

OCFF Board Meeting

MINUTES

Date: Friday, 12 October 2007
Start / Finish Time: 07:05/9:28 p.m.
Location: Hilton Hotel, London, ON

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

Executive Director: Erin Benjamin

REGRETS RECEIVED: Lloyd; Sam

ABSENT:

	ITEM	ACTION
1.	Welcome, Regrets, Quorum, Timekeeper, Conflicts (President)	
2.	Approval of Agenda (President)	
	<p>Motion to adopt Agenda</p> <p>MOVED by Arlene SECONDED by Paul Mills All in favour: unanimous</p>	
3.	Approval of Minutes (Secretary)	
	<p>Note: p. 4 – correct reference to the Delta Hotel to read the Crowne Plaze Hotel</p> <p>Motion to adopt the 2 June 2007 Minutes</p> <p>MOVED by: Arlene SECONDED by: Laura All in favour: unanimous</p>	ACTION: Erin to ask Jennifer to post these minutes to the OCFF's Internet site.
4.	Actions Arising from Minutes	
	<p>Outstanding Action items from January 14th Minutes</p> <p>C - COMPLETE / IP - IN PROGRESS / O - OUTSTANDING</p> <p>ABM – All Board Members</p>	<p>(O) Paul L - review Programming Guide – identify potential changes, redefinition</p> <p>(O & moving to next year)</p>

	ITEM	ACTION
	<p>(C) Jowi - written description of Initiatives & Diversity committee, procedures, etc.</p> <p>(C) Peter to search out Finance Committee members from within the larger OCFF membership</p> <p>(O) Jowi to investigate possibility of obtaining a grant that would allow us to hire a firm to do survey – stakeholders research</p> <p>Outstanding Action items from March 3rd Minutes</p> <p>(C) Stakeholder Research Committee 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>(C) Jowi, Suba and Ellen will return to the Board with an Initiatives and Diversities committee mandate, goals and objectives.</p> <p>(C) Erin to follow up with the EC re: bylaws and “for-profit” festivals (non-voting members?)</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>Outstanding Action items from June 2nd Minutes</p> <p>(C) Aengus to write response to Brad (Millrace)</p> <p>C - ED to circulate Spring/Summer President’s Message to all members of the Board as a primer to answering questions about why we’re locating the conference in Ottawa for three years.</p> <p>C - Jory/Erin to draft Key Messages re: decision to locate conference in Ottawa; circulated to Board.</p> <p>C - All Board Members (ABM) to secure at least one Raffle Prize item for October raffle/silent auction;</p> <p>C - Aengus to clarify SR chair & membership and will inform secretary for updating committee list.</p> <p>C - All staff & ABM have been asked to review communications policy & guidelines and communicate with committee chair any concerns, suggestions, revisions by 13 June. (Take it to EC for the 20th June);</p> <p>C - KFM will circulate soft copy of all Board & Staff Handbook (with changes) to ED & ABM; Hard copy of updated Handbook to be delivered this fall; (AGM)</p> <p>C - GM to investigate screening of Stan Rogers documentary, One Warm Line, at the conference.</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>(O & moving to next year) ABM – let Erin know which festivals they’d like to attend.</p> <p>(O) Erin to e-mail a small number of ED’s re: which date works for them re: paying for registrations</p> <p>(O) Erin to ask Julie to clarify the process of choosing honorary life members (Mark Palumbo, Magoo & Paul Klein) Report back to Board.</p> <p>PPG – to address lack of process in choosing honorary life members;</p> <p>ACTION: ABM to seek out more doodles;</p> <p>ACTION ITEM: .pdf. copy of the B&S Handbook;</p> <p>ACTION ITEM: Post bylaws to the OCFF Web site;</p> <p>ACTION ITEM: PPG Committee to review which policies should be posted to the Web site;</p> <p>ACTION ITEM: PPG Committee to address lack of process in choosing honorary life members;</p>

	ITEM	ACTION
	<p>C - EB to ensure Ariel's suggestions to the changes to the news release be made before posting</p> <p>C - Paul M will draft a motion for Oct 12th Board meeting re: reducing the size of the OCFB Board;</p> <p>C - Paul M will write a full methodology of election;</p> <p>C - Ellen to submit showcase ideas to the committee;</p> <p>C - Peter to follow up with EB and report back to EC re: Benefits Package</p> <p>C - 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: KFM to send Ellen's showcase ideas report to the conference vision committee;</p> <p>ACTION - KFM will send nominating sub-committee report to Erin, who hadn't rec'd</p> <p>ACTION - Erin will work with the Communications Committee to create key messages documents (ongoing);</p>
5.	President's Report	ACTION
	<p>President's Report (including Exec Committee activity updates)</p> <p>En bref A special thank you to Suba, Dennis, Paul & Ellen who have just finished their first year as Board members. Much more has been done in this past year than anticipated.</p> <p>Wishes fond farewell to the members of the Board who have reached the end of their term: Arlene, Jory, Laura, Paul. Paul L. has decided to stand for re-election; he may be back.</p> <p>Thanks again to all for all their hard work and thanks to the Staff for their patience.</p> <p>Committees: important to focus on the Conference Vision Committee.</p> <p>Draws the group's attention to the Outstanding Board items for future 'big picture review'.</p> <p>En detail: See report (attached)</p> <p>Motion to Accept President's Report MOVED by: Peter SECONDED by Paul M</p> <p>All in favour: unanimous</p> <p><i>* The Board expressed thanks to Aengus for his hard work;</i></p>	

	ITEM	ACTION
6.	Treasurer's Report (Oral)	
	<p>The ED has done a stellar job of bringing us back in line and into amazing territory for this organization. We are still in a deficit position, though a smaller one than 2006/2007. The turnaround is incredible. By the Board's delving deeply into the fall, 2006 Deficit Reduction Strategy the effort has allowed us to get a better handle on the OCFE's finances. Currently, we have a 100K GIC (that will soon be dispersed) ; a 25K LOC and a 10K GIC. These measures were taken to make best use of our available credit, and to responsibly use time-to-time cash to our best advantage.</p> <p>At tomorrow's AGM, we will propose a motion to the membership that a new accounting firm, Welch & Co, be hired, replacing Edward Hreljac and Associates, the OCFE's most-recent, Sudbury-based firm.</p> <p>Motion to Accept Treasurer's Report MOVED by: KFM SECONDED by Paul L All in favour: unanimous</p>	
7.	Executive Director' Report	
	<p><u>En bref:</u></p> <p>More money. Fewer expenses. Great team. Fabulous conference.</p> <p><i>In Detail: Refer to ED's report (distributed to Board prior to this meeting and attached)</i></p> <p>Motion to Accept ED's Report</p> <p>MOVED by: Peter Mac SECONDED by: Jowi Taylor All in favour: Unanimous</p> <p>8:20 Arlene & Erin leave the meeting.</p>	
8.	Committee Reports	
	<p>1. Finance: None tabled Peter MacDonald (chair),</p>	

	ITEM	ACTION
	<p>2. Revenue Generating & Fundraising: None tabled Arlene Bishop / Dennis Landry (co-chairs)</p>	
	<p>3. Programming & Deliverables Review: None tabled Paul Loewenberg (chair)</p>	
	<p>4. Stakeholder Research: Report Attached Aengus Finnan (Chair)</p> <p>Aengus spoke about the proposed Stakeholder Research – specifically, the fall survey and what it will cover. Draft schedule for townhall forums; facilitated sessions....</p> <p>Dennis – Manitoba & Yukon Music Industries have created studies re: memberships.</p>	<p>ACTION: Dennis to send electronic copies of Manitoba & Yukon Music Industry studies, if he has them.</p>
	<p>5. Conference Vision Committee: None tabled Jowi Taylor / Jory Nash (Co-chairs)</p>	
	<p>6. Communications: Report Attached Karen Flanagan McCarthy / Paul Mills (Co-chairs)</p>	
	<p>7. Personnel / Policy / Governance: Report Attached Peter MacDonald / Dennis Landry (Co-Chairs)</p>	
	<p>8. Initiatives and Diversity: None tabled Jowi Taylor (Chair)</p>	
	<p>Conference-related Committees</p>	
	<p>a) Estelle Klein Award: None attached Paul Loewenberg (Chair), Jowi Taylor</p>	
	<p>b) Board Nominating Sub-committee: Report Attached Paul Mills (Chair)</p>	
	<p>c) Art Beat: Report Attached Aengus Finnan (Chair)</p>	
	<p>d) Showcase Committee: Report Attached</p>	<p>ACTION: Ellen to forward</p>

	ITEM	ACTION
	<p>Suba Sankaran (Chair)</p> <p>Showcase Report: Suba Sankaran stressed the importance of reducing the showcase times to 15 minutes on s stage;</p>	<p>Showcase Report to Suba;</p> <p>ACTION: Ellen to send her NERFA Showcase report to all Board members;</p> <p>ACTION: Showcase Committee to create process that details criteria;</p>
	<p>e) Songs from the Heart: Report Attached Jory Nash (Chair)</p>	
	<p>f) Youth: None tabled Paul Loewenberg (Chair)</p>	
	<p>Motion to Accept all Committee Reports</p> <p>MOVED by: Jowi SECONDED by: Dennis All in favour Unanimous</p>	
<p>9.</p>	<p>New Business</p>	
	<p>a) Review of Private Showcase Guidelines & Talking Points</p> <p>Done...with particular emphasis on escalating sound in the hallway as the night goes on.</p> <p>Jory reviewed the list with the ED who has suggested that perhaps half the people on the private showcase list are not registered for the Conference.</p> <p>b) Review of Talking Points re: Conference location – 2008 - 2010</p> <p>Reference made – ACTION: KFM to re-circulate the talking points re: Conference Location 2008 – 2010.</p> <p>c) Election – Executive Committee</p> <p>EC needs to be reset each year, in advance of the AGM.</p> <p>Aengus, Peter & Karen have expressed an interest in remaining in their current positions.</p> <p>Paul interested in standing for VP;</p> <p>MOTION: that Aengus (President), Paul (VP), Peter (Treasurer), Karen (Secretary) be acclaimed as the Executive Committee for 2007-2008 term.</p> <p>Moved by: Jory</p>	<p>ACTION: Review the guidelines for next year’s conference. Questions: do these showcase line-ups go through the office?</p> <p>Note: This is a key item for the conference vision committee.</p> <p>ACTION: KFM to re-circulate the talking points re: Conference Location 2008 – 2010.</p>

	ITEM	ACTION
	<p>Seconded by: Laura Passed: unanimous</p> <p>This will be announced at the member's breakfast and the Gala Dinner tonight.</p> <p>d) Professional Development – December Meeting</p> <p>MOTION that the executive committee coordinate the activities of the December Board meeting, create a budget for the professional development component;</p> <p>Moved By: Peter Seconded By: Dennis Passed: unanimous</p>	<p>ACTION: PPG committee to investigate the creation of a policy re: tendering process.</p>
10.	Review of future meetings	
	<p>Sat/Sun December 1st & 2nd (Ottawa)</p> <p>Saturday, 1st December, 9:30 a.m. – 3:30 p.m. 9:30 – 12:00 Board Business 12:00-12:30 Lunch 13:00 – 15:30 Committee Assignments / Committee Focus on Conference Vision</p> <p>Saturday Evening – Canadian Folk Music Awards</p> <p>Sunday, 2nd December – Professional Development (with facilitator)</p> <p>Saturday, March 1st (Grafton), 10:00 am– 3:30 pm 10:00 gather 10:30 – 12:30 Board Meeting 12:30 – 1:30 Lunch 1:30 – 3:30 p.m. Committee Meetings</p> <p>Sunday, June 1st (Teleconference) 10:00 a.m. – Noon</p> <p>Wednesday, October 1st (Teleconference) 8:00 – 10:00 p.m.</p> <p>Friday, October 24 @ the Conference – Ottawa 6:45 – 8:45 p.m.</p> <p>AGM - Saturday, October 25 @ the Conference – Ottawa 9:30 – 11:00 a.m.</p> <p>Next Meeting: The next meeting of the OCFB Board will be held:</p>	

	ITEM	ACTION
	Saturday, 1 st December in Ottawa	
11.	Future Agenda Items	
	<p>a) Bylaw Changes 9.00.00* Inclusion and list of standing committees</p> <p>Aengus re: embedding the current ad hoc committees as standing committees;</p> <p>b) Committee Assignments: 13 committees/13 Board members. Review the possibility of a Green committee becoming a sub-committee of the PPG – or a working group.</p> <p>c) Committee Annual Reports – all committee reports should lead towards an annual report.</p>	
12.	Adjournment	
	<p>MOTION to adjourn – Moved by: Dennis</p> <p>Meeting ends: 09:28 p.m.</p>	

Submitted by: Karen Flanagan McCarthy

Date: 23 November 2007