

Shenkman Arts Centre

Community Leadership Team (formerly Community Consultative Group)

Meeting Notes 14

Thursday, January 24, 2019 | 9:30 a.m.

Emmy & Victor Abboud Music Studio, Shenkman Arts Centre / Teleconference

CLT Members Present:

Caroline Obeid (Co-Chair), Yasmina Proveyer, Catherine Priestman, Qamar Masood, Alexis Hebert, Anne Gutknecht, Tannis Vine (for Jasmine Brown), Cassandra Olsthoorn, Wendy Snyder (for Rosemary Swan), Natasha Mudrinic, Pierrette Boisvert, Kathi Langston.

Regrets:

Ravinder Tumber, Luc Ouelette, Caroline Matt, Anik Bouvrette, Jasmine Brown, Mélanie Ouimet-Sarazin

Implementation Teams Liaisons:

Connie Cole, Jahn Fawcett, Mike Taylor, Delores MacAdam

Note Taker: Linda Dodd

Table 1 - Legend

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 – MAD (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 – BAD (formerly Building and Asset Development Program Committee)
- Volunteer Engagement Team – VET (formerly Volunteer Program Committee)

1. Welcome

2. Official Opening of the Meeting

Caroline officially opened the 14th meeting of the CLT

Welcome to Tannis (attending on behalf of Jasmine Brown) and Cassandra, Acting ED for Arts Network Ottawa.

Victoria Steele is no longer with Arts Network Ottawa. Victoria is recognized for her work in the arts community, the Shenkman Arts Centre and commitment to the CLT.

a) Approval of Minutes

Minutes 13 of October 4, 2018, approved as presented.

b) Approval of Agenda

Agenda 14 of January 24, 2019, approved as presented.

c) Other Business:

None

3. Words from the Chair

The annual report has been completed and will be posted on the Shenkman Arts Centre website and will be shared with City senior management.

The Governance Team met to:

- address the changes within the City and Partners teams;
- determine how to maximize members' time to achieve the CLT's strategic plan to 2020; and
- ensure cross functional collaboration.

Requested consideration from the Community Leadership Team to adopt a **FOCUSSED APPROACH** to delivering the Shenkman Arts Centre Strategic Plan workplan items to 2020 to maximize the creative and diverse talents of the teams in place, and to address the dynamic changes within the City and Partners teams

Proposed Plan:

- CLT meets in Sept 2019 and April 2020 (cancel all other meetings)
- Dissolve implementation teams and reconvene on ad hoc basis around focussed projects
- For 2019 – Focus on delivery of:
 - i. 10th anniversary

- ii. marketing plan
- iii. diversity
- Assign other workplan action items to City staff to continue to progress when possible and connect with stakeholder group when required. Report to Governance Team monthly through Caroline.

The proposal was enthusiastically approved by the CLT.

4. Progress reports from Implementation Teams

Volunteer Engagement Team

- Increased community distribution of posters.
- Outreach during SACP shows using new kiosk.
- Designing a shorter survey for the public on the building and what is happening at Shenkman Arts Centre.
- Reduced the size of the manual to ensure it is user-friendly for the volunteers.

Building and Asset Development Team

- Richcraft has now been used in a cabaret seating configuration. An open house was held the week of January 21, 2019 on how it can be used. This configuration will be in place again during October-November 2019 and January-February 2020.
- Consideration for the use of 250-seats in Harold Shenkman Hall with new rate structure is part of the 2019 Budget submission for Council approval.
- Pending Council Budget approval the Capital Renewal Fund will be accessible for capital improvements in 2019.

Programming and Community Partnerships Team

- There are currently three mini libraries around the Centre which people continue to interact with.
- A proposal has been prepared for the Artist in residence program with the objective of announcing the program during the 10th anniversary.
- A schedule of those to interview for the Podcast is in progress.

Marketing and Development Team

- No new updates.

Diversity Team

- Consideration has begun of how to utilize the external signage to be more welcoming to a diverse audience.
- The primary focus remains a lunch and learn series in the Fall for internal stakeholders.

10th anniversary Team

- Block Party – Friday, June 14, from 4pm-10pm.
- 4 to 7pm will focus on family programming. 7 pm an official gathering.
- The use of the 10th anniversary logo will begin in May 2019 until June 2020.

5. Next Steps

As approved the next meeting will be in September 2019.

6. Next meeting: Date to be confirmed

7. Adjournment

The meeting was adjourned at 10:30 A.M.