

OCFF Board Meeting

MINUTES

Date: Saturday, 2 June 2007
Start / Finish Time: 09:14 / 11:30
Location: Teleconference

PRESENT: Aengus Finnan, Arlene Bishop, Karen Flanagan McCarthy, Paul Mills, Jory Nash, Ellen Hamilton, Suba Sankaran, Laura Bird, Dennis Landry; Paul Loewenberg

REGRETS RECEIVED: Jowi Taylor; Peter MacDonald

ABSENT: Lloyd Greenspoon

		ACTION
1.	Welcome, Approval of Agenda (President)	
	<p>Welcome, Regrets, Quorum, Timekeeper, Conflicts, Adoption of Agenda (President)</p> <p>Motion to adopt Agenda was MOVED by KFM SECONDED by Arlene All in favour</p>	
2.	Approval of Minutes (Secretary)	
	<p>Motion to adopt the 3 March 2007 Minutes was MOVED by Arlene SECONDED by Paul Mills All in favour</p>	
3.	Actions Arising from Minutes	
	<p><u>Outstanding Action items from January 14th Minutes</u> PLEASE indicate simply COMPLETE / IN PROGRESS / OUTSTANDING</p> <p>(C) Paul L - contact Festivals and Conference Vision Committee for ideas re: more youth delegates and youth showcases. Investigate amendment of selection process</p> <p>(C) Aengus - approach D. Warren re: joining Policy/Procedure/Governance committee</p> <p>(C) Aengus - contact D. Warren re: legal definition of 'shall', as per filling board vacancies</p> <p>(C) Arlene & Dennis to write fundraising and revenue committee's mandate, and seek input from Erin Benjamin and other members of the committee re: which ideas we should try to implement soonest.</p>	<p>(IP) Paul L - review Programming Guide – identify potential changes, redefinition</p> <p>(IP) Jowi - provide written description of Initiatives & Diversity committee, procedures, etc.</p> <p>(O) Conference Vision Committee (Jory, Jowi & Paul L) to review the role of the conference programmer.</p> <p>(O) Peter to search out Finance Committee members from within the larger OCFF membership</p> <p>(IP) Jowi to investigate possibility of obtaining a grant that would allow us to hire a firm to do survey – stakeholders research</p>

	ACTION
<p><u>NEW Action items from March 3rd minutes</u></p> <p>(C) Peter / Finance Committee to explore feasibility of adding a line item to the OCFF budget for group insurance benefits for staff.</p> <p>(C) Erin to post the description of MaplePost to the OCFF web site.</p> <p>(C) KFM (EB) – to send copies of the Programming & Deliverables documents to Paul Loewenberg for review.</p> <p>(C) Erin to review latest version of contract. Contract to be returned to EC to review any suggested revisions; sent to full Board for ratification.</p> <p>(C) Paul L to post request for submissions for Estelle Klein Awards to MaplePost</p> <p>(C) Suba will forward list of suggested jury members to Erin.</p> <p>(C) Suba to forward a short list of the jury members to Jory so that he won't ask the same people to jury the SFTH competition.</p> <p>(C) Paul L to contact Erin to discuss youth activities which have been underscored in various grant applications</p>	<p>(IP) Stakeholder Research Committee (Jowi, Lloyd, Aengus) to discuss recommendations of the Stakeholder report tabled at January meeting and investigate the possibility of holding a series of Town Hall forums.</p> <p>(IP) Jowi, Suba and Ellen will return to the Board with an Initiatives and Diversities committee mandate, goals and objectives.</p> <p>(IP) Erin will follow up with the EC re: whether we need to adjust bylaws to allow FP festivals to join the OCFF as non-voting members.</p> <p>(IP) EC / ED: copy Lloyd on any discussion/correspondence re: FP members.</p> <p>(O) Lloyd / Aengus to follow up with Erin re: details about this grant application and how some of the research might be applied to the work of the stakeholder research committee.</p> <p>(O) JOWI to contact Suba, Ellen and Aengus to discuss feasibility of holding a meeting of the Initiatives & Diversity Committee in Toronto.</p> <p>(O) Lloyd: to work with Erin to create a data base of festivals and their concerns.</p> <p>(O) Paul M to write a letter to Festival ADs, asking them to formalize the arrangement of making passes available to Board members, stressing our interest in having an OCFF presence – formal or informal – at our member festivals.</p> <p>(O) Letter to be circulated to full Board.</p> <p>(O) All Board Members should let Erin know which festivals they plan to attend this summer.</p>

		ACTION
	<p>Motion to Accept President's Oral Report MOVED by: Arlene SECONDED by Jory All in favour</p>	
5	Treasurer's Report	
	Treasurer – not at meeting No report tabled	
6	Executive Director' Report	
	<p>Erin thanks the Board for their hard work; reiterates earlier sentiments re: this being her 'dream board.' She doesn't feel micro-managed; don't feel badly about calls and e-mails; thank you for your kind words.</p> <p>Conference registration shot up: 40 registrations this week;</p> <p>Borealis sponsoring a Folk DJ reception at the Conference; it's a fundraiser for the OCFF;</p> <p>Close to closing a deal with Delta; one point OCFF has won - Delta will keep the participant room rate the same for three years;</p> <p>Item re: 2008 Conference: re: one price/one deadline for Festival member registration – will seek input from Festival ADs re: what would be a good cut-off date; This would address some of the issues Brad has raised;</p>	<p>ACTION: Erin will e-mail a small number of ED's to ask them which date works for them re: paying for registrations;</p> <p>ACTION: Erin to ask Julie to clarify the process of choosing honorary life members; will report back to the Board.</p> <p>ACTION: ED to circulate President's Message from soon-to-be-delivered Spring/Summer issue of Folk Prints to all members of the Board as a primer to answering questions about the issue of why we're locating the conference in Ottawa for three years.</p> <p>URGENT ACTION ITEM – TIMELINE THIS WEEKEND JORY AND ERIN TO DRAFT: Key Messages re: decision to locate conference in Ottawa; this will be circulated to full Board.</p>

		ACTION
	<p>Motion to Accept ED's Report MOVED by KFM SECONDED by Laura All in favour</p>	
7	Committee Reports	
	<p>1. Finance: Peter MacDonald (chair), No report tabled</p>	
	<p>2. Revenue Generating & Fundraising Arlene Bishop / Dennis Landry (co-chairs)</p> <p>Ken Whiteley's doodle next on the block; Tony, our volunteer eBay specialist, will get it posted this weekend.</p> <p>New sponsorship opportunity: OysterFest on Canada Day in parking lot behind the OCFB Building; This will bring us money and an opportunity to raises our profile.</p> <p>Motion to Accept RG & F Committee Report MOVED by Jory SECONDED by Paul Mills All in favour</p>	<p>ACTION: All Board Members (ABM) must secure at least one Raffle Prize item for October raffle/silent auction;</p> <p>ACTION: ABM must seek out more doodles;</p>
	<p>3. Programming & Deliverables Review Paul Loewenberg (chair)</p> <p>Motion to Accept P&D Committee Report MOVED by KFM SECONDED by Arlene All in favour</p>	
	<p>4. Stakeholder Research Jowi Taylor (Chair)</p>	<p>ACTION: Aengus to clarify chairs & membership and will inform secretary for updating committee list</p>

		ACTION
	<p>Motion to Accept Stakeholder Research Committee Report MOVED by Paul SECONDED by Arlene All in favour</p>	
	<p>5. Conference Vision Committee Jowi Taylor / Jory Nash (Co-chairs)</p> <p>Nothing to report; Aengus noted that the committee hasn't been fully 'activated'; hoping that that can be changed;</p> <p>Erin – been keeping J&J in the loop;</p> <p>Motion to Accept Jory's oral committee report MOVED by Arlene SECONDED by Paul L All in favour;</p>	
	<p>6. Communications Karen Flanagan McCarthy / Jowi Taylor (Co-chairs)</p> <p>Apologies to staff for not having sent it to them for feedback before circulating to the Board</p> <p>Motion to Accept Communications Committee Report MOVED by Jory SECONDED by Dennis All in favour</p>	<p>ACTION: All staff & ABM have been asked to review policy & guidelines and communicate with committee chair any concerns, suggestions, revisions by 13 June.</p> <p>Take it to EC for the 20th June;</p>
	<p>7. Personnel / Policy / Governance Peter MacDonald / Dennis Landry (Co-Chairs)</p> <p>No written report tabled</p>	<p>ACTION: KFM will circulate soft copy of all Board & Staff Handbook (with changes) to ED & ABM;</p> <p>Hard copy of updated Handbook to be delivered this fall;</p>
	<p>8. Initiatives and Diversity Jowi Taylor (Chair)</p> <p>Motion to Accept I&D Committee Report MOVED by Jory SECONDED by Paul Mills All in favour</p>	

		ACTION
	<p>9. Festival Lloyd Greenspoon (Chair)</p> <p>No activity; no follow-up. Lloyd has sent an email recommending that the festival committee be disbanded:</p>	<p>ACTION: KFM will send a prompt e-mail asking that Lloyd report to the Board re: his recommendations of the future of this committee</p>
	<p>Conference-related Committees</p>	
	<p>a) Estelle Klein Award Paul Loewenberg (Chair), Jowi Taylor</p> <p>Board members expressed their delight that Stan Rogers has been named recipient of this year's EKA; News release has been crafted (with significant input from AF & P Mills) and sent by Heather Kelly to the media and other interested stakeholders;</p> <p>Discussion re: screening the documentary <i>One Warm Line</i> at the Conference. Conference manager investigating the possibility of including a screening as part of the conference schedule.</p> <p>Ariel Rogers has noted a few changes she'd like made to the news release before it is circulated further.</p> <p>Motion to Accept EKA Report MOVED by Paul SECONDED by Karen All in favour</p>	<p>ACTION: Conference manager, Jennifer Fornelli, to investigate possibility of including a screening of the Stan Rogers documentary, <i>One Warm Line</i>, at the conference.</p> <p>ACTION: EB to ensure Ariel's suggestions to the changes to the news release will be made before it is posted to the OCFF Web site;</p>
	<p>Board Nominating Sub-committee</p> <p>Jory suggests that we pull back from seeking out more nominees;</p> <p>Paul Mills points out that the Bylaws allow up to 15 members on the Board; will put forth a motion at the AGM that we reduce the Board to a 13-member board. Aengus reminds ABM that previous motion, suggesting that the number of Board members be within a range of two numbers was proposed at last fall's AGM, but had to be withdrawn because that is not legally possible.</p> <p>Motion to accept report MOVED by: Arlene SECONDED by Laura All in favour</p>	<p>ACTION: Paul M will draft a motion for Oct 12th Board meeting re: reducing the size of the OCFF Board;</p> <p>ACTION: Paul M will write a full methodology of election;</p>

		ACTION
	Committee	
	<p>c) Art Beat Aengus Finnan (Chair)</p> <p>Nothing to report beyond the report tabled; Will be connecting with Erin Barnhardt who has been rehired to help with Art Beat</p> <p>Motion to Accept Art Beat Report MOVED by Arlene SECONDED by Paul L All in favour</p>	
	<p>Showcase Committee</p> <p>Jory reminds ABM that identity of judges should be kept secret; suggests that we might be able to reduce the length of showcases from 30 – 20 minutes, in an attempt to schedule more showcases.</p> <p>Ellen referred to NERFA: different kind of showcases – the main stage showcases; and secondary showcases.</p> <p>Motion to Accept Showcase Committee Report MOVED by Arlene SECONDED by Paul Mills All in favour</p>	ACTION: Ellen to submit showcase ideas to the committee;
	<p>d) Songs from the Heart</p> <p>Jory reiterates the fact that he intends to step down as administrator of the competition;</p> <p>EB will recommend that the administration become a staff responsibility;</p> <p>Motion to Accept SFTH Report MOVED by KFM SECONDED by Arlene All in favour</p>	
	<p>e) Youth Paul Loewenberg (Chair)</p> <p>Will be connecting with staff and Erin Benjamin to discuss youth involvement at upcoming conference.</p> <p>Motion to Accept Youth Committee Report MOVED by Arlene SECONDED by Dennis All in favour</p>	

		ACTION
	KFM thanks all for using template; Aengus suggested some revisions to the template;	ACTION: KFM will send nominating sub-committee report to Erin, who hadn't rec'd it.
8	<p>Old Business:</p> <p>a) OCFF position re: national status – not discussed;</p> <p>b) OCFF Summer Presence</p> <p>c) Call to all Board members re: recruiting nominees for directors – covered in Paul Mill's report</p>	<p>b) ACTION: ABM will contact EB re: festivals they're interested in attending this summer and request promotional material if needed</p>
9	<p>New Business:</p> <p>a) Benefits Package</p> <p>b) Folk Alliance Deal</p> <p>Questions about profile, optics, funds, shared space & facilities;</p> <p>EB: FAC stresses that this could be an excellent opportunity for FAC; It's an 8-month contract;</p> <p>Dennis: important to communicate the advantages of this and reasoning behind it to full membership.</p> <p>NB: Aengus's phone died during the last minutes of this discussion. VP Arlene Bishop took over as chair of the meeting.</p> <p>MOTION: to approve Erin proceeding with this, with the proviso that a communications strategy be created MOVED by Paul Mills; seconded by Paul L; All in favour</p> <p>c) Letter from Brad McKeown and the Millrace Festival re: changes to registration deadlines; - Dealt with in President's Report;</p>	<p>a) ACTION: Peter will follow up with EB and get back to the EC with this;</p> <p>ACTION: Peter will bring this and other budget-related items to EC; circulate recommendations to Board and ask for online vote, if necessary.</p> <p>ACTION; Erin will work with the Communications Committee to create key messages documents;</p>
10	<p>Review of future meetings:</p> <p>Next Meeting: The next meeting of the OCFF Board will be held: Date: 12 Oct 2007 Location: Conference</p>	<p>ACTION ITEM: EC & EB to come up with time and place;</p>

		ACTION
	<p>Arlene extends thanks to our President for his leadership;</p> <p>Notes that Peter MacDonald will make report re: finances to EC at their June 6th teleconference.</p>	
11	<p>Adjournment</p> <p>MOTION to adjourn – Paul Loewenberg. Meeting ends at 11:30</p>	

Submitted by: Karen Flanagan McCarthy

Date: 6 June 2007