, Donna Barrett, and Danielle Siemens with Chris W. Carson.

Regrets: Dana McLean, Troy Patenaude, Mark Vazquez-Mackay and Helene Giguere

Members in Attendance: Margaret Witschl, Angie Sotitopoulos, Dick Averbs, Sharon Moore Foster, Paddy Lamb, Alan Aburto, Deann Stein Hasinoff, Verna Vogel, Marilene Oliver, Bethany Vanderputten, Patrick Close, Ed Bader, Audra Schoblocher, Debbie Cameron-Laniga, Danyon Reeves, Amy Leigh

2. Welcome and Introduction of 2019 / 2020 Board

3. **Motion to approve Agenda: Donna Barrett** **Seconded: Jennifer Rae Forsyth All in Favour.**

4. **Motion to approve AGM Minutes from October 8th, 2019: Sydney Lancaster** **Seconded: Paddy Lamb All in Favour.**

5. **REPORTS** a. President's Report (Candace Makowichuk)

Seeing as we are on-line this year I am keeping my report brief. I don't know about many of you, but I spend way too much time in a day on virtual meetings and if they get too long I find them very draining. So, with that little blip... I will begin...

A huge thank you to all the board and staff involved with CARFAC Alberta over the past year! Without the commitment, dedication and involvement by everyone we could not have accomplished what we have done!

As always it is sad to see board members go, but I completely appreciate all the time and effort those that are leaving have done. The time they have given to CARFAC is commendable and I wish
3 CARFAC Alberta Annual Report for OCTOBER 7th, 2021 AGM.

them all the best in their future endeavours.

I wish to thank all the new board members joining us! CARFAC has become a very dynamic organization and will be able to continue to offer our services to our members, visual artists and all people in the visual arts sector for now and into the future.

2020 has been a challenging year for everyone. As always, change, growth and adaptation are required to be able to continue being accountable and most importantly sustainable.

We have been very fortunate to have a very engaged, energetic and vibrant board which assists in so many ways on moving the organization forward. Our board committees were very active and productive and have made huge strides in all areas of our operations. I look forward to working with everyone in the coming year and overseeing all that we do, assisting where I can and just give overall support to all involved with CARFAC Alberta.

Regards,
Candace Makowichuk
President

b. Treasurer's Report (Richard Honkanen) report & financial statement

Richard Honkanen walked us through the Financial review for the March 31st, 2020 year end. Richard indicated that there was very little different between the last two years. Donna Barrett asked questions about the contingency fund. The uses for the two contingency funds were explained by Richard Honkanen and Chris W. Carson. Patrick Close asked if there were any changes in the way we record revenue. Richard Honkanen indicated that the recording of revenue has not changed. It was mentioned that although membership was down for 2019 -20, the figures make it look like we increased our membership numbers. Alan Aburto commented that this was a timing issue and indicated that it matters when a one year membership is entered as to how much of that amount will be deferred to the next fiscal year.

Motion to approve Financial Statement as Presented: Ed Bader
Seconded: Agnieszka Matejko All in Favour

c. CARFAC Report (Sydney Lancaster)

CARFAC NATIONAL REPORT for CARFAC Alberta AGM, 01 Oct 2020

What follows is a summary of major national projects undertaken this year.

*Bolded text will be presented live, but the report in its entirety will be submitted for inclusion in the minutes of the meeting/

COVID-19: CARFAC National compiled information and resources for artists as they became available, **and published guidelines for paying artists for the production of online content** being presented in place of in-person exhibitions and talks, etc. We **pushed the government to expand the criteria for CERB eligibility to make it more accessible to artists & called for an extension of CERB, and clarification on a number of tax and eligibility issues.** National also endorsed a **letter calling for UBI that was put together by Ontario Basic Income Network and Basic Income Canada.** We also **submitted a pre-budget brief to the federal government, which included a call for UBI, amending the Copyright Act to include the Artist's Resale Right, and funding for the Canada Council to support artists and cultural leaders from equity-seeking groups & for microgrants.**

Webinar series: several webinars are being rolled out this Fall in place of an in-person conference. A Q&A about UBI was presented on September 16th and other topics will be covered over the next few months, and may include: CERB & tax planning advice; an info session about the Fee Schedule and the new online presentation guidelines; an update on ARR; a walkthrough of the new Imprimo blockchain website; and a discussion with the Canadian Craft Federation about joint advocacy issues.

Indigenous Intellectual and Cultural Property Consultations: This project had to pivot from in-person to online meetings and consultations, of course, but the work has continued with Indigenous advisors from across the country. In October and November, 10-12 members of the advisory group will lead webinar discussions for Indigenous artists about the project. **The draft resource guide will be translated in 2 or 3 languages, and it will be posted on a new website along with podcasts and other toolkit materials.** These materials will be mailed to community partners on a USB stick. Several in-person meetings may be held next year, if we receive funding for that and if it safe to do so.

Imprimo Blockchain Attribution Ledger: This project, which is a collaboration between Access Copyright/Precient, Copyright Visual Arts, RAAV, and CARFAC National, is creating a blockchain-driven ledger for the permanent registration of artworks, to facilitate attribution and help protect copyright and track ownership and sales of work over time. 31 artists participated in testing Imprimo in July, with mostly positive feedback so far. **Phase Two of the project began in August, making the site bilingual and connecting it with image banks and museum collections.**

Artist's Resale Right: Auction results for this year are being analyzed, and new case studies of the benefits of the ARR will be developed from that, which will help us create a revised proposal to the federal government for revision of the Copyright Act. We plan to present two webinars this fall to celebrate the 100th anniversary of ARR, and we may ask copyright collectives in other countries to send us a video about how things work there. We will develop a resource list of articles about ARR from Canada and abroad, and more training sessions for board and staff are planned.

Anti-racism accountability research: National has applied for funding to consult with BIPOC artists and organizations about equitable pay and representation in the visual arts, to help address systemic racism in our sector. We have been sharing statistical data which considers representation of BIPOC artists in public and private gallery programming and board positions, and we may consider doing some of that research ourselves. If we're successful with funding, we will conduct interviews/focus group sessions, to develop strategies for concrete and achievable actions. **The Aboriginal Curatorial Collective is exploring the creation of a handbook for independent BIPOC cultural workers working with institutions and vice versa, and anti-racism training for the visual arts sector, and they are interested in partnering with us on this.**

Labour agreements: The National Gallery has kept us updated about changes to engagements with artists. **We can expect lower dues payments next year because of COVID, as the gallery was closed from March to July. It would be difficult to negotiate a new collective agreement this year, as originally planned.**

CARFAC-RAAV Minimum Recommended Fee Schedule: We had feedback from ARCA and IMAA on our new guidelines, and the schedule will continue to evolve.

NEW Fee Schedule Website is now live: carfac-raav.ca SPREAD THE WORD!

Presented by Sydney Lancaster

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- d. Other Committee Reports (Membership: Donna Barrett;

Membership Committee (working title of committee)

5 CARFAC Alberta Annual Report for OCTOBER 7th, 2021 AGM.

COMMITTEE INITIATIVES:

Due to the current COVID-19 pandemic, the outreach initiatives (below) of the Membership Committee have been suspended.

The Committee Initiatives include:

CARFAC Alberta Ambassadors

The committee members brainstormed to create a list of CARFAC Alberta members and community 'influencers' in Calgary, Edmonton, Camrose, Grande Prairie, Lethbridge, Medicine Hat. Committee members have contacted these people to recruit as Ambassadors/Influencers to help spread the word about CARFAC Alberta.

Our idea has developed from having those people keep CARFAC Alberta 'front of mind' and spread the initiatives of CARFAC Alberta amongst their contacts, friends, and peers.

We have also selected community influencers to be videotaped providing short answers to questions such as, "Why should artists become CARFAC Alberta members?" The videos will be posted on the CARFAC website and new 'influencers' will be added each year as budget for production allows.

This is in-line with the nature of CARFAC Alberta's relationships, values, and goals. The goal is to have three to five Ambassadors/Influencers be videotaped annually and add the video tapes to the CARFAC Alberta website. Confirmed Ambassadors include:

Su Ying Strang, New Gallery
Ron Moppett, Senior Calgary Artist

Gallery Hop Membership Events

The "Gallery Hop" initiative has been spear-headed by Agnieszka and Sharon events we can pilot in Edmonton and Calgary. The aim is to both recruit new members and provide more social events to gather current members. Guest tour speakers could also be invited such as art historians or retired faculty. We view these events as added Member Benefit and an outreach activity to generate awareness of CARFAC Alberta.

Agnieszka, Dana, and Sharon have discussed the logistics, protocols with contacting galleries and advertising to launch CARFAC Alberta Gallery Hop(s) in both Edmonton and Calgary. Events were to launch in fall 2020 and spring 2021 and become annual events.

Presentations to Post-Secondary Art Students.

This Committee has been tasked by the board with this membership recruitment-based initiative to complete short presentations for post-secondary art students. Emerging art students have been identified as a group CARFAC Alberta wants to gain as members to provide our services to.

Prior to the COVID lockdown, Mark Vazquez-Mackay attended the AUArts Student Association's Career Development Fair on March 5, 2020.

Currently, Dick Averbs, Engagement Coordinator, is planning to speak to the AUArts Professional Development students at the request of faculty, Hillary Knudeson.

Danielle and Agnieszka will coordinate logistics together and embark on contacting people at MacEwan and the UofA to meet with students and update our committee members with developments.

DRAFT of the "MEMBERSHIP COMMITTEE TERMS of REFERENCE"

Excellent input has been provided by the members of this committee. I am still working on the second draft of the TOR for this committee.

The first draft was discussed and reviewed within the notion of "FIT" for CARFAC Alberta; the organization it is today and into the future. The work of the committee has been suggested to be member development, membership benefit development and communication.

The TOR is challenging to write as this is the only 'outward facing' committee of the CARFAC board.

Future Tasks:

- Increased membership benefits (items for sale, mentorships, outreach to smaller communities, and recruitment of volunteers). It was recommended that we all look at CARFAC BC's Membership benefits for inspiration.
- Development of SPEAKING POINTS for ALL BOARD, COMMITTEE MEMBERS and "AMBASSADORS/INFLUENCERS" – Chris Carson is checking with another member of the Board who had offered to develop these. Potentially, this task may come to our committee.

After presenting the membership report, Donna Barrett opened a discussion regarding the importance of membership and asked for suggestions from the members assembled at the AGM. Donna Barrett indicated how COVID-19 had changed her life and that she as chair of the membership committee was still puzzled by the terms of reference. Donna asked if there was some money that could be used to develop true membership benefits. Some of the major benefits of membership are in documents like the Alberta Best Practices that were published during the past year. There was discussion surrounding how to increase the membership by talking to graduating art students, by distributing brochures and digital information. Some discussion followed as to whether it would be better to have all memberships in CARFAC Alberta expire at the same time of the year annually. Candace Makowichuk indicated that prorating memberships can be extremely problematic and that our current method was better.

Fund Development Committee (composed of Helene Giguere, Jennifer Rae Forsyth, Richard Honkanen and Chris W. Carson)

A Fund Development Committee was established last year to begin to look for alternate revenue streams since some traditional grant funding and casino funding is not keeping pace with inflation and is expected to decrease in future years. The Fund Development committee developed short, medium and long term goals that will need further exploration and an action plan in this next year.

Preliminary work completed during the 2019 /20 year included creating a terms of reference for the committee and meeting with consultants who offered a free review during the pandemic to discuss ideas, and strategies for raising funds.

The Fund Development Committee held several meetings to discuss fundraising strategies. A planned fundraising activity was put on hold due to COVID-19. The committee discussed and recommends that the topic of reviewing membership fees be reviewed by the entire Board annually.

Human Resources: Danielle Siemens

September 20, 2020

Human Resources Committee Report

Last year the HR committee made significant changes to the CARFAC Alberta Policy Manual which were approved at the April 17, 2019 Board meeting. At the time, we noticed that the bereavement leave section was still in need of updating. As such, the Board has approved two changes that are intended to improve clarity so that all employees, including the Executive Director, and the Board are clear on the expectations of them as well as the responsibilities of supervisors. All changes are in keeping with, and go beyond, Alberta employment standards.

1. Bereavement: We expanded the bereavement policy to allow employees to take time off in the event of the death of anyone they feel close to, whether or not they are related by blood. Employees are entitled to three days paid bereavement.
2. Personal Days: We added two personal days per calendar year for all employees, including the Executive Director. These days can be taken for any reason, including if the employee is sick, and will be paid out equal to the employee's average daily wage.

The HR Committee also wrote and submitted Terms of References to the Board for review and approval.

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

Executive Director's Report
AGM October 01, 2020
presented by Chris W. Carson

In the past ten years (I became Executive Director in August 2010), CARFAC Alberta has become more professional in both our programming and behind the scenes, in the administration of a non-profit organization. The past year is divided into two parts, pre-COVID and COVID. We will have to wait for our post COVID new reality.

CARFAC Alberta is a small provincial arts service organization in terms of budget (under \$200,000 annual revenue and expenditures) but we have a much larger footprint than our budget might indicate. We are able to do major things with little money because we have learned to adapt quickly and we have learned to understand the limitations imposed by our capacity (less than two full time positions shared by four part time employees). We cannot do everything, so we must decide what is the most important goals for the year and how best to fulfill our mandate. The ability to adapt and to recognize our capacity have been exceedingly important in this COVID year.

In this review of the 2019-20 year, I will explore some of the major accomplishments of the past year, some of our current goals with an eye to the future of CARFAC Alberta.

In terms of the greatest accomplishment of 2019-20, I must mention Best Practices. Seven Alberta Best Practices for craft, media and visual artists are on our website and are being consulted and read. A meeting earlier in the week with staff from the AFA told us how important these documents are. This initial stage of publishing seven Best Practice documents on the CARFAC Alberta website is the most important goal that we have worked on during the past ten years. They are published as living documents, so we will continue to consult with our stakeholders to continually improve these documents.

Other accomplishments include our partnerships with first the Alberta Craft Council and then CARFAC Saskatchewan to produce webinars. CARFAC Alberta was moving to online means before COVID-19 because of our goal to provide services and professional development opportunities to visual artists in all parts of Alberta. While we recognize that some cannot access these webinars since they may lack internet service or the device to access the webinars on, we understand the importance of producing programming that more people in different places can access. In 2020, CARFAC Alberta and CARFAC Saskatchewan have produced 6 webinars. There are 3 more scheduled for the fall of 2020.

CARFAC Alberta was already using online tools for webinars pre COVID-19. From mid-March 2020, CARFAC Alberta moved other programming and meetings to the Zoom platform. We closed the project space and office in mid-March and will be reopening with reduced hours on October 8th, 2020. In the spring of 2020, one of our first Zoom Engagement Sessions on Zoom was Zoom Bombed. Since that time, we have learned more about security and Zoom has tightened up their security to allow us to use Zoom for this AGM. CARFAC Alberta has been programming two engagement events per month on Zoom since May 2019. These engagement sessions were designed for artist to gather together virtually to talk. Some sessions attract one or two people, others ten - twelve people. One session in September had over 30 people in attendance.

We have used Zoom for all Board meetings since mid March along with two Planning Sessions for the Board and staff in June and August. Donna Barrett organized the first planning session informing about the role and responsibilities of Board members. The second session reviewed our current mission and vision statement. We will be holding a third planning session in the fall to develop goals for CARFAC Alberta along with markers that will indicate if we are successful.

Closing our project space and office has changed the way we operate. Exhibitions in our project space are not one of our most important goals. In the past, exhibitions played a more major role but goals have been changing in the past years. The Board has been discussing whether we will be continuing with programming exhibitions in the future. On October 8th, CARFAC Alberta will open with Perceptions from Within: Art and Mental Wellness Juried Exhibition curated by Dick Avern. Nine artists are featured in this exhibition that will run until December 12th, 2020. It will be great to open with this exhibition but the only downside is the cost (over \$4000). We would like to welcome you back safely to the CARFAC Alberta office and project space starting October 8th. We will be open Thursdays to Saturday 11am to 3pm (closed on the Saturdays of long weekends to conform to Harcourt House's schedule).

In terms of revenue for the past year, membership went down during the early days of COVID-19 as expected. Our Edmonton Arts Council grant for 2020-21 went up \$1500 from \$18,500 to \$20,000. We also have a two year \$30,000 project grant from the Edmonton Arts Council. Our funding through the AFA has remained stable (the AFA has absorbed two 5% cuts they received from the Alberta Government). We are currently in the last year of a three year grant from the AFA. During the early months of COVID, CARFAC Alberta received a \$2500 grant from Calgary Arts Development to help in the vetting of artists seeking emergency funds (this is the first time we have received any grant from Calgary Arts Development). Since CARFAC Alberta closed down in March to prevent the spread of COVID-19, we received 10% payroll benefit for 12 weeks from the federal government. Our revenue is good for 2020 -21 but we must prepare for cuts to future grants from the Alberta Government through the AFA and to deductions in casino funding.

Another goal of CARFAC Alberta, is provincial Status of the Artist legislation. Status legislation was a promise made by the UCP before they were elected. I expect that the UCP will introduce this legislation in 2021 since they pride themselves on making good on their promises.

After completing Best Practices, CARFAC Alberta started on a two year project called BECOMING a visual artist with funding provided by the Edmonton Arts Council. BECOMING a visual artist will be a digital document that will mentor new, emerging , marginalized artists to learn how to become an artist NOW. For this project, we hired Katherine Kerr as the project coordinator / writer and have been meeting as a committee with three Board Members and community stakeholders over the past six months. This will be a document that is really needed and I am proud to be part of the team putting it together.

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 CARFAC Alberta in the future. Without dedicated volunteers and a loyal staff (Sharon Moore Foster, Danyon Reeves, Dick Averbs and Graeme Dearden (who quit his work for us after eight years) we would not have been able to become an organization that is needed and valued.

In summary, we have had a strange year. As an organization, 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 the Edmonton Arts Council, the Canadian Arts Coalition and the Allied Arts Council of Lethbridge. 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 2020, the \$10,000 prize was awarded to Lauren Crazybull for an exhibition at the McMullen Gallery in Edmonton.

As always, we invite your active membership and participation in our programs, and in the future of CARFAC Alberta. 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: Sydney Lancaster
Seconded: Jennifer Rae Forsyth All in Favour:

After the motion to accept all reports, Donna Barrett mentioned that having stable staff is a real benefit.

7. 2020 / 2021 CARFAC Alberta Board Slate of Nominees (by acclamation)

- Candace Makowichuk: 2nd 2 year term
- Sydney Lancaster: 2nd 2 year term

- Danielle Siemens: 2nd 2 year term
- Ed Bader: 1st 2 year term
- Alan Aburto: 1st 2 year term
- Verna Vogel : 1st 2 year term
- Marilene Oliver: 1st 2 year term
- Audra Schoblocher: 1st 2 year term

8. Introduction of New Board (Board Members with one year remaining: Donna Barrett, Jennifer Rae Forsyth and Ann Mansolino + Thank you to retiring Board Members Helene Giguere, Richard Honkanen and Dana McLean for two years on the Board, Mark Vazquez-Mackay for three years on the Board and Agnieszka Matejko and Troy Patenaude for four years on the Board.

9. CARFAC Alberta Advocacy Award presentation

Candace Makowichuk announced that Patrick Close was awarded a CARFAC Alberta Advocacy Award.

On behalf of the CARFAC Alberta Board, I (Candace Makowichuk) am pleased to present Patrick Close with an Alberta Advocacy Award for leading the Best Practices project and for all his advocacy work! Patrick has received a piece of artwork by Calgary artist Linda Hawke titled Iron and Sew as well as \$100 to assist with some of the costs of framing this piece. Thank you so much Patrick! It was an absolute pleasure working with you on the project and other advocacy issues. We truly wish you all the best!

10. Adjournment:

Motion: Agnieszka Matejko
at: 7:59pm

recording secretary: Chris W. Carson

3. Reports presented to CARFAC Alberta AGM on October 7th, 2021

CARFAC Alberta President's Report

As we continue through a year and one half of living in a global pandemic, I must first say I am so thankful to live in Canada - not necessarily Alberta at the moment – as we have more access to many things compared to other countries. COVID19 has been challenging for everyone. As always, change, growth and adaptation are required to be able to continue being accountable and most importantly sustainable.

My report will be brief as all the hard work is done by the extraordinary people involved with CARFAC Alberta – our small and dedicated staff, our amazing board, and our incredible volunteers. A huge thank you! Everyone involved with CARFAC AB now, in the past, and in the future make the organization what it is today. As a non-profit we have been affected by COVID19, yet we have remained a healthy organization and viable.

As with every AGM we have to say goodbye to some Board members and welcome new board members. As much as I hate farewells, I wish Sydney Lancaster and Donna Barrett all the best in their future endeavours. Both are two incredible passionate women who have made a lasting impact on our organization. I welcome the addition of new board

members and thank those who are continuing. It is important to bring in new people to facilitate new ideas and perspectives.

We have been very fortunate to have a very engaged, energetic and vibrant board which assists in so many ways on moving the organization forward. Our board committees were very active and productive and have made huge strides in all areas of our operations. I look forward to working with everyone for one more year as President and overseeing all that we do, assisting where I can and just give overall support to all involved with CARFAC Alberta.

Submitted by

Candace Makowichuk

CARFAC Alberta

Treasurer's Report – October 7th, 2021 Annual General Meeting

The March 31, 2021 year-end Review Engagement has been completed by Kingston Ross Pasnak LLP Chartered Professional Accountants.

Review Engagement Opinion: Considered a limited assurance engagement, a review engagement is one level of assurance below a full audit engagement. This level of assurance is required in order to comply with the financial reporting requirements of our grant agreements.

Our external accountants have issued a clean opinion on our year-end financial statements, indicating that, upon the work prepared over our financial statements, there is nothing that causes them to believe that our financial statements do not present fairly the financial position of CARFAC Alberta.

Income Statement:

Revenue:

Municipal Grant funding:

- Edmonton Arts Council Operating Grant increased from \$18,500 in 2020 to \$20,000 in 2021
- \$11,510 of the Edmonton Arts Council Mentorship Grant deferred from 2020 was spent in 2021
- \$10,000 of the Edmonton Arts Council Operating Grant for fiscal 2022 was received earlier than expected and therefore recognized into revenue in 2021. This contributes directly to the surplus seen at the bottom of the income statement, and it was left as a surplus in 2021 since the funds will be spent in 2022

Grants – Other:

- \$12,400 was received for the purpose of purchasing Computers, printers, and IT equipment

Community Revenue:

- No Casino funds were received in 2021. Of the \$51,927 deferred from 2020, \$26,805 was spent in 2021 in accordance with the allowable expenses in the grant agreement. The lack of funding received in 2021 is a direct result of the COVID-19 pandemic impact

Overall Revenue: Although there is an increase of \$8,008, it's important to note that \$48,315 recognized into revenue pertains to grants deferred from the prior year and a portion of the operating grant revenue for 2022

Expenditures:

- Overall, expenses are comparable to the prior year, with the largest difference being the reduction in programming expenses, as significantly less events were held and the resulting reduction in travel and artist fees were incurred.

Statement of Changes in Net Assets:

- The Statement of Changes in Net Assets outlines the balances held in each fund. This year's changes pertain to the surplus of \$14,554 from the General Fund. As \$10,000 of this surplus pertains to the EAC Operating Grant for fiscal 2022 but was received earlier than expected, it was left as a surplus in the General Fund to be used in the 2022 fiscal year.
- Transfer to the Contingency Reserve: By way of a Resolution from the Board of Directors, the unrestricted operating surplus of \$4,554 pertaining to fiscal 2021 has been transferred to the contingency reserve, to use as necessary in the event of an operating deficiency. The transfer of the funds from the Contingency Reserve will only happen upon the recommendation of the Finance committee and through an approved motion from the Board of Directors

Statement of Financial Position:

- **Assets:** The most significant changes in assets pertain to the decrease of cash from the decreased grant funding received in the year. The GIC matures next month, and therefore we see a change in the presentation of this asset from Long-term to Current
- **Liabilities:** Overall, Accounts payable has decreased as a result of decreased expenses in the year and the timing of payment of those expenses. The other major change represents a decrease in the deferred contributions, as casino funds and mentorship funds deferred from 2020 were used in 2021

Statement of Cash Flows:

- Overall, there is a decrease in cash in the year. This is mainly because of the decrease in funding that was received, as we can see there was a total of \$246,978 in 2020 and \$153,924 in 2021.
- **Fiscal 2020:** In 2020, the sources of funding in cash were as follows:
 - o Casino Funding: \$74,291
 - o Municipal Mentorship Grant: \$30,000
 - o AFA Provincial Arts Service Organizations Grant: \$85,818
 - o Edmonton Arts Council Operating Grant: \$18,500
 - o The remaining \$38,369 was received from membership revenue, donations, and program revenue
- **Fiscal 2021:** In 2021, the sources of funding in cash were as follows:
 - o AFA Provincial Arts Service Organizations Grant: \$85,818
 - o Edmonton Arts Council Operating Grant: \$20,000 for 2021 and \$10,000 for 2022
 - o IT & Computer equipment grant: \$12,400
 - o The remaining \$25,706 was received from membership revenue, donations, and

program revenue

Submitted by

Alan Aburto

CARFAC NATIONAL – Report for CARFAC Alberta AGM 2021

The National Office has had a very busy year on several fronts. Over the last 18 months, CARFAC has been at the forefront of several advocacy efforts to help artists get through difficult times brought on by the COVID-19 Pandemic. Active dialogue and lobbying continued with the federal government in relation to CERB support for artists – particularly in relation to letters issued by CRA regarding the repayment of CERB benefits that many artists received. National was pleased when it was announced that self-employed individuals who applied for benefits based on their gross income and meet all other criteria would not be required to repay the benefit.

CARFAC National has also been actively involved in advocating for Universal Basic Income legislation, which would benefit the entire arts sector.

The economic and tax implications of COVID 19 and federal emergency funding was also at the forefront of professional development offerings from CARFAC National; a webinar was presented on taxation for artists, in collaboration with the CRA, and new publications on tax preparation are also in the works.

National also recently released new recommended practices for paying artists during the COVID-19 crisis, and earlier this year, we joined IMAA's working group to establish new standards for the streaming and online presentation of media art. As a result, new proposals for changes to the [CARFAC-RAAV Recommended Minimum Fee Schedule](#) were voted on & passed at the National AGM on September 26th.

CARFAC National is also continuing work with various partners to offer new way for artists to benefit economically from their copyrights. Copyright Visual Arts (COVA-DAAV) have launched [Image Bank](#), a new digital tool which provides quick and easy digital licensing options for artists and users of their work. We also worked with Prescient Innovations and a test group of artists on a prototype for [Imprimo](#), a new Blockchain-based platform that will offer a permanent record of copyright, sales, and exhibition records for artists. Beta testing of the platform is expected this fall and winter.

CARFAC National will soon launch an **Indigenous Protocols for the Visual Arts** toolkit; work on this incredibly important project has been ongoing for over a year now, This digital toolkit will offer a range of resources, and a new workshop series will also launch next year.

Finally - On a personal note: This meeting marks my last official duty as the Representative for Alberta to the CARFAC National Board. I am so very happy to know that Jennifer Rae Forsyth will be moving into this position, and I have no doubt that Alberta's visual artists will be well served on the National Board with her appointment. I will also continue to serve visual artists as a member at large at CARFAC National. It has been an honour and a pleasure to volunteer with CARFAC Alberta in a number of capacities over the last 10 years; I am deeply grateful for the opportunity to serve and to learn. The province will be very well served by this dynamic and committed Board, and I am excited to see where their efforts take the organization going forward. Thanks to everyone involved – fellow board members, staff, and membership.

Submitted by

Sydney Lancaster

Metrics Committee Report
CARFAC Alberta
Annual General Meeting 2021

Following the 2020 AGM the Board of Directors established a metrics committee for CARFAC Alberta. The purpose of the committee was to meet on a semi regular adhoc basis to ensure that the goals of the organization are being achieved. The committee used the strategic framework to develop metrics that in turn will help the board and staff to chart and evaluate the direction of the organization over the next three years.

The committee met last November and drafted measurable goals for five strategic areas: Advocacy, Education, Engagement, Sustainability, and Leadership. From these areas goals were established, and the committee determined the qualitative and quantitative ways CARFAC Alberta would be able to measure organizational progress. The metrics were tested against the board and was incorporated in the development of the strategic plan.

This past August the Board and staff of CARFAC Alberta met to review the metrics as laid out in the strategic plan. The purpose of this session was to test back against the work done to date; to discuss the direction of the organization; and to create awareness about what our organizational goals are. From this the board and staff are positioned to incorporate the metrics into the work of board/staff committees that will be established or redefined this fall.

Submitted by

Jennifer Rae Forsyth

Membership Committee Report
CARFAC Alberta
Annual General Meeting 2021

The Membership committee last met in early Spring of 2021. The Committee set out goals that align with the strategic plan. These goals include:

1. A Membership Audit
2. A review of Membership categories and rates
3. A Membership Campaign.

The membership committee has determined the work to be done shall:

- Support the growth and sustainability of CARFAC Alberta through diversification of membership.
- Support the growth and sustainability of CARFAC Alberta through member engagement with the goal of building a community of practitioners.
- Regularly review provincial and national trends in visual art membership development, partnerships, and positioning.
- Identify and implement strategies that diversify membership.

The committee has been on hold as the chair has left the board. A new chair and members are required to continue the work of this committee.

Submitted by

15 CARFAC Alberta Annual Report for OCTOBER 7th, 2021 AGM.

CARFAC Alberta Human Resources Committee Report

The HR Committee regularly works to update and improve the CARFAC Alberta Policy Manual to be in line with provincial employment standards and best practices. Last year, we made updates to the following areas:

- Employee termination: This section of the policy manual was reviewed and updated for clarity and to be in alignment with provincial standards.
- Cost of Living Adjustment: Based on recommendations from the Treasurer, Alan Aburto, we now refer to the Annual Average from the Consumer Price Index of Statistics Canada to determine COLA. This clause was updated in the policy manual
- The Board approved September 30, National Day for Truth and Reconciliation as a paid staff holiday and will be updating the policy manual accordingly.

The HR Committee had identified the following areas as current priorities for the year ahead:

- A revised Respect in the Workplace policy to be in alignment with Alberta's Occupational Health and Safety Legislation. This updated policy will also include clearer processes for reporting and investigating incidents of workplace harassment and violence
- Review of general holidays for employees and consideration of additional (non-Alberta stat holidays) as a staff benefit.
- A review, update and standardization of all job descriptions
- Updated procedures for employee performance reviews
- Implementation of formal procedures for review of Board performance

Submitted by

Danielle Siemens

PROJECT SPACE REPORT

INTRO

CARFAC Alberta called for a committee to investigate the viability of the Project Space and make suggestions on re-imagining possibilities. Two board members and two employees met several times to evaluate the current situation and propose probable alternatives.

INTENDED ROLE

CARFAC Alberta Project Space currently resides on the third floor of the Harcourt House building. The space takes up approximately two and a half rooms, one being adjoined to other (previous use as exhibition/project spaces) and the third (former offices) segregated by a doorway. At one time the 2 larger spaces, provided exhibition space for two distinct artists/bodies of work or the spaces were considered as a whole, holding larger exhibitions or installations.

The CARFAC Alberta Project Space hosted 4-5 events annually, showcasing the works of approximately 100 artists and students for the province. Selected projects were not intended to replicate those of other public or artist run galleries instead it offered visitors a fresh insight into the diverse media and art forms used by Alberta artists, throughout the province. The project space serves as a point of contact for members, potential members, and the public to access a range of artists' work and projects. By sharing new perspectives and information, Alberta artists are educated and mentored throughout the stages of their careers. To this end it has provided a space for exhibitions, curated exhibitions, show & sales, portfolio critiques and projects designed to engage rural communities.

CURRENT SITUATION

CARFAC Alberta faced a time of change in 2020 with both the onset of the pandemic and the redefinition of the organization. As the Vision, Mission, and Values statements were being rewritten, pandemic protocols required work spaces to be segregated to distance employees from each other. This posed its own challenges as work spaces moved into the Project Space intended for exhibitions and social events. Additional concerns about increasing rental costs and decreasing budget availability prompted questions about closing the Project space all together.

PROPOSED ALTERNATIVES

CARFAC's current exhibition budget allows for one curated exhibition per year to cover all curatorial fees, artist fees and one-way shipping costs Possibility of odd/even years having biannual members professional, thematic, juried show.

Once the annual budget is exhausted, the gallery would remain empty or alternative exhibitions not requiring CARFAC to pay the fees would fill the space.

Proposed options are to offer the space to partnering organizations to broaden and build the connection between CARFAC and out laying communities.

to offer the space to CARFAC Alberta members who generate their own sponsored shows or digital projects utilizing a section of the existing web site.

To consider sponsors and communities willing to share costs, fees, creation of visual dialogues .

If CARFAC Alberta no longer has a space to host exhibitions or events, alternative interactions are recommended to continue to bridge the gulf between remote communities with metropolises. A physical presence is more likely to generate a positive impact on rural communities who have lagging internet capabilities.

CONCLUSION

CARFAC Alberta has a centre that can more effectively connect communities and ideas, and stimulate and support the conversations that need to happen.

A committee should continue to review the role of the Project Space on a regular basis evaluating both the current status CARFAC Alberta's goals and expectations with those proposed in the future.

Submitted by

Audra Schoblocher with Sharon Moore-Foster

**Fund Development Committee
report for 2021 AGM**

The Fund Development Committee is composed of Marilene Oliver, Candace Makowichuk, Verna Vogel, Chris W. Carson with Jennifer Rae Forsyth in an advisory role. At this time, there is no chair for the committee.

In the last year, we reviewed the TOR that was created for the 2020 -21 Fund Development committee. Chris W. Carson outlined the need for alternative sources of income for the 2021 -22 year since casino revenue will be less than 50% of what we have been spending in previous years (COVID 19 closed down casinos for about 13 months, so our next casino will be a year later than projected). The Fund Development Committee will be looking for opportunities to increase revenue through project grants, fundraising and social enterprise.

Under the guidance of Jennifer Rae Forsyth, we began the process of examining our strategic plan matching our strategic goals (advocacy, education, engagement, sustainability, leadership) to possible sources of grant funding or fundraising opportunities. During the three years of this strategic plan, we will be applying for funding, or raising funds to complete key strategic goals.

The committee has created an Excel Sheet with funding opportunities listed - grants to apply for along with dates; possible fundraisers; opportunities for internships and summer employment.

The current FUNdraiser, HATS OFF is the result of some initial work by the Fund Development Committee.

The Fund Development committee will be working with all committees and the Board, to diversify funding and find the funding to help us complete our strategic goals.

submitted by

Chris W. Carson

Executive Director's Report AGM October 07, 2021

In the past eleven years (I became Executive Director in August 2010), CARFAC Alberta has become more professional in both our programming and behind the scenes, in the administration of a non-profit organization. The past year was a unique year where we worked in a different ways (largely online and from our homes) to continue and grow our organization.

One of the biggest accomplishments during the past year was the planning for, and writing of our new strategic business plan. With this plan, the board and staff worked together to clarify our mission and vision statement. We have created clear statements that describe what we do.

VISION:

CARFAC Alberta envisions a province where all visual artists thrive: artwork is valued, rights are respected, and creativity is integral to our communities.

MISSION:

CARFAC Alberta advances best practices for all visual artists in Alberta through education, advocacy and engagement.

Our new strategic plan as discussed in the Metrics Report, gives CARFAC Alberta the tools to judge how we are meeting the goals set out for the next three years.

CARFAC Alberta is a small provincial arts service organization in terms of budget (under \$200,000 annual revenue and expenditures) but we have a much larger footprint than our budget might indicate. We are able to do major things with little money because we have learned to adapt quickly and we have learned to understand the limitations imposed by our capacity (less than two full time positions shared by four part time employees). We cannot do everything, so we must decide what is the most important goals for the year and how best to fulfill our mandate. The ability to adapt and to recognize our capacity have been exceedingly important in this COVID year.

In terms of major accomplishments, I must mention the Best Practices documents published in the spring of 2020 (CARFAC Alberta's greatest accomplishments since becoming a CARFAC affiliate in 2012). CARFAC Alberta is presently working on a two year project called BECOMING: a visual artist. This project will produce a digital document that will give information on how to begin to think about a career in the arts. The digital document relates stories of real artists in our community and the thinking they have used to take control of their art career. At present the document is being edited by Portia Priegert (editor from Galleries West). The digital document will be published in 2022.

Other accomplishments include the relative ease of our movemnet to online for our programming, including the webinars we do with CARFAC Saskatchewan (9 per year) and our Zoom Engagement Sessions on Saturdays (about 22 per year). The webinars deal with social justice, arts advocacy and offer information that established artists need to know. Our Saturday Zoom engagement sessions provide information for artists establishing their careers and offer an opportunity to connect and discuss any visual art issue. Our Saturday Zoom Engagement sessions are meant to bring artists from all parts of Alberta together to socialize and learn. In the last year all Board meetings have also been online, allowing the Board to expand from Edmonton and Calgary to also include Grande Prairie, the Crowsnest Pass, and now Lethbridge.

In terms of revenue for the past year, membership is slightly down. We maintained our Edmonton Arts Council grant at \$20,000. We received three year funding from the AFA at \$81,126 per year (5% less than the last three years allotment). As our next casino will be about twelve months later than originally projected, CARFAC Alberta will need to work hard at fund development during the next year.

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. Candace Makowichuk recognized the importance of the CARFAC Alberta Board. I wish to recognize the excellent and loyal staff (Sharon Moore Foster, Danyon Reeves, Tara Vahab and Dick Averbs. During the past year Dick Averbs left his part time job as our Engagement Coordinator in Calgary at the end of March 2021 and we hired Tara Vahab to replace him in June 2021.

In summary, we were able to grow and change in a COVID year. As an organization, 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 the Edmonton Arts Council and Harcourt House. We work with CARFAC National and all the CARFAC Affiliates across Canada. 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 2021, \$6000 was awarded to Preston Pavlis and prizes of \$3000 going to Emmanuel Osahor and Sharon Rose Kootney / Jason Symington.

As always, we invite your active membership and participation in our programs, and in the future of CARFAC Alberta. 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.

submitted by

Chris W. Carson

