

MINUTES

Centre Wakefield LaPêche
ORDRE DU JOUR / AGENDA Conseil d'administration
Wednesday, June 8th, 2022
(via Zoom and in person at the Community Centre)

Attendance

Irene Richardson (President)
Kathleen Lauder
Kolleen Gibson (Treasurer)
Carly Woods
Hélène Giroux (VP)
Carolyn Nolan (Secretary)
Sally Swan
Andrea Rowe (TW)
Pam Ross (MLP)
Blair Mackay (GM)

Absent

Chris Harris
Ivan Hale
Vicki Carlan

1. APPROVAL OF AGENDA

Motion: To approve the agenda, moved by Kathleen and seconded by Sally, 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 May 11th, 2022 Approved by Sally, seconded by Carly, approved unanimously.

4. NEW BUSINESS

No new business.

5. OPERATIONS UPDATE -presented by Blair

May Update

Highlighted the success of the outdoor tent and its use by the Community, an update of the 10th Anniversary celebrations, a detailed report on the Theatre a L' Envers (French puppet show) event. Other notable events in May included hosting the Castenchel Choir and the 2022 TA DA Festival (as presented by Theatre Wakefield).

The month of May was a busy one for the Centre with rental income for the month at approx. 8.5K (net of grants for the 10th Anniversary Celebrations and Theatre a L'Enver event).

June, July, August Forecast

Rental Income is expected to be in the range of 5K per month. It was noted we need to look into new marketing strategies for the Centre to increase our monthly revenue.
Carly asked about summer activities. There are no summer camps except TW camp.

Fall Activities

Significant rentals booked for the Fall including an OXFAM retreat, a large scale STO Project, a Theatre Wakefield Production and an Ottawa Fringe Theatre Production.
Fall programming is in the planning phase and expected to be in place for the Fall Season.

6. HR UPDATE – IN CAMERA

7. GRANTS AND FUNDRAISING UPDATE – presented by Blair

Update to MRC grant for \$4,800 for Summer Music Series

The exact dates and artists are yet to be defined, as we are trying to avoid conflict with the busy summer arts schedule of Wakefield, and to look at the best way to compliment the Wakefield season and the Centre.

Grant Opportunities re Facility/ Infrastructure Upgrades

We continue to explore potential grant opportunities offered by Canadian Heritage, the Canada Cultural Spaces, Community Cultural Spaces Grant and the Green and Inclusive Buildings Grant.

Next steps include documenting the scope of work and estimated costs – GM.

8. FACILITIES UPDATE – presented by Blair

Minor Repairs and Projects

It was noted in the report that there are ongoing minor facilities repairs that would like to be achieved at the Centre and Board Member collaboration would be ideal in completing these tasks. Please refer to the Operation report and reach out to Blair if we can recruit volunteers to complete any of these tasks at little to no cost to the Centre.

Landscaping Update

Carly continues to lead this initiative and has engaged our community partners for their input. Carly and Irene have compiled a list of ideas and issues to be addressed. Thoughts are welcome from Board Members within the next 2 weeks for consideration.
Next steps – develop an interim plan for the Fall 2022

9. FINANCE UPDATE – presented by Kolleen

A financial report was presented by Kolleen. Kolleen requested the following information from the GM to update financial commitments: Summer students grant information, summer student information, Market contract and payment schedule, and Musical Series grant agreement.

10. COMMUNICATIONS UPDATE

Andrea expressed her interest in assisting promotion of these events in the future from a Theatre Wakefield perspective.

As a short-term solution the Communications Committee will work with our community partners/ Board Members to expand marketing and promotion activities where applicable.

11. FUTURE OF THE CENTRE UPDATE

Helene Giroux has resigned from the Chair position and Carly has offered to be the new Chair. A potential candidate (KarmaDharma) had been identified to assist us forward with the facilitation of this process but as per the Committee is no longer recommended. The Committee has been expanded to include Community Members. An update will be provided at the next Board Meeting to identify new members as well as the Chair of the Committee as appointed by the members.

Next steps involve reviewing other candidates received and, reaching out to the Community for viable strategic planner. The deliverables for the project have not changed and have been documented. - Carly

12. ADJOURNMENT

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

The meeting was adjourned at 9:10pm.