

OCCF Board of Directors Meeting, February 6, 2010
SOCAN Board Room, 41 Valleybrook Drive, Toronto

1) Welcome, Regrets, Timekeeper, Declaration of Conflicts

Present: Paul Mills, Jan Vanderhorst, Paul Lowenburg, Bill Stunt, Dan Kershaw, Larry Leblanc, Richard Flohil, Nicole Rochefort, Scott Merrifield, Dan Greenburg, Kathy Partridge, Peter MacDonald, Chris Maclean

By Phone: Tamara Kater

No conflicts declared

2) Approval of Agenda

Motion to approve: Bill Stunt
Second: Jan Vanderhorst

No new business.

Carried.

3) Approval of Minutes from November 22nd Board Meeting

Motion to accept: Scott Merrifield
Second: Bill Stunt

(Minor changes noted: title to reflect actual meeting date of November 22; change in spelling of Paul Lowenberg's last name.)

Carried

4) Actions Arising From Minutes

"ACTION ITEM: Per Board discussion and suggestions, mandate for Finance committee include providing Executive Summary, quarterly Treasurer's Report 2 weeks prior to meetings; this to include balance sheet, revenues & expenses (budget, YTD, projected, YOY) reviewed by Finance with notes prior to submission to Board."

Peter MacDonald: a dashboard is being created with help from the accountant.

Bill Stunt: finance committee is in formation process now.

"ACTION ITEM: Paul Mills to prepare a brief report about the NERFA Conference – Pending – will recommend presence at NERFA: Peter notes it's been

budgeted"

This report is pending.

"ACTION ITEM: Discussion to follow re: makeup of Conference Steering committee"

There has been no action on this item.

ACTION ITEM: add agenda item numbers to minutes for this and future meetings.

5) President's Report

A note [from the EC that](#) the staffing plan should be understood as interim so that the Executive Committee is not usurping Strategic Planning functions.

Reminder: Executive Committee now provides minutes to the full Board after each meeting.

Implications of the Strategic Plan on Bylaws have been reviewed and considered by the Executive Committee.

A note: the Acoustic award at the [Maple Blues Awards](#) was not physically presented by by OCFE

ACTION ITEM: Richard F to ensure we get better representation, presence at Maple Blues Awards

Motion to accept: Dan Lowenberg

Second: Dan Kershaw

Motion carried

6) Executive Director's Report

ACTION ITEMS:

- **Communications, Executive Director: to discuss Folk Prints status ASAP**
- **Communications Committee to explore Development workshops**
- **Communications: to add Survey question re Folk Prints for membership**
- **Executive Director to consider wider dispersal of FolkPrints ; follow up on recipients**
- **Executive Director: For future reports, page 3 funding detail re variances be annexed to the budget as per grants and sponsorship format.**
- **Executive Director: seeking guidance on FACTOR**

Motion to accept: Nicole Rochefort
Second: Paul Lowenberg
Motion carried

7) Treasurer's Report

Note: There is a process underway to establish improved standards and methods of presentation of key financial information, including the fact that conference revenues must currently be mapped over 2 fiscal years.

ACTION ITEM: Conference PnL to be displayed in the Conference Report
ACTION ITEM: Tamara to provide Finance Committee sample terms of reference for report

ACTION ITEM: Executive Director and Finance Committee to examine and address reconciliation and display issues within reports.

ACTION ITEM: Executive Director and Finance Committee to present financial reports as TOP LINE SUMMARY with COMPLETE DETAIL ANNEXED

Motion to accept: Jan Vanderhorst
Second: Larry LeBlanc
Carried.

<BREAK FOR LUNCH>

8a) Presentation of Executive Director's Operational Overview

SUGGESTION FROM Executive Director : Mid-year budget review by the Board

ACTION ITEMS:

- Executive Director & Communications to discuss on-line OCFF calendar
- Executive Director to link strategic goals and operational outlook overview
- Executive Director & Communications to discuss festival info on OCFF.ca

Suggestion: Operational Plan be more goal-oriented; [performance measures \(success indicators\)](#) needed

Notes: The Strategic Plan is linked to the Operational Plan via document to be presented in May

8b): Presentation and approval of Budget for Fiscal 2009/10

NOTES:

Anniversary grant funding may be (on the basis of discussion with officer) anticipated to make up a shortfall; can sometimes be applied over 2 years.

Radio starmaker has boosted Sponsorship projections; Taylor Mitchell memorial fund bursary may wind up in Sponsorship dollars; Harvey Glatt may sponsor something

ACTION ITEM: Richard Flohill to approach Gary Slate re: possible donation

Suggestions re: presentation of budget

- provide a conference snapshot as part of the budget
- show cash flow along with budget to understand implications
- consult show capital position along with P&L for future reports

Motion to accept proposed budget for 2011: Bill Stunt

Second: Jan Vanderhorst

Defeated.

ACTION ITEM: Executive Director to prepare a revised budget that moves OCFfards a deficit-free position; ideally within the current year but certainly on a move-forward basis while attempting not to compromise operations excessively

ACTION ITEM: Finance Committee to explore creating a defecit policy

<Bill Stunt leaves>

9) Committee Reports

a) Standing Committees:

- **Communications Committee (David Newland)**
- **Finance Committee (Bill Stunt)**
- **Fundraising Committee (Nicole Rochefort)**

NOTES:

- seeking approval for Quilt for 25th anniversary raffle
- would like to see increased fundraising for this year
- note that there's no tax incentive for people to donate

ACTION ITEMS:

- Fundraising to poll Board for fundraising suggestions
- Fundraising to look for additional membership beyond the Board

• **Nominating Committee (Jan Vanderhorst)**

NOTES

- Board will need 6 new members this year – need to exceed last year's efforts
- this effort must begin ASAP and will require input from all

Suggestion: to consider a smaller slate (number required plus two) of nominees, so as to encourage voting for directors with skills that the board needs and so as not to discourage nominees who stand but are not elected.

ACTION ITEM: Nominations to reach out to full Board for suggested candidates

• **Personnel, Policy, Governance Committee (Tamara Kater)**

NOTES

- Tamara Kater feels she's not able to continue as Chair

Motion: Paul Mills: That Scott Merrifield be appointed chair of PPG

Second: Larry LeBlanc

Carried.

• **Conference Steering Committee (Dan Kershaw)**

NOTES:

- apologies for no hard-copy report
- there was a request to see the conference steering committee revisit its mandate after three months; this is insufficient time to explore the issue.

The Board agrees that this can be brought forward to May.

Motion: Paul Mills: That the question of the inclusion of the non-Ontario residents of the National Capital Region in the Songs From the Heart contest be re-opened for board consideration.

Second: Tamara Kater

Defeated.

- **Estelle Klein Award Committee (Paul Loewenberg)**

Motion: Paul Loweberg: "That the name of the Estelle Klein Awards Committee be changed to the OCFF Awards committee and that the OCFF awards committee, consisting of one or more Board members is responsible for overseeing the administration of one or more awards. (as approved by the Board)."

Second: Kathy Partridge

Friendly amendment: "as approved by the Board": David Newland

Carried.

b) Ad Hoc Committees

- Strategic Planning Committee (Dan Greenwood)

10) Other Business

No other business was brought forward.

11) Adjournment

Motion to adjourn: Richard Flohil
Adjourned.