

OCFF Board Meeting Minutes

Date: 13 October 2006

Start / Finish Time: 6:05 / 8:13

Location: Cafe 101 at the Crowne Plaza Hotel, Ottawa, Ontario

Present:

Current Board Members: Jory Nash, Aengus Finnan, Peter MacDonald, Jennifer Claveau, Jowi Taylor, Lloyd Greenspoon, Laura Bird, Robin MacIntyre, Arlene Bishop; Karen Flanagan McCarthy;

Incoming Board Members: Paul Mills; Dennis Landry; Ellen Hamilton

Absent Paul Loewenberg

Regrets Received: Sam Baijal; ElizaBeth Hill

		ACTION
1.	Welcome, Approval of Agenda	
	<p>Vice-president Jory Nash, chairing the meeting on behalf of Board President Sam Baijal, welcomed all to the last meeting of the outgoing board. He also welcomed new board members sitting in on this meeting: Paul Mills; Dennis Landry; Ellen Hamilton;</p> <p>The Agenda was reviewed and the motion to adopt the agenda was made.</p> <p>Motion: Aengus Finnan Seconded: Lloyd Greenspoon Passed: Unanimously</p>	
2.	Adoption of Minutes	
	<p>Motion to adopt the Minutes from the 10 June 2006 meeting was MOVED by Lloyd Greenspoon Seconded: Jenn Claveau Passed: Unanimously</p>	
	Reports	
3	<p>President's Report Sam Baijal absent. No report tabled.</p> <p>Executive Committee Reports Minutes of two previous EC meetings were reviewed and discussed.</p> <p>One of the issues discussed at a previous EC meeting concerned Erin Benjamin's return to her position of Executive</p>	

	ACTION
<p>Director following her maternity leave. Erin Benjamin made a request to modify the return to work agreement in order to accommodate daycare needs. Acting upon the direction of the Executive, Aengus had an initial discussion with Erin and reported back to the Executive. The Executive is willing to explore an adjusted schedule and directed Peter and Aengus to follow up with Erin to conclude negotiations re: salary and adjusted schedule, as well as initial discussion re: ED relationship to the Board and further definition of the role of ED. Executive to set final contract and notify Board;</p> <p>During an executive meeting by teleconference discuss was held regarding the timing and process of election of the new Board Executive. Executive recommends holding the election of the executive during this (the last) Board meeting in advance of the AGM. This would include the votes of outgoing members of the Board, but not those of incoming Board members.</p> <p>Discussion re: electing new board; Lloyd questioned the process that only outgoing members should vote on setting the new Executive; suggests outgoing members don't necessarily have a vested interest in selecting new executive, suggests new board members should also be allowed to vote.</p> <p>Jory reviewed available options:</p> <ol style="list-style-type: none"> 1. We operate without an executive for a couple of board meetings; 2. We vote during this meeting, as planned; 3. We vote on Sunday, after new members of the board are official. <p>Lloyd suggests that we could have an 'acting' executive.</p> <p>Jory suggested that new members need some time to familiarize themselves with the Board members and practices, Aengus indicated that the outgoing Board members would indeed have a vested interest as they have a sense of the momentum whereas new members would not.</p> <p>It was also suggested that another reason not to wait until the Dec 2 Board meeting to elect a new executive is that it would be advantageous to introduce the new executive to the membership at the AGM as the current executive includes 3 retiring Board members.</p> <p>Board meeting dates set for 2006-2007:</p> <p>December 2nd Toronto March 3rd Teleconference June 2nd Teleconference</p>	

		ACTION
	<p>October 12 At conference</p> <p>The review of Executive Committee Meeting portion of the President's report concluded.</p>	
4	<p>Treasurer's Report</p> <p>Peter MacDonald confirmed that everything is in order for the AGM. We have a report from our auditor - some questions from floor will be forthcoming as the actual numbers have gone up and down. John Hreljac will be there. His company provides the auditor's services and they will present the financial statement.</p> <p>There was some discussion about whether the OCFF could afford a bookkeeper to come into the office regularly to input data, etc., which would allow the office staff to concentrate on other work. Further discussion with the returning ED will determine if this is really necessary.</p>	
5	<p>Executive Director's Report</p> <p>Not tabled, as IED was detained by conference-related business.</p>	
6	<p>Conference Committee Report: Jory Nash and Robin MacIntyre (co-chairs), Paul Loewenberg, Laura Bird, Karen Flanagan McCarthy, Sam Baijal, Jennifer Fornelli and Peter MacDonald</p> <p>Jory Nash said he felt the role of conference chair is a token role and should have more responsibility. However, none was delegated. Jory feels this role is unnecessary if there is no work for the committee to be involved in.</p> <p>Robin is disappointed that the office did not relinquish some conference-related duties or call more often upon the conference co-chairs. She stressed the importance of hiring a conference planner who brings something new to the organization.</p> <p>There was some discussion re: recognizing Don Bird publicly this weekend, as no reference to or thanks for his contribution was made in the conference issue of <i>Folk Prints</i>.</p>	
7	<p>Estelle Klein Award: Paul Loewenberg (chair), Jennifer Claveau and Jowi Taylor</p> <p>Jowi took lead as Paul is absent - all ready for the gala tomorrow night. Randi Fratkin made short film.</p>	

		ACTION
8	<p>Folk Prints: Karen Flanagan McCarthy (board liaison)</p> <p>Karen thanked those who responded to her review of <i>Folk Prints</i> and would like anyone who did not answer her request for input to do so, so that she might table recommendations about the future of the magazine. From an operational point of view, things are going well.</p>	
9	<p>Nominating: Aengus Finnan (chair)</p> <p>Jenn Claveau believes we should do a better job of informing the membership that we are looking for nominees.</p> <p>Aengus indicated that notice is sent to the entire membership, and included in Folk Prints, but agrees that the profile of this opportunity should to be raised.</p>	
10	<p>Personnel/Policy/Governance: Aengus Finnan (chair), Sam Baijal, Jory Nash, Peter MacDonald, Robin MacIntyre and Jennifer Claveau</p> <p>This has been a year of intense review. As circulated to the entire membership for review in advance of the AGM, there are five motions related to updating the Bylaws. The first motion is the Omnibus revision and the other four items are amendments the Board reviewed and approved at past meetings as recommendations to be put forward for membership vote.</p> <p>Following the AGM, all amendments and motions passed will be incorporated into the Updated Handbook. Aengus stresses this is an on-going process.</p>	
11	<p>Initiatives and Diversity: Jennifer Claveau and Jowi Taylor (co-chairs), Karen Flanagan McCarthy</p> <p>No report tabled</p>	
12	<p>Art Beat: Aengus Finnan (chair)</p> <p>This is the fourth year of community outreach; this year, nearly forty participated at 37 different locales. Aengus reported he is very pleased with the program and gives great credit to staffer Erin Barnhardt. Art Beat group to perform at Gala Diner.</p>	
13	<p>Showcase: Sam Baijal (chair), Jowi Taylor</p>	

		ACTION
	No report tabled	
14	<p>Songs From the Heart: Jory Nash (chair), Elizabeth Hill</p> <p>Jory is pleased with the response to the call for submissions this year. The number of musicians submitting material for judging remained about the same, but there were fewer songs submitted. Jory feels this is the result of his strong recommendation that musicians do not submit as many songs. In previous years, we have had as many as 18 songs from a single applicant.</p> <p>Jory is considering stepping down from judgeship of SFTH, due to work pressures during the summer that make the later part of the judging/choosing process difficult for him to fulfill. Alex Sinclair has agreed to helping 'clean up' at the end of the judging process. Jory asks whether anyone else on the board is interested in replacing him on this committee – it would mean an investment of a minimum of ten 12-hour days in May.</p> <p>Laura suggested that some of the 'grunt' work (i.e., burning songs on CDs for judges) might be done by office staff. Jenn C. suggested we choose only judges who have high-speed Internet access – or use only Sonic Bids for the submission process. Jory explained that if we insist on using only Sonic Bids, it would not be a fair and equitable process and not necessarily in the best interest of our membership.</p> <p>After discussion, Jory stated he is willing to manage SFTH again with some help.</p> <p>Motion to accept Jory's offer to continue to manage SFTH again (with help) MOVED by Lloyd Greenspoon Seconded: Jennifer Claveau Passed: Unanimously</p>	
15	<p>Youth: Paul Loewenberg (chair)</p> <p>No report tabled.</p>	
16	<p>Finance: Peter MacDonald (chair), Sam Baijal, Robin MacIntyre, Lloyd Greenspoon and Jennifer Fornelli</p> <p>No report tabled</p>	
18	Old Business: None	

		ACTION
19	<p>New Business:</p> <p>a) Logistics of the AGM</p> <p>AGM will take place right after Penguin Eggs Breakfast on Sunday. All board members should meet in the lower lobby at 8 a.m. to review what must be done at the meeting.</p> <p>b). Election of new Executive (Sam) Sam away - Jory officiating</p> <p>Treasurer: Peter MacDonald Nominated by Jowi Taylor Seconded by Jory Nash</p> <p>Discussion Peter says he would be glad to continue as treasurer, as he still has a lot to do to get the books in the shape that he wants.</p> <p>Passed: Unanimously</p> <p>Secretary Karen Flanagan McCarthy nominated by Jowi Taylor Seconded by Robin MacIntyre</p> <p>Discussion Karen has been practicing by taking notes the past few meetings - would like to continue to do so in an official capacity</p> <p>Passed: Unanimously</p> <p>President Aengus Finnan nominated by Laura Bird Seconded by Karen Flanagan McCarthy</p> <p>Discussion Aengus accepted, noting that he could not serve as president and continue to chair three ad-hoc committees. Committee work will be re-assigned at the next regular board meeting, after the new members have 'officially' joined the board.</p> <p>Passed: Unanimously</p>	

		ACTION
	<p>Vice-president Arlene Bishop nominated by Peter; Seconded by Lloyd Passed: Unanimously</p> <p>Position of Member-at-Large Jennifer Claveau nominated herself and expressed a wish to be on the executive. Laura Bird was nominated by Robin MacIntyre</p> <p>There was a lively discussion centred on the benefit of keeping the Member-at-Large position open until new board members could vote and possibly, have one of them fill this position.</p> <p>Jennifer C once again expressed a desire to sit on the executive as member at large. Aengus seconded Jennifer Claveau's nomination.</p> <p>After further discussion and some disagreement among members, the Board decided to leave this position open until its next meeting.</p>	
20	<p>Review of meetings to be scheduled:</p> <p>Next Meeting: The next meeting of the OCFB Board will be held: Date / Time: Saturday, 2 December 2006 Location: TBA</p>	
21	<p>Adjournment Peter MacDonald made the MOTION to adjourn . Meeting adjourned at 8:13 p.m.</p>	

Submitted by: Karen Flanagan McCarthy

Date: 28 November 2006