

**Shenkman Arts Centre
Community Consultative Group
Meeting Notes 4**

Thursday, June 9, 2016 | 9:30 a.m.

Emmy & Victor Abboud Music Studio, Shenkman Arts Centre

CCG Members Present:

Caroline Obeid (Co-Chair), Victoria Steele (Co-Chair), Pierrette Boisvert, Patrick Bourbonnais, Jasmine Brown, Nadia Desrochers, Jacque Embleton, Alexis Hebert, Kathi Langston, Mélanie Ouimet-Sarazin, Yasmina Proveyer, Rosemary Swan, Lianne Zitzelsberger

Regrets:

Laura Cyr, Luc Ouelette and Robert Warren

Program Committee Liaisons:

Domenic Di Loreto, Virginie Thouroude, Joëlle Drouin, Jahn Fawcett, Stephanie Kersey, Sylvie-Anne Groulx, Jolynn Sommervill

Strategic Planning Project Manager:

François Lachapelle

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.

2. Official Opening of the Meeting

Caroline officially opened the 4th meeting of the CCG.

a. Approval of Minutes

Notes from April 7, 2016, were approved as presented.

b. Approval of Agenda

Agenda of June 9, 2016, was approved, as presented.

c. Other Business

No items were added.

3. Words from the Co-Chairs

Caroline thanked the CCG members and Program Committee Co-Chairs for their dedication and work throughout the past year. This meeting is a culmination of all the planning the Program Committees have to done to date. It is a chance to see the 18-month work plan all together.

She reminded CCG members to sign and submit the Code of Conduct document if they had not already done so and to complete the Composition Chart.

Patrick suggested that a column be added to the Composition Chart to name which organization the CCG members represent.

Jacque inquired how to indicate which community they represent as many of the members have different roles. Following discussion, the CCG agreed that an asterisk "*" is to be their primary 'community represented', and any others, would be indicated with an "x".

The Committee agreed with the two amendments.

4. Review and Approval of Annual Report – June 2016

Caroline presented the annual report and opened the floor for questions, changes, or additions.

Members remarked that it was encouraging to see so many projects being sparked by the strategic plan.

Jasmine and Kathi requested an amendment to correct the name of their organizations.

The Committee approved the Annual Report – June 2016, as amended.

5. Review and Approval of the 18-month workplans

Victoria thanked the Co-Chairs and Committee Members for their work.

She explained that the Program Committee Co-Chairs will be providing an overview of their action plans and invited members to circulate around the room to provide input. She informed the members that the Volunteer Committee Co-Chairs will also be circulating to hear what the human resource needs are from the other committees.

Following the presentations, the Community Consultative Group reconvened. Victoria then invited Program Committee Co-Chairs to identify their quick wins and resource needs. See attached.



18 Month Priority
Actions .xlsx

The Committee approved the 18-month plan as attached.

Lianne suggested that an open house be organized. She explained that this would provide the community with an insight of the work that has been done to date and what we are hoping to accomplish in the next 18-months.

The Committee agreed with this suggestion. The Governance and Planning Committee will develop a distribution strategy for the annual report and bring it back to the CCG for review.

6. Next Steps

Caroline provided a brief overview of the proposed agenda for the September meeting as follows:

- Review CCG Terms of Reference
- Review CCG Code of Conduct
- Possible renaming of the committees
- Review structure/membership
- Develop an evaluation framework
- Review of the Capital Renew Fund

7. Confirm future meeting dates

Caroline confirmed that the Committee meetings will continue to be held on Thursdays at 9:30 a.m. as follows:

- September 22, 2016
- January 19, 2017
- April 6, 2017
- June 8, 2017

She then invited Committee members to stay for the luncheon prepared by the Shenkman Arts Centre Volunteer Creative Resources Team, followed by a group photo by Mike Taylor, Arts Centre Programmer.

8. Adjournment

Meeting was adjourned at 11:46 a.m.