

CARFAC Alberta
2021 Annual General Meeting Draft Minutes

On Zoom: link will be provided to those that RSVP before Tuesday October 5th at 3pm. THURSDAY
October 7th at 6:30pm on Zoom
between 6:00pm - 6:25pm
6:30pm – 7:30pm

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

Current Board in attendance: Candace Makowichuk, Jennifer Rae Forsyth, Sydney Lancaster, Ann Mansolino, Danielle Siemens, Verna Vogel, Audra Schoblocher, Marilene Oliver, and Alan Aburto with Chris W. Carson

Regrets: Ed Bader, Donna Barrett

Members in Attendance: Chris W. Carson, Bethany Vanderputten, Margaret Witschl, Danyon Reeves, Sharon Moore Foster, Manar Abo Touk, Emily Jan, George Lessard, Tayler Brandon, Cindy Zampa, Bushra Yousef

2. Welcome (land acknowledgement) and Introduction of 2020 / 2021 Board

3. Motion to approve Agenda: Sydney Lancaster

Seconded: Verna Vogel

All in Favour (Approve: 94% / Abstain: 6%)

4. Motion to approve AGM Minutes from October 1st, 2020: Jennifer Rae Forsyth

Seconded: Chris W. Carson

All in Favour (Approve: 75% / Abstain: 25%)

5. REPORTS

a. President's Report (Candace Makowichuk)

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

b. Treasurer's Report (Alan Aburto) report & financial statement

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

Motion to approve Financial Statement as Presented: Alan Aburto

Seconded: Danielle Siemens

All in Favour (Approve: 94% / Abstain: 6%)

c. CARFAC Report (Sydney Lancaster)

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

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)

**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

Jennifer Rae Forsyth

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

- e. Executive Director's Report (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 movement 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 Avern's. During the past year Dick Avern's 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

6. Motion to accept all reports as presented: Margaret Witschl

Seconded: Alan Aburto

All in Favour (Approve: 94% / Abstain: 6%)

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 for two years on the Board.

9. Motion to Adjourn: Verna Vogel

at 7:38pm

recording Secretary: Ann Mansolino

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