

**Shenkman Arts Centre**  
**Community Leadership Team (formerly Community Consultative Group)**  
**Meeting Notes 6**

Thursday, January 19, 2017 | 9:30 a.m.  
Emmy & Victor Abboud Music Studio, Shenkman Arts Centre

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**CLT Members Present:**

Caroline Obeid (Co-Chair), Victoria Steele (Co-Chair), Jasmine Brown, Laura Cyr, Nadia Desrochers, Alexis Hebert, Kathi Langston, Mélanie Ouimet-Sarazin, Wendy Smith, and Lianne Zitzelsberger

**Regrets:**

Pierrette Boisvert, Patrick Bourbonnais, Luc Ouelette, Yasmina Proveyer, and Robert Warren

**Program Committee Liaisons:**

Barb Brunzell & Gabrielle Marcotte, Domenic Di Loreto, Jayne Jonker, and Jolynn Sommervill

**Note Taker:**

Chantal Ducharme

**Legend:**

Community Leadership Team – CLT (formerly Community Consultative Group)

Implementation Teams (formerly Program Committees):

- Governance Team – GT (formerly Governance and Planning Committee)
- Marketing and Development Team – MDT (formerly Communications, Audience Development and Corporate Partnerships Program Committee)
- Programming and Community Partnerships Team – PCPT (formerly Programming and Community Partnership Program Committee)
- Building and Asset Development Team – BADT (formerly Building and Asset Development Program Committee)
- Volunteer Engagement Team – VET (formerly Volunteer Program Committee)

**1. Welcome**

Caroline and Victoria welcomed the members of the Community Leadership Team.

**2. Official Opening of the Meeting**

Caroline officially opened the 6th meeting of the CLT.

**a. Approval of Minutes**

Notes from Sept 22, 2016, were approved as presented.

**b. Approval of Agenda**

Agenda of Jan 19, 2017, was approved, as presented.

**c. Other Business**

No items were added.

**3. Words from the Co-Chairs**

- Victoria provided an update on a meeting with the east-end City Councillors with respect to the CCG 2016 Annual Report and 18 month Action Plans. They are all in support!

#### **4. Work plans – Updates from the Implementation Teams**

##### **Marketing and Development Team**

Barb advised that the City has undergone a re-organization and APD is under new management. In late November Stephanie resigned to go work for Broadway across Canada. Her position would not be posted for awhile due to the reorganization. In the interim Barb will be covering both positions and as a result is requesting that the MDT take a break for the next 6 months. She assured the members that the action plan is on track with Karen still progressing on the Analytics project.

She also advised that 4 members of her team have resigned. The Governance Team will assist to recruit additional members. Barb is to provide a list of skill sets required on the team.

##### **Building and Asset Development Team**

Jayne provided an update regarding the various objectives which the Team has either already completed or is working through.

She shared that the scan of similar facilities in Ottawa and Ontario has been completed and is being analyzed and will be brought forward to the team for review.

She also advised that the Capital Renewal Fund is in place as of January 1, 2017.

##### **Volunteer Engagement Team**

Domenic advised that the team is reaching out to the current volunteers via a survey in the next few weeks to assess particular skills sets so that we can engage the volunteers in different ways in support of the Strategic Plan.

They are also collecting info about the Centre to create training manual for an Ambassador Program.

Kathi Langston offered coaching to the Shenkman Ambassadors through OYP.

The Committee discussed the difficulty to recruit and retain youth focused volunteers. This age group may not be able to commit beyond their 40 co-op hours, or one-time events. Laura suggested developing a potential program focused for the 18-22 year olds.

Caroline invited members to send any feedback, or suggestions directly to Domenic.

##### **Programming and Community Partnerships Team**

Jolynn briefed the members about the ongoing projects from the 3 working groups.

In regards to developing a Free Library - Kathi indicated that OYP parents are always offering to build things so perhaps they could contribute their time. It was also mentioned that perhaps we could register the Free Library with <https://littlefreelibrary.org/registration-process/>

Jolynn also summarized the results of the Older Adult Program. There were lessons learned around the Centre's accessibility issues and working with this population. The matinee shows were successful, the seniors that attended were very happy to be out of residence and enjoy an afternoon of music or theatre. There were also many hands-on workshops hosted in seniors' centres presented by the Ottawa School of Art and MASC that were greatly attended and appreciated. To capture it all, a video is being created with St. Peter's High School students. To be completed in February.

## **5. Discuss strategy for recruitment of diverse members**

Mélanie opened the discussion regarding increasing diversity amongst the CLT and Implementation Team membership. It was decided that to avoid any of the current teams becoming too big, we will encourage recruiting with a lens on diversity when replacing someone. Need to look at recruiting with a targeted approach outside regular channels. It was also decided that sub-committees look at diversity that makes the most sense with their objectives, i.e. Building and Asset Development Team inviting a person with physical disabilities onto their team.

Melanie then asked the CLT to review the TOR to discuss and clarify the diversity clause in the TOR. Some definitions and better understanding of some of these groups is required.

Caroline asked the CLT to consider defining 'diversity' as 'underrepresented voices' at Shenkman and that we would need to define the categories more specifically to the Centre's gaps. She started to analyze the diversity of staff, volunteers, rental clients, programming, audience and marketing of the Centre to better understand the Centre's position. Report to be completed and shared with CLT.

Melanie asked the CLT how do we ensure diversity in the future? How do we define need? Laura suggested that an adhoc committee be struck to develop an action plan, including goals around diversity at the Centre.

Victoria proposed that a Diversity Report Card could be developed and included in the Annual Report.

Caroline offered to circulate links to the Ontario Presents Diversity Webinars.

Laura offered to circulate the Equity Ottawa Study.

Barb added that she will ask to Karen provide statistics of demographics in Orléans.

*Motion to create an ad-hoc team to develop a diversity action plan, was approved, as presented.*

## **6. Discuss management of new funds**

Victoria invited the Team members to discuss the how, what, and who will be managing the potential acquisition of new funds, grants, sponsorships, etc.

CLT is not a legal entity. Becoming one is onerous, does not guarantee funds in the short -term as many funders are looking for a track record, some funders also require charitable status.

Easier to review eligibility and find the right partner organization to apply on behalf of the Shenkman collective as long as the application is not in competition with their own funding submissions.

The Team discussed various issues surrounding the acquisition and management of any new funds. It was agreed that a policy needs to be developed. Victoria requested that Alexis Hebert participate in the policy development along with the Governance Team.

It was established that a Memorandum of Understanding will also be required between the Shenkman collective to outline roles and responsibilities, accountability, and liabilities if new funds are acquired. i.e. Artpreneur

## **7. Define Committee Co-Chairs role at the Community Leadership Team Meetings**

It was agreed that it is necessary that one of the two Co-Chairs or a designate of the various teams attend the CLT meetings in full. This will promote better communication flow and ensures that each team's perspective continues to be considered as part of the CLT decision making.

## **8. Review Committee Names**

The members approved the proposed modifications as follows:

- Community Consultative Group becomes - Community Leadership Team
- Program Committees becomes – Implementation Teams

- Governance and Planning Committee becomes - Governance Team
- Communications, Audience Development and Corporate Partnerships Committee becomes - Marketing and Development Team
- Programming and Community Partnerships Committee becomes - Programming and Community Partnerships Team
- Building and Asset Development Committee becomes - Building and Asset Development Team
- Volunteer Committee becomes - Volunteer Engagement Team

*Motion of Committee name changes, was approved, as presented.*

## **9. Sign Code of Conduct**

The Code of Conduct revised in September 2016 is ready to be signed by each member of the CLT and Implementation Teams. Caroline will collect and file.

## **10. Next Steps**

Caroline reminded Team members to set aside the following dates for the upcoming meetings:

- April 6, 2017
- June 8, 2017

## **11. Adjournment**

Meeting was adjourned at 11:32 a.m.