

OCFF Board Meeting

MINUTES

Date: Saturday, 3 March 2007
Start / Finish Time: 09:37
Location: Teleconference

PRESENT: Aengus Finnan, Arlene Bishop, Karen Flanagan McCarthy, Paul Mills, Jowi Taylor, Jory Nash, Suba Sankaran, Paul Loewenberg, Laura Bird, Lloyd Greenspoon, Dennis Landry; Erin Benjamin

ARRIVED LATE: Peter MacDonald

ABSENT: Ellen Hamilton

		ACTION
1.	Welcome, Approval of Agenda (President)	
	<p>Aengus welcomes the group; notes that we have Quorum; No conflicts reported Jowi volunteers as timekeeper;</p> <p>Motion to adopt Agenda was MOVED by KFM; SECONDED by Dennis; Passed: Unanimously</p>	
2.	Approval of Minutes (Secretary)	
	<p>Motion to adopt the Minutes was MOVED by Paul M. SECONDED by Lloyd; Passed: Unanimously</p>	
3.	Actions Arising from Minutes C – Complete; IP - In progress; O - outstanding	ACTIONS (to initiate or to continue working on...)
	<p>C - KFM to ask staff for hard copies of confidentiality agreement, which she'll keep on file.</p> <p>C - KFM to distribute updated contact sheet to all Board members and provide a copy to the ED.</p> <p>IP - Paul L - review Programming Guide – identify potential changes, redefinition</p> <p>C - Jory - draft SFTH Award procedures document</p> <p>IP - Paul L - contact Festivals and Conference Vision Committee for ideas re: more youth delegates and youth showcases. Investigate amendment of selection process</p> <p>IP - Aengus - approach D. Warren re: joining Policy/Procedure/Governance committee</p>	<p>Paul L - review Programming Guide – identify potential changes, redefinition</p> <p>Paul L - contact Festivals and Conference Vision Committee for ideas re: more youth delegates and youth showcases. Investigate amendment of selection process</p>

	ACTION
<p>IP - Aengus - contact D. Warren re: legal definition of 'shall', as per filling board vacancies</p> <p>O - Jowi - provide written description of Initiatives & Diversity committee, procedures, etc.</p> <p>C - Aengus add motions #6 (increase of SFTH fees) and #7 (increase of official showcase fees) to Pres.report;</p> <p>C - KFM to send out updated copy of the President's Report</p> <p>C - ED to draft a description of MaplePost for posting to our Web site;</p> <p>C - Lloyd to draft description of the committee and a list of its objectives by the next Board meeting</p> <p>C - PPG Committee to review how the question of citizenship will be addressed with possible candidates.</p> <p>IP - Conference Vision Committee to review the role of the conference programmer.</p> <p>IP - Peter to search out Finance Committee members from within the larger OCFF membership</p> <p>IP - 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 - Jowi to investigate possibility of obtaining a grant that would allow us to hire a firm to do survey – stakeholder's research.</p> <p>O - KFM, as committee chair, to communicate with the committee members by e-mail to discuss recommendations of the report tabled, including the possibility of holding a series of Town Hall forums.</p> <p>IP - Aengus to move forward with this idea as part of the Stakeholder Research Committee work.</p> <p>C - KFM to contact Members of the communications committee to discuss proposed objectives and activities cited in Committee report circulated prior to this meeting.</p> <p>O - Jowi, Suba and Ellen will return to the Board with an Initiatives and Diversities committee mandate, goals and objectives.</p>	<p>Aengus - approach D. Warren re: joining Policy/Procedure/Governance committee and...re: legal definition of 'shall', as per filling board vacancies</p> <p>Jowi - provide written description of Initiatives & Diversity committee, procedures, etc.</p> <p>Conference Vision Committee (Jory, Jowi & Paul L) to review the role of the conference programmer.</p> <p>Peter to search out Finance Committee members from within the larger OCFF membership</p> <p>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>Jowi to investigate possibility of obtaining a grant that would allow us to hire a firm to do survey – stakeholder's research.</p> <p>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>Jowi, Suba and Ellen will return to the Board with an Initiatives and Diversities committee mandate, goals and objectives.</p>

		ACTION
	Reports	
4	<p>President’s Report (including Exec Comm activity updates)</p> <p>Aengus expressed his appreciation for the hard work of all Board members, especially since we are all busy with competing priorities. Stresses the importance of finding the balance between the things we’ve set out to do and also the importance of keeping track of what we’ve committed to do.</p> <p>As ex-officio member of all committees, he’d like to be kept in the loop re: work with the committees. He can be the voice between the committees. Important to keep committee meetings on the radar, so we can generate ideas around who, from our membership, might become involved and how we can best use our time as Directors, in meeting and moving forward with committee work and to be able to report and advise Board in advance of our meetings.</p> <p>Apologizes for not submitting his President’s report for this meeting.</p> <p>Aengus reminded the group that what we’re trying to do this year is to set up and orient ourselves so that next year, we can have a comprehensive and complete sense of what these committees are, so that we can have a description that doesn’t need to be rewritten every year, that the mandate and processes are set up and those who follow can simply pick up the files and move forward. This stability will allow us to engage our Directors and be efficient because everything is in place.</p> <p>Exec Comm Report</p> <p>The Executive Committee (EC) meets regularly to address issues that need to be addressed. It is now meeting by teleconference every second week and very regularly by e-mail.</p> <p>Peter & Dennis re: ED’s contract – It’s overdue. Peter thanks Erin, once again, for her flexibility in working without a contract.</p> <p>EC has discussed synchronizing the ED’s contract with the Staff & Board Handbook, so that we can create a document that can serve as a template for future staff contracts. The synchronization was completed by Peter & Paul.</p> <p>The EC will continue to meet bi-weekly and has requested that the chairpersons of each of the committees check in – even with the briefest of updates, e.g., nothing new to report, before its biweekly teleconferences. It’s likely that the EC will ask a committee chair to meet with us during part of one of our meetings as a way of ensuring momentum and offer support, if needed.</p> <p>MOTION to Accept President’s verbal report (See written report, attached) MOVED by KFM SECONDED by Laura;</p>	

		ACTION
	Unanimously accepted	
5	<p>Treasurer</p> <p>Peter summarized the Treasurer's Report. Still working on the Deficit Reduction Strategy. Notes that this is a 'strategy', not a 'plan'.</p> <p>Key highlights: on revenue side, fundraising has generated zero to date; membership fee restructuring has generated some revenue; projected revenues will be adjusted in anticipation of CUPE moving from the building and OCFF losing the revenue (\$500. monthly) it rec'd from CUPE for the storage space it provided.</p> <p>Computer upgrades: some maintenance required. If Trillium Grant goes through, there's a significant chunk to go forwards with IT upgrades.</p> <p>Peter offers congratulations to Erin for her disciplined tightfistedness;</p> <p>Contra...the start of a contra tracking system has been implemented. It informs staff & board re: value on both sides of the equation. The move to QuickBooks is ongoing; know it's a shared goal; we should be able to track most things, using just one software.</p> <p>Motion to Accept Treasurer's Report MOVED by Dennis SECONDED by Paul M PASSED: Unanimously</p>	
6	<p>Executive Director</p> <p>Report circulated; all Board members had reviewed.</p> <p>Discussion re: hiring a replacement for Julie Trewartha, who will be leaving the OCFF in June 2007. Questions were asked about our hiring policy and processes. Discussion followed re: simplifying the hiring procedure, as outlined in the S&B Handbook. The ED is responsible for hiring staff, but will confer with the Board before a final choice is made.</p> <p>DISCUSSION: re: possibility of procuring group insurance benefits for OCFF staff through the Ottawa Festival Network. Erin asked whether a line for employee benefits might be added to the budget. Erin pointed out that group insurance benefits could give us more leverage when hiring people.</p> <p>The recommendation was made to send the issue to Peter and the Finance Committee for exploration and discussion.</p>	<p>Peter / Finance Committee to explore feasibility of adding a line item to the OCFF budget for group insurance benefits for staff.</p>

		ACTION
	<p>KFM congratulated Erin for bringing in the OCFF's presence at the Festival Alliance conference in Memphis under budget.</p> <p>Discussion followed re: outstanding dues from some festival members. Some discussion, too, re: not-for-profit (NFP) festivals; how they are identified as such, whether they are allowed to join the OCFF as non-voting members;</p> <p>Aengus pointed out that our bylaws state that members must be NFP. Do we adjust the bylaws? Erin will follow up with the EC on this issue.</p> <p>Erin: tabled her description of MaplePost.</p> <p>Motion to accept the description of the relationship between MaplePost and the OCFF; MOVED by Paul SECONDED by Laura; Unanimously accepted.</p> <p>Motion to accept ED's report MOVED by Jowi; SECONDED by Dennis; Unanimously accepted</p> <p>Lloyd asked to be cc'd on any discussion between EC & ED re: NFP members.</p>	<p>Erin will follow up with the EC re: whether we need to adjust bylaws to allow NFP festivals to join the OCFF as non-voting members.</p> <p>Erin to post the description of MaplePost to the OCFF web site.</p> <p>EC / ED: copy Lloyd on any discussion/correspondence re: NFP members.</p>
7	Committee Reports	
	<p>Aengus reiterates the reasoning behind the earlier request for committee chairs to check in with the EC on a regular basis.</p> <p>1. Finance: Nothing to report; Peter MacDonald (chair)</p>	
	<p>2. Fundraising Arlene Bishop / Dennis Landry (co-chairs)</p> <p>Arlene tabled committee report. Asked for someone to administer the e-bay Auction, an idea that was enthusiastically supported by Board members.</p> <p>The idea is to get the e-Bay auction up and running sooner, rather than later. Erin suggested we could promote the auction through Folk Prints and that individual members of the Board could approach celebrities we know?</p> <p>Dennis stressed that it would be best for Members to send their ideas to Arlene before contacting anyone.</p> <p>The possibility of a silent auction at the Conference was also discussed; Board members should send solicitation ideas to Arlene.</p>	

		ACTION
	<p>3. Programming & Deliverables Review Paul Loewenberg (chair)</p> <p>Paul L submitted two reports: one on conference programming; the other, notes from the 'Future of the OCFF' session from last fall's OCFF conference.</p> <p>Erin mentioned she is preparing a Conference Program document with Jennifer & Julie; draft of the workshop program should be available soon;</p> <p>Aengus reminded all that we now have a Conference Vision Committee to add Board authorship to conference planning. Reminded Paul that 'Programming' and 'Deliverables' reach beyond the conference. There are two existing documents, dealing with programming and deliverables, that need to be reviewed, clarified, then incorporated into the Staff & Board Handbook to create one full document.</p> <p>Clarified that the work of the review committee that Paul L chairs is a review of these two documents.</p> <p>Paul L asked to join the Conference Vision Committee.</p>	<p>KFM – to send copies of the Programming & Deliverables documents to Paul Loewenberg for review.</p>
	<p>4. Stakeholder Research Jowi Taylor (Chair)</p> <p>KFM announced her decision to step down as co-chair of the committee; Jowi is now chair. JT not sure what the consequences of his changing role at the CBC will be and how this will impact on his time and availability to work on this committee.</p> <p>Aengus stressed that he was particularly interested in playing an active role in this committee; He's approached Alex Sinclair to see whether he'd be interested in joining the committee.</p> <p>Lloyd has agreed to join Jowi as co-chair of the committee;</p> <p>Erin mentioned that she's applied for a grant, some of which would cover economic research funding which could be useful to this committee. She's asked to be kept in the loop re: the work of this committee.</p>	<p>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 this committee.</p>
	<p>5. Conference Vision Committee Jowi Taylor / Jory Nash (Co-chairs)</p> <p>JN: has had preliminary e-mail correspondence re: what</p>	

		ACTION
	<p>committee could do, as well as a half-hour conversation with Erin about this. Expressed concerns re: whether he's the best person to co-chair a committee, as he is not available during the summer. Erin pointed out that the staff has moved forward to accommodate that reality; Aengus also able to step in and assist with planning for London conference.</p> <p>Discussion re: the importance of the committee having long-term goals and objectives; also of avoiding duplication of effort and communication with Catherine & Alfredo (EDs of London's host festivals). Erin stressed the importance of keeping lines of communication open between office and committee; must be 'on same page' at all times. She & Jory have already established some parameters.</p> <p>Aengus: Board needs updates, adjustments re: programming issues, etc. And Catherine and Alfredo will be part of the committee and discussions.</p>	
	<p>6. Communications Karen Flanagan McCarthy / Jowi Taylor (Co-Chairs) Report tabled.</p>	
	<p>7. Personnel / Policy / Governance Peter MacDonald / Dennis Landry (Co-Chairs)</p> <p>Dennis: tabled the report. Two big activities – updating the new model for the ED's contract, reviewing job description and syncing it up with the Handbook.</p> <p>Progress on all fronts; Changes suggested to Handbook by ED tackled in a meaningful way; Contract & job description has been sent to ED, which she will review. We will have update for next meeting.</p> <p>Paul M. travelled to Ottawa from Toronto on Thursday, 1 March and reviewed the staff portion of the Handbook with Peter. This was a priority because of Erin's outstanding contract. Incorporated many of Erin's suggested revisions to the Handbook.</p> <p>Aengus clarified the contract process. Now with Erin. It will go back to EC (with suggested revisions, if necessary). Final version will be circulated to Board for ratification; working to do that asap.</p>	<p>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>8. Initiatives and Diversity Jowi Taylor (Chair) Suba, Ellen</p> <p>Nothing to report;</p> <p>Erin would like to talk with Jowi about the Trillium application, its focus of diversity and how that might work with the objectives of the Initiatives and Diversity committee.</p>	<p>JOWI to contact Suba, Ellen and Aengus to discuss feasibility of holding a meeting of the Initiatives & Diversity Committee in Toronto.</p>

		ACTION
	Aengus suggested a TO-based committee meeting might be useful, if Ellen could make it to the meeting.	
	<p>9. Festival Subcommittee</p> <p>Committee description read by Aengus;</p> <p>Lloyd: even though the reports Paul L circulated in advance of today's meeting might not relate directly to the work he's meant to do as chair of the programming and deliverables committee, their content is still very useful as these are precisely the sort of issues that should be addressed by this committee.</p> <p>Erin: it's critical that the festivals weigh in for a 'bigger picture' look – not just refer to what is missing from conference. The Board and Staff need year-round input from them.</p> <p>Lloyd: if we can get a data base of the festivals; he can start a data base of concerns. Erin will be happy to work with LG on that.</p> <p>AF: reiterated that such a data base could also serve the work of the Stakeholder Research committee;</p> <p>MOTION: to accept the purpose of the committee, as follows:</p> <p>1) To ensure and facilitate communication between festivals directly and particularly to allow direct communication between festival heads in all different departments with those heads at other festivals in the same and similar areas including general coordinators, artistic directors, site, sound, sanitation, legal issues, community outreach, garbage and recycling, children's activities and others not named</p> <p>2) To facilitate year-round communication between Festival Members and the OCFF.</p> <p>3) To encourage and assist new festivals in the Province. To further facilitate year-round communication between the festival members and the OCFF;</p> <p>MOVED by Paul M SECONDED by Peter Accepted unanimously</p>	<p>Lloyd: to work with Erin to create a data base of festivals and their concerns.</p>
	<p>MOTION to accept all committee reports (verbal & written) MOVED by Jory; SECONDED by KFM Peter M abstains as he wasn't present for most of the discussion; All others vote in favour</p>	

	ACTION
Conference-related Committees	
<p>a) Estelle Klein Award Paul Loewenberg (Chair), Jowi Taylor</p> <p>April 13th is the deadline for submissions; will need quick turnaround re: choosing so we can promote this in the next issue of FP.</p> <p>Paul L will post to MaplePost request for submissions.</p> <p>Erin reminds that a story and photo will be needed.</p>	<p>Paul L to post request for submissions for Estelle Klein Awards to MaplePost.</p>
<p>b) Nominating (sub-committee of the PPG Committee)</p> <p>Paul M (Chair)</p> <p>No response to the letter for nominations; will be writing an article for FP. Asked members of the Board to come forward with any suggestions they might have re: nominations.</p>	
<p>c) Showcase Arlene Bishop & Suba Sankaran (Co-chairs)</p> <p>Arlene: Have come up with a list of jury member suggestions; will forward a list of ideas to Erin; Arlene announces that she cannot continue to co-chair the committee;</p> <p>Suba concerned she won't have enough time, either. but is convinced that, since the staff handles so much of this, she can continue as chair. Arlene will stay on as a member of the committee.</p> <p>Questions re: whether a list of individual members of the OCFE might be used to troll for jury members. Erin reminds all that jury members don't have to come from the membership.</p>	<p>Arlene will forward list of suggested jury members to Erin.</p> <p>Arlene / 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) Art Beat Aengus Finnan (Chair)</p> <p>No updates at this time;</p>	
<p>d) Songs from the Heart Jory Nash (Chair)</p> <p>Everything on track; submissions are coming in.</p>	

		ACTION
	<p>e) Youth Paul Loewenberg (Chair)</p> <p>As we move closer to the conference, he will contact the festivals to sponsor youth showcasers – or to sponsor them in another way.</p> <p>Erin reminds all that there's lots happening at staff level re: redefining scope of youth activities in grant applications, etc.</p> <p>Motion to accept all conference-related reports MOVED by KFM; SECONDED by Jory; Passed unanimously.</p>	<p>Paul L to contact Erin to discuss youth activities which have been underscored in various grant applications.</p>
8	<p>Old Business: None</p>	
9	<p>New Business:</p> <p>a) OCFF position re: national status Full discussion on this issue postponed until next Board meeting.</p> <p>b) OCFF Summer Presence Paul: question raised at a recent EC meeting re: whether festivals offer free passes to OCFF Board members? Erin believes that there's a 'handshake' agreement among members, but nothing formal in place.</p> <p>Erin & Jennifer have attended as many festivals as possible in past season. With scaling back of budget, that's less possible. She'll chat with Paul about the kinds of goals and objectives we should have in place, as board members, when attending these festivals.</p> <p>c) Call to all Board members re: recruiting nominees for directors</p> <p>Paul M makes a plea to Board members for their ideas re: people within the community who might be interested in standing for election to the Board.</p> <p>Arlene, Lloyd, Paul L, Jory & Laura's terms will finish at this year's conference.</p> <p>Paul L will stand again for election. Jory is undecided. Lloyd, Laura & Arlene will not stand again for election.</p> <p>Erin reminds we should remind all potential candidates that they must be individual members of the OCFF in good standing since the last conference in order to be eligible.</p>	<p>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>Letter to be circulated to full Board.</p> <p>All Board Members should let Erin know which festivals they plan to attend this summer.</p>

		ACTION
10	<p>Review of future meetings:</p> <p>Next Meeting: To be held by teleconference to discuss national role of OCFF – DATE TBA</p> <p>The next 'regular' meeting of the OCFF Board will be held by teleconference on Saturday, 2 June 2007</p>	
11	MOTION to adjourn made by Jowi at 12:37	

Submitted by: Karen Flanagan McCarthy, Board Secretary
Date sent to full Board: 7 April 2007