

**GEORGINA ARTS CENTRE & GALLERY**  
**On-Line Board Meeting held due to Pandemic**  
**June 29<sup>th</sup>, 2020**  
**Minutes taken by Joan Tadier**

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**PRESENT:** Bill Major, Anita David, Ed Winacott, Piri Pandy, Leslie Sedore, Jeanne Faria, Meaghan McKinzey, Dave Neeson, Grant Peckford, Joan Tadier, Jodi Pridham (Town Consultant)

1. **CALL TO ORDER** by Bill Major at 7:40pm
2. **Bill welcomes our new Town Consultant Jodi Pridham** to our board. Jodi is a full non-voting member of our board.
3. **NEW BUSINESS:**

**TREASURER'S REPORT:** Meaghan Mckinzey gave us an overview of our financial position. We will have \$57,000 to \$60,000 after we receive the Town's fourth quarter installment. We also expect to receive an additional \$3,000 from the town in the coming weeks to cover some of our operating costs while we are closed

**WHERE DO WE GO FROM HERE** – If we are limited to 10 people in the gallery at one time we will not be opening the doors to the gallery. We have to offer programming that we have not presented before as the **Art and Culture Centre!**

Grant and Jeanne will finish their work on a propose Strategic Plan, develop a work plan for Grant for a partial return to work in the coming weeks, share their work with Anita, and then send the document they produce to the board members for discussion at our next meeting.

**Future on line meeting date has not yet been decided.**

**Meeting adjourned @ 8:40pm All in favour**

# Treasurer's Report

## 2020 Update – June 11<sup>th</sup>, 2020

### UPDATE

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#### ❖ Bank Balance & Financial Position

- Cash balance of approx. \$29K at June 11<sup>th</sup>, 2020
- This includes approx. \$10K in federal subsidy for wages paid in March and April that were eligible to be claimed under the Canada Emergency Wage Subsidy program
- We are still entitled to the final installment of the Town Grant for Q4 which is an additional \$27,500
- This is therefore approx. \$57K for expenses through to the end of 2020
- This assumes no other revenue inflows (i.e. Magna cancellation, no gallery sales, no classes, etc.)
- Monthly expenses (including payroll) on average are about \$15K per month, so we should have enough to carry us through to the end of year assuming some expenses are reduced (i.e. casual labour, reduced hours for employees, etc.)

#### ❖ Staffing & Subsidy

- All employees were temporary laid off in April 2020
- Government has updated the rules around temporary layoffs in relation to Covid-19 so this alleviates any concerns around when the employment is restarted from an ESA perspective (i.e. temporary layoffs are normally only permissible for up to 13 weeks in any consecutive 20-week period, or up to 35 weeks in any consecutive 52-week period, with certain conditions met)
- The Canada Emergency Wage Subsidy has been extended to the end of August, so we will be eligible to claim this should we decide to bring back any employees permitting our revenues remain reduced by 30%

#### ❖ Audit and Financial Statements

- I am coordinating with the auditors on this at the moment
- Expected to be completed by the end of July 2020
- The deadline for the tax return has been extended to Dec 31, 2020 so we have plenty of time
- We require the financial statements for the AGM as well as for the budget submission for the Town grant
  - Unsure if the deadline for this submission will be updated as was August 31<sup>st</sup> last year
  - We will need to discuss assumptions around the 2021 year ahead of this submission as well

## **Executive Director's Report August 10, 2020**

**Good Afternoon Board Members! Last week I provided a brief update of what has been happening at the GAC. I will try not to repeat those details.**

### **Reopening Protocol**

The Town of Georgina staff came to the gallery this past Tuesday to take measurements for the three pieces of Plexiglas's required for the gallery shop. We will still need to work on the "circles" and direction arrows" We will need to purchase a supply of hand sanitizer and Lysol wipes. We will put a sign in sheet at the front desk for all visitors to sign in so that we have the required contact information. We still do not have any definitive reopening date. In speaking with Jodi she suggested not earlier than September. That being said, should we have a specific date/event ie: Studio Tour that we should be open for we would present that to the town. I am waiting for an update on whether or not the Studio Tour is moving forward, and what if any role the GAC will have.

### **Program Updates**

Our 2020 Annual Report and 2021 Initiatives document has been submitted to the town for their review. We included the "Nite of Spirit" and "An Evening of Broadway fundraising events in our submission as 2021 initiatives and our OTF funded "Aging in Georgina" as a 2020 accomplishment.

Jeanne and I began brainstorming a possible Theater Festival several months ago and she has provided us with a discussion paper outlining some of our thoughts. We have started a discussion with the town about what a partnership might look like. I shared that I began the conversation with Economic Development, but we have now moved to Recreation and Culture.

I want to reiterate that the Town of Georgina does want to support the GAC in driving cultural programming. The relationship can be one of both partnership and/or sponsorship. This is a bigger conversation that would be better served in a face to face meeting when all players are at the table.

## **Strategic Plan**

Bill has provided all members with a copy with his changes/corrections for review at Monday's meeting.

## **Other Business**

As of Friday August 7<sup>th</sup> our current bank balance is \$53,360.27 and we have the \$3,000.00 cheque from the Town of Georgina to be deposited.

Our current payables are approximately \$2,200.00 and I have emailed Leslie to get a time frame for her to come in and cut the cheques.

# GEORGINA ARTS CENTRE AND GALLERY BOARD MEETING

August 10, 2020

Minutes Taken by Anita David

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**PRESENT:** Bill Major, Anita David, Ed Winacott, Piri Pandy, Leslie Sedore, Jeanne Faria, Grant Peckford, Jodi Pridham

**REGRETS:** Meaghan Mckinzey, Dave Neeson

**1. Call to Order** by Bill Major at 7:05 p.m.

**2. Acceptance of Agenda:** The Board reviewed and accepted the agenda.

**3. Acceptance of Minutes** of Zoom Board meeting of June 29, 2020 and Executive Board meeting of July 13, 2020. Mover: Leslie Sedore, Seconder: Piri Pandy. All in favour - Carried.

**4. Resignation of Joan Tadier:** Motion to accept Joan's resignation, with regret.. Mover: Piri Pandy, Seconder: Leslie Sedore. Grant to put together a gift package from the Gallery store and deliver it to Joan. Bill and Grant to prepare a note of thanks.

**5. Appointment of New Secretary:** A call out will be made to find a replacement. Anita will continue to take minutes in the meantime.

**6. Financial Update:** The Board accepted the Treasurer's Report (attached). The Board is in favour of directing a portion of the approximately \$52K surplus funds towards new technology for the Gallery – Grant to research costs and bring to the next meeting.

**7. Executive Director's Report:** The Board reviewed and accepted the report (attached).

**8. Re-Opening of the Gallery:** The Gallery has been measured for the safety protocols to be implemented before reopening. The Town is actively working toward reopening strategies. School re-openings could potentially have an impact on some re-openings. The Town will advise when the Gallery can reopen. The suggested date aligns with the Studio Tour which takes place Sept. 26 & 27.

**9. Strategic Plan:** The draft plan was reviewed and accepted. Mover: Leslie Sedore, Seconder: Piri Pandy. The final plan will be released at the Gallery's AGM this fall.

**10. Studio Tour:** 24 artisans at 15 locations will participate this year on Sept. 26 & 27 with safety protocols in place. The GAC will participate. Grant will organize with the Studio Tour Committee.

**11. Next Meeting:** The next meeting is scheduled for Sept. 24, 2020, 5 p.m. Location at Ed Winacott's residence outdoors.

# GEORGINA ARTS CENTRE AND GALLERY BOARD MEETING

September 14, 2020

Minutes Taken by Anita David

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**PRESENT:** Bill Major, Anita David, Ed Winacott, Piri Pandey, Leslie Sedore, Jeanne Faria, Grant Peckford, Jodi Pridham, Meaghan McKinzey

**REGRETS:** Dave Neeson

1. **Call to Order** by Bill Major at 5:05 p.m.
2. **Acceptance of Agenda:** The Board reviewed and accepted the agenda.
3. **Acceptance of Minutes** of Board meeting of August 10, 2020. Mover: Piri Pandey, Seconder: Jeanne Faria. All in favour - Carried.
4. **Studio Tour:** The GAC will participate jointly with the Studio Tour and the Town. 24 artisans at 15 locations have registered. The GAC received a grant of \$3300 from Central Counties Tourism to offset expenditures of the First Nations 'exhibition and opening of the GAC as part of the Georgina Studio Tour.
5. **Treasurer's Report:** The Board accepted the Treasurer's Report (attached). A cash surplus of approximately \$30K is anticipated. Options for use of the surplus monies will be discussed at our October board meeting. Motioned by Meaghan McKinzey; seconded by Piri Pandey. Carried.
6. **Opening Art Centre and Gallery Plans:** The Gallery will re-open in conjunction with the Studio Tour on Sept. 26<sup>th</sup>. The Town supports our re-opening and staying open as COVID guidelines permit. For the time being, the new hours will be set at Thursday, 10-4, Friday, 2-8, Saturday 10-4. Programming for the fall time-frame is currently being planned and will be announced as soon as they are finalized.
7. **Executive Director's Report:** The Board reviewed and accepted the report (attached).
8. **AGM:** The meeting has been set for October 26, 2020 via Zoom.
9. **Next Meeting:** The next meeting is scheduled for Oct. 19, 2020, 5 p.m. at the Gallery.
10. Meeting adjourned at 7:15.

## **Executive Director's Report September 15, 2020**

Good Morning Board Members! I wanted to say a very heartfelt THANK YOU to all of us for the completion and approval of our 5-year Strategic Plan. The development of these documents can often be very onerous. More than once I have been part of this process where the end result is that the unfinished plan sits collecting dust. We did it and a big thank you to Jeanne and Anita. The plan is ambitious, progressive and achievable. My next step is to create an Operational Plan for the first year. It will move the organization in the direction we need to go. Our plan in doing so is to become not only more financially sustainable but will in partnership with the Town of Georgina drive culture in our community.

### **Reopening Protocol**

I continue to engage with the Town of Georgina staff to ensure that we will have all of the required protocols in place for our soft reopening at the end of the month. The Plexiglas has been installed. Last week our regular cleaning staff came into the gallery to begin the reopening cleaning. In addition I have hired the services of C.A. Sellers Cleaning Services Ltd. They will come in a couple of days prior to the reopening and do a deeper clean. Our own staff will manage the ongoing touch point's maintenance. Jodi asked me to create a brief document outlining day to day protocols.

### **Program Updates**

The Indigenous exhibition is 99.9% ready for the Studio Tour weekend. It is a combination of three artists and pieces from our own permanent collection. We are waiting to have all silent auction items in house before we decide how best to display them. The primary artist Sherry Crawford will be at the gallery during the tour to engage the public. I will also have a discussion with Wendy specific to how we might showcase some of the First Nation's retail we have in the store.

Jeanne and I will be meeting next Tuesday to begin to develop the specific programming for our OTF funded "Aging in Georgina" program. We do not have a target start date in place as yet, nor has the money arrived in our bank account. I will be reaching out to our colleague at Trillium.

I think it is important to acknowledge that while the gallery is open to the public effective September 26<sup>th</sup>, programming is currently on hold. I will continue to plan and put as much in place as I can. That being said we have pieces of programming that have specific venue/staffing

requirements that require further discussion moving forward. The success of our OTF funded program will determine our ability to receive financial support to grow the program.

I met with Cristina Liu from the town yesterday to shoot the "Spotlight on Georgina" spot. In addition, we had a good conversation about the potential for Economic Development to work with and better support the GAC moving forward.

I believe that in general we need to have a good discussion about what reopening looks like. We need to be realistic about the return of staff and what we can realistically do in terms of fundraising and fee for service programming. My suggestion would be that a separate meeting for this discussion take place with a smaller group. I have my own concerns/questions about this, and I believe that we all need to be on the same page moving forward specific to "real" next steps. We know that once the doors open members of the community will have expectations, questions and want answers about what we are doing. Again, I do believe a smaller group discussion would support a plan.

### **Other Business**

As of today our current bank balance is \$62,435.08. We have to prepare a cheque for Hospice Georgina in the amount of \$5,000.00 for their portion of the Magna donation.

Our current payables are approximately \$1,000.00 and I have emailed Leslie to get a time frame for her to come in and cut the cheques. I will get to the Post office today or Monday.



# Treasurer's Report

## 2020 Update – Sept 14<sup>th</sup>, 2020

### UPDATE

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#### ❖ Bank Balance & Financial Position

- Cash balance of approx. \$62K at Sept 14<sup>th</sup>, 2020
- Expect a surplus of -\$30,000 by yearend

### Georgina Arts Centre Estimated Operating Costs September - December, 2020

|  | Sep             | Oct              | Nov              | Dec              | Total            |
|--|-----------------|------------------|------------------|------------------|------------------|
| Wages*   | 2,000.00        | 10,000.00        | 10,000.00        | 10,000.00        | 32,000.00        |
| Artists Commissions                            |                 |                  |                  | 2,500.00         | 2,500.00         |
| Office & Admin                                 | 200.00          | 200.00           | 200.00           | 200.00           | 800.00           |
| Accounting                                     | 200.00          | 200.00           | 6,710.00         | 200.00           | 7,310.00         |
| Utilities                                      | 600.00          | 600.00           | 600.00           | 600.00           | 2,400.00         |
| Cleaning                                       | 300.00          | 300.00           | 300.00           | 300.00           | 1,200.00         |
| Elevator                                       |                 | 315.00           |                  |                  | 315.00           |
| Maintenance                                    | 125.00          | 125.00           | 125.00           | 125.00           | 500.00           |
| Security                                       |                 | 300.00           |                  |                  | 300.00           |
| Insurance                                      | 675.00          | 675.00           | 675.00           | 675.00           | 2,700.00         |
| Credit Card Fees & Bank Charges                | 250.00          | 250.00           | 250.00           | 250.00           | 1,000.00         |
| WSIB   |                 | 250.00           |                  | 250.00           | 500.00           |
| <b>Total Estimated Costs - Sept - Dec 2020</b> | <b>4,350.00</b> | <b>13,215.00</b> | <b>18,860.00</b> | <b>15,100.00</b> | <b>51,525.00</b> |
| <br>   |                 |                  |                  |                  |                  |
| Wage Subsidy                                   | 1,500.00        | 7,500.00         | 7,500.00         | 7,500.00         | 24,000.00        |
| <br>   |                 |                  |                  |                  |                  |
| Net Costs                                      | <b>2,850.00</b> | <b>5,715.00</b>  | <b>11,360.00</b> | <b>7,600.00</b>  | <b>27,525.00</b> |

*\*Assumes Grant returns fulltime at the end of September and the remaining staff in October 2020*

#### ❖ Audit and Financial Statements

- Audit is complete – we were waiting on appraisals for the Jim Baillie art donations which were delayed from the appraiser due to Covid
- All have been received as of today, and draft F/S to be provided for review
- Expect to finalize this week and distribute
  - we can set the date for the AGM if it hasn't already been set

# Treasurer's Report

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| <br>   |                 |                  |                  |                  |                  |
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| <br>   |                 |                  |                  |                  |                  |
| <b>Net Costs</b>                               | <b>2,850.00</b> | <b>5,715.00</b>  | <b>11,360.00</b> | <b>7,600.00</b>  | <b>27,525.00</b> |

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**GEORGINA ARTS COUNCIL**  
**STATEMENT OF OPERATIONS**  
Year ended December 31, 2019  
Draft - 10:15 AM

|  | 2019              | 2018              |
|--|-------------------|-------------------|
| <b>Revenues</b>  |                   |                   |
| Grants   | \$ 140,152        | \$ 118,649        |
| Classes and camp fees, Schedule 1  | 35,521            | 46,509            |
| Fundraising  | 33,074            | 5,651             |
| Gallery, Schedule 2  | 25,256            | 24,889            |
| Donations  | 13,327            | 8,926             |
| Memberships  | 3,349             | 3,290             |
| Other revenue  | 450               | 380               |
|  | <u>251,129</u>    | <u>208,294</u>    |
| <b>Cost of sales</b>   |                   |                   |
| Other wages  | 30,742            | 40,783            |
| Executive director   | 24,048            | 14,769            |
| Curator wages  | 17,318            | 16,653            |
| Office administration wages  | 5,269             | 8,625             |
| Materials  | 908               | 110               |
|  | <u>78,285</u>     | <u>80,940</u>     |
| <b>Gross margin</b>  | <u>172,844</u>    | <u>127,354</u>    |
| <b>Expenditures</b>  |                   |                   |
| Classes and camp fees, Schedule 1  | 34,796            | 44,665            |
| Gallery, Schedule 2  | 27,969            | 33,444            |
| Office and general   | 23,653            | 17,706            |
| Advertising and promotion  | 11,206            | 14,359            |
| Professional fees  | 9,853             | 9,033             |
| Repairs and maintenance  | 8,486             | 9,053             |
| Insurance  | 8,136             | 7,667             |
| Utilities  | 6,693             | 8,312             |
| Interest and bank charges  | 2,967             | 2,966             |
| Telephone  | 1,945             | 2,258             |
| Amortization   | 1,944             | 2,362             |
| Interest on long-term debt   | 843               | 824               |
| Donations  | -                 | 250               |
|  | <u>138,491</u>    | <u>152,899</u>    |
| <b>Excess (deficiency) of revenues over expenditures from operations</b> | 34,353            | (25,545)          |
| <b>Other income</b>  |                   |                   |
| Donations in-kind  | 87,200            | 201,825           |
| <b>Excess of revenues over expenditures</b>                              | <u>\$ 121,553</u> | <u>\$ 176,280</u> |

The accompanying notes are an integral part of these financial statements