

**Shenkman Arts Centre
Community Consultative Group
Meeting Notes 5**

Thursday, Sept 22, 2016 | 9:30 a.m.
Emmy & Victor Abboud Music Studio, Shenkman Arts Centre

CCG Members Present:

Caroline Obeid (Co-Chair), Victoria Steele (Co-Chair), Patrick Bourbonnais, Jasmine Brown, Laura Cyr, Nadia Desrochers, Alexis Hebert, Kathi Langston, Luc Ouelette, Mélanie Ouimet-Sarazin, Rosemary Swan, and Robert Warren

Regrets:

Pierrette Boisvert, Yasmina Proveyer, and Lianne Zitzelsberger

Program Committee Liaisons:

Barb Brunzell, Connie Colette-Cole, Joëlle Drouin, Jahn Fawcett, Sylvie-Anne Groulx, and Jolynn Sommervill

Note Taker:

Chantal Ducharme

Legend:

Community Consultative Group – CCG

Governance and Planning Committee – Governance Cmmt.

Communications, Audience Development and Corporate Partnerships Program Committee – Communications Cmmt.

Programming and Community Partnership Program Committee – Programming Cmmt.

Building and Asset Development Program Committee – Building Cmmt.

Volunteer Program Committee – Volunteer Cmmt.

1. Welcome

Caroline and Victoria welcomed the members of the Community Consultative Group (CCG).

2. Official Opening of the Meeting

Caroline officially opened the 5th meeting of the CCG.

a. Approval of Minutes

Notes from June 9, 2016, were approved as presented.

b. Approval of Agenda

Agenda of September 22, 2016, was approved, as presented.

c. Other Business

No items were added.

3. Words from the Co-Chairs

- Jacquie Embleton has moved to China. We are looking for a replacement for her position on the CCG.
- Francois is no longer working on this project. We thank him very much for leading the consultation process and strategic plan development, as well as for supporting the CCG in the first year.

4. Annual Report – Communications Plan

- Victoria and Caroline met with senior City management, Debbie Hill, Manager of Cultural Services and Tessie Boretos, Program Manager, Arts Centres on Sept 15, 2016. They were very supportive of the 18-month plan and provided feedback on specific workplan items which have been relayed back to the Program Committee Co-Chairs.
- CCG Members were invited on Sunday, October 2 for Culture Days at the Shenkman Arts Centre where the Strategic Plan progress and plans will be presented and where we will try to recruit volunteers and solicit feedback.
- The CCG Co-Chairs will be setting up a meeting with the East end Councillors, MPP, and MP to also share the Strategic Plan progress and 18-month plan.

5. Workplans – Program Committee Updates

Building and Asset Development Program Committee (Building Cmmt.)

Jahn provided an update regarding the quick wins with respect to internal signage, and that other actions are being worked through fall 2016. He also advised that Jayne Jonker will be acting Committee Co-Chair while he is away on paternity leave starting at the end of October until January 2017.

Volunteer Program Committee (Volunteer Cmmt.)

Connie conveyed that she is temporarily replacing Domenic while he is away on paternity leave. She explained that she is recruiting another member of the SAC Volunteer Crew to replace Jacquie Embleton who has moved abroad. She provided a brief update regarding the survey project.

Victoria mentioned that the resident arts partners also have volunteers that would love to get involved as well. Laura suggested that Connie go to the Ottawa Festivals website for survey input.

Programming and Community Partnership Program Committee (Programming Cmmt.)

Jolynn advised that the Committee has now been divided into 3 working groups to better manage the tasks to be undertaken. She summarized the great success from the Older Adult Programming as it is bringing a new audience to the Centre. She indicated that the Committee also applied to Workman Arts to bring the Rendezvous with Madness Film Festival to the Centre.

Communications, Audience Development and Corporate Partnerships Program Committee (Communications Cmmt.)

Barb explained that Stephanie Kersey will be the new Committee Co-Chair. It was also mentioned that Joëlle is leaving at the end of October on maternity leave for approximately 8 months. Gabrielle from MIFO will be replacing her.

Barb shared that the Analytics project has begun and the survey is being developed by Karen Scott-Gagne, who is now leading special projects. She also briefed the Committee regarding the new website with BVO2, and Carleton University Co-op Partnership.

6. Program Committee Review Process for External Communications Related to Action Items

- To ensure communication standards of the Centre, proper timing, avoiding duplication or conflicting information, the Governance Committee thought the Program Committees could use a central review point.
- Process will be to connect with Caroline to determine scale and risk of action item. After review she will determine whether Committee Co-Chairs could go ahead, or if it requires review by CCG Co-Chairs, or Governance Committee or whole CCG. This will be determined on a case by case basis.
- Barb also added that if there is a public communications component that her team should also review.

7. Review Terms of Reference

- The Committee agreed to review the Terms of Reference after one year.
- Discussion ensued and the Committee agreed to make a few changes in regards to language around diversity.
- The Terms of Reference was updated and approved as amended. An annual review was decided upon.

8. Review Code of Conduct

- The Committee agreed to review the Code of Conduct after one year.
- Caroline advised that she will make the same changes related to diversity as in the Terms of Reference.
- The Code of Conduct was updated and approved as amended. An annual review was decided upon.
- Committee members will need to sign this new version.

9. Review Renaming of the Committees

Victoria tabled the renaming of committees for members' further consideration.

The Committee agreed to drop the word 'Program' from the Committee titles as stated in the following:

- Governance and Planning Committee (GPC)
- Programming and Community Partnership Committee (PCPC)
- Building and Asset Development Committee (BADC)
- Volunteer Committee (VPC)

Barb and Joëlle will report back at the next meeting as they would like their committee members' input to rename their respective committee.

10. Review Membership

- The Governance Committee asked the Committee Co-Chairs to review:
 - Ongoing member interest and capacity for implementation
 - Ensure all members are assigned a specific action in the workplan
 - Member Attendance
 - Gaps in expertise or connections required to implement 18-month workplan and if a call for members was required.
- Upon reflection of the CCG membership, it was brought forward that the CCG should have a greater level of diversity.
- Patrick recommended that members of the community required in a particular field of expertise be invited on a case-by-case basis.
- Laura suggested that the Governance Committee create an ad-hoc committee to review membership.
- Laura also offered to provide input into the recruitment of new members
- Joelle was looking for clarity around the role and time commitment of the Committee Co-Chairs at the CCG meetings. The Governance Committee will report back.

11. Evaluation – Self-Reflection

- Victoria encouraged the CCG to reflect on what has been done well, and what challenges the CCG had in following the Terms of Reference and Code of Conduct.
- The discussion referred back to increasing diversity on the team.

12. Update – Capital Renewal Fund

Jahn explained that CRF fees are collected through the SAC box office by the City of Ottawa and held in a Capital Renewal Fund. Annually, the Centre will be required to submit a forecasted spending plan against the amassed funds which will be submitted during the City's Budget approval process. The spending plan will be developed by the Building and Asset Development Committee. The fund would start being collected on

any shows going on sale after January 1, 2017. The first forecasted spending plan would be required Fall 2017 for spending in 2018.

13. Next Steps

Committees are to continue working through their action plans.

14. Confirm future meeting dates

Caroline reminded Committee members to set aside the following 3 Thursdays at 9:30 a.m. for the upcoming meetings:

- January 19, 2017
- April 6, 2017
- June 8, 2017

15. Adjournment

Meeting was adjourned at 11:33 a.m.