

DRAFT MINUTES

Centre Wakefield LaPêche (CWLP)
ORDRE DU JOUR / AGENDA Conseil d'administration
Wednesday, February 9th, 2022
(via Zoom and in person at the Community Centre)

Attendance

Irene Richardson
Hélène Giroux
Carolyn Nolan
Kolleen Gibson
Kathleen Lauder
Carly Woods
Sally Swan
David Park
Chris Harris
Blair Mackay (GM)
John Parker (WRA - guest)

Absent

Lisa Utronki
Ivan Hale
Pam Ross

1. APPROVAL OF AGENDA

Motion: To approve the agenda, moved by Sally and seconded by Kathleen, approved unanimously

2. CONFLICT OF INTEREST

No conflict of interests reported

3. APPROVAL OF MINUTES

Motion: To approve the board minutes of the meeting held on January 12th, 2022 moved by Kathleen, seconded by Chris, approved unanimously

4. NEW BUSINESS

John Parker to provide an update on WRA activities
David Park to provide an update on Tech and Future of the Centre Committee

5. GOVERNANCE UPDATE – presented by Kathleen

Ned Ellis has resigned due to time constraints.

Motion: To appoint David Park as a Board Member replacing Ned Ellis for the remainder of his term, moved by Kathleen, seconded by Irene, approved unanimously

As David Park was our member support Board representative, we will now have to replace this position on the Board. For context, the Member Support Board Member represents the following partners: the Library, the Wakefield Recreation Association and Theatre Wakefield.

Carly volunteered to take on this Board role.

For context, we have 2 positions that are appointed to the Board as opposed to elected by the membership. These 2 positions are the support member and the Municipality (MLP) member.

We are reviewing their voting rights but currently they are voting Board members.

Regardless of this decision, Carly is happy to take on the support member role.

Action Item: Irene will follow up with the partners and recommend Carly as the new support member representative

6. OPERATIONS UPDATE - Presented by Blair Mackay, GM

Blair has been in contact with CALQ and National Arts Fund and we are encountering some issues with eligibility. We essentially need to position ourselves as presenters or co-producers as opposed to just appearing as though we rent space to be eligible for these grant opportunities.

MRC Update- we are developing a strategy for 2022-2023 with the goal to hire professional artists, promote community engagement and maximize our grant funding opportunities. A grant has been submitted for a puppet show with a tentative date of May 15th, 2022.

Website – requires an update to separate our programming and cultural activities and position ourselves as presenters of cultural events as opposed to simply hosting them (renting the space) to take advantage of the cultural grants.

10th Anniversary Celebration - progressing well and will be held on the weekend of May 6th

Wakefield Market – negotiations are on-going. The tent has become an issue for the Market and it has been identified as a “deal-breaker” if the tent is in place for the Market season. WCC purchased a tent last year to promote outdoor activities. It will be of value to WCC as well as the WRA for spring, summer and fall events. We will continue to work with the Wakefield Market to embrace the idea of the tent and make it work for all us. Blair has the full support of the Board in these negotiations.

Summer Camps – work in progress with Irene’s support – to qualify for MLP funding our plans need to be defined by mid-February.

Contracts – Blair is in the process of developing a template for contract rental agreements

Tech – presented by David

David expressed his appreciation to Claude Laroche for all his efforts in configuring the booth to its best working condition with the resources we have as well as considerable community support in consultations regarding our lighting and sound systems.

Our current system is analog and should be upgraded to digital. We are also experiencing issues with replacing obsolete parts such as bulbs and filters for the current system.

Blair commented that a Cultural Spaces Grant may be available to fund some of the costs.

David, Blair and Irene will work together to document and implement a plan forward. The general consensus of the Board was to prioritize some base funding to upgrade our technical equipment.

Landscaping – No update – outstanding Action Item for Ivan to form a committee of community partners and Board Members.

Membership / Foundation – provided by Irene

A discussion ensued regarding an annual membership fee and potential conflicts with the future of the Centre initiatives specifically transitioning to an Arts and Cultural Centre. A proposal will be presented for review at the next Board Meeting.

Foundation Status - a meeting has been arranged for February 16th with Danielle Brunet of the Philanthropie Outaouais Philanthropy for our potential options. An open invitation has been sent to all Board Members.

7. HR UPDATE – presented by Sally

Sally expressed her appreciation and compliments to have Blair Mackay at the Centre as the GM.

8. FINANCE UPDATE – presented by Kolleen

Our cash position is favourable at approx. 240K and we are expecting a YE operating surplus of 60K. The 2022/23 budget will be presented at the next Board Meeting.

9. COMMUNICATIONS UPDATE – presented by Carly

The Committee met last week and noted there are significant improvements to be made to the website. The Committee will be presenting a proposal at the next Board Meeting with a plan to update the website.

10. FUTURE OF THE CENTRE UPDATE – presented by Irene

Helene has resigned as Chair, David volunteered to be the new Chair, the decision has been deferred to the Committee.

The ELAN grant has been submitted and we are expecting a decision in the next few weeks.

It was noted that a second grant may be available through the Quebec Cooperative Association to assist with funding the costs of community consultations.

The Committee will work collaboratively with Irene and Blair to review a tentative project posting of the resources required to move this initiative forward.

11. OTHER BUSINESS – WAKEFIELD RECREATION ASSOCIATION UPDATE

Dragon Fest is moving forward with tentative dates in February and March depending on COVID restrictions.

The rink has been a success with great attendance and the support of numerous volunteers and an MLP grant.

Summer Celebration – St Jean will not be held this year as the volunteer coordinator has stepped down, Canada Day celebrations will be reassessed in respect of our Indigenous communities – a summer celebration is in the plans however and the WRA will advise the WCC once things are more formalized and dates are confirmed.

12. ADJOURNMENT

Motion: To adjourn the meeting, moved by Kathleen, seconded by Helene, approved unanimously.

The meeting was adjourned at 8:35pm.