

**Minutes of the OWAA Meeting  
Held on Monday Sept 15<sup>th</sup>, 2008  
Stittsville Library  
(Amendment 1)**

**Present**

Sue Perley Robertson  
Michael Van der Tol  
Bev Ashford  
Laurie Daigle  
Anita Utas  
Daniel Morales  
Tom Matthews  
Cristina Liew  
Libby St.Louis  
Judy &Phil Dana

John Madden  
Josie Braden  
Susan Bicket  
Jane Findley  
Jeanette Loh  
Bernice Wills  
Diane Dean  
Ross Connor  
Denise Noonan  
Ruth Winter

Louise Barker  
Aud Karin Sund  
Mary Ann Camps  
Ann Cross  
Ana Maria Rutenberg  
Donna Wiegand  
Sheila Turner-Whalen  
Wendy Quirt  
Rose Mocko  
Cindy Jackson

Louise Beggs

**Apologies**

Sue Flockton

Anna Funnekotter

Amy Walker

**Agenda**

See attached pdf file with these minutes.

New Members

Processing of new member applications was completed by 6.45pm

**Introduction**

Sue opened the meeting, welcomed everyone and introduced the Executive. She stated that the Executive was voted in and formed on April 28th, 2007. and gave some background to the history of the Association and the Exec, how it came to be formed following the public meeting organized by Clr Shad Qadri and the subsequent setting up of committees for various tasks.

Sue asked again for a volunteer for the Secretary position and joining the Executive She explained the meeting protocol (the Association follows Robert's Rules)- that members present motions and once 2nded, if time permits, will be opened up for member discussion or placed on the agenda for a future meeting

Special thanks were extended to

Cindy Jackson was thanked for all her hard work as first Treasurer of OWAA

Anna Funnekotter for her designs on the OWAA logo and typeface that give the Association a unique look.

Sue stated that the opening date for the owaa gallery is slated for Nov 1. Sue also stated that the GRC staff would inform the OWAA Executive of any changes to the opening date by e-mail as soon they are informed.

**Review and Acceptance of Minutes of July 14<sup>th</sup> meeting**

The minutes of the July 14<sup>th</sup> Association minutes were accepted. John explained the general process of minute distribution and amendments following a meeting.

## 1. OWAA Membership

Bev introduced the new membership form. Susan (Bicket) is collecting artist information and signed waiver forms.

Susan asked that any artist requiring special display equipment for their art to make that clear on their membership forms.

Association membership cards were made available and new members asked to complete membership forms.

Louise Barker then gave an update on the Association bylaws. The \$50 sitting deposit has been removed and other changes to the gallery sitting process are under review. Exact gallery-sitting times and dates have yet to be finalized.

Judy Dana (Gallery Sitting Chair) stated that she was working on a web-based calendar (Google) that would allow sitting duties to be setup and tracked. A number of Association members would be invited to trial the system once it was set up. John M asked if the calendar could be linked into the Associations website.

On the issue of members who miss their allotted sitting duties, Tom Mathews gave some background to the system adopted in Gananoque wherein the absent artist would have their work removed from the walls.

The issue of policing the gallery sitting and recording the number and perhaps type of people who visit the gallery was raised but not resolved.

## 2. Treasurers Report

Mike gave an update on the status of the Association funds (excludes credits from new members joining at the meeting).

### 2.1. Balance

The current balance was \$1222.13.

### 2.2. Credits

Credits of \$500 were received. This came from the City of Ottawa

### 2.3. Debits

Debits incurred were \$390 for Association liability insurance and \$31.20 for the tax

### 2.4. Closing Balance

\$1300.93

Some questions were raised about the insurance and our liability. Sue and Michael explained that the insurance requirement was imposed on the Association by the City and the \$3m level was typical. The Association had obtained the best rate through a broker recommended by the City.

Sue thanked Bernice Wills for obtaining a number of Insurance quotes.

Gerald asked about coverage for stolen paintings. The insurance does not cover stolen or damaged paintings-but that could be covered by members home insurance.

Mike brought up the issue of Directors insurance. This will have to wait until the Association By-laws are settled.

Mike also introduced the new Purchase Requisition Form for the Association. This will be used to control spending by the Association.

### 3. Publicity

Aud thanked Jane Findley and all on the Invitation Committee who had worked on the Invitation cards.

Jane then described the card, it's design and map and thanked MaryAnn Camps for her input into the design. She stated that the card only needs the confirmed opening date to be completed.

The poster, for dropping off to venues around the area, will have the same look and feel as the invitation card.

Aud then covered the dates and places where our advertisements would be placed. Aud is running a Publicity schedule spreadsheet that lists where we are placing our advertising, dates by when information should be submitted and contact details.

Likely publications to carry OWAA adverts would be The Ottawa Citizen, The Humm, 55 Plus Magazine and others.

The press release for the Nov 1 opening is complete and ready to go. The A channel and Regional Contact shows were suggested as good TV exposure.

Sue stated that we have sent e-mails asking the Councilor if the OWAA may twin but have not yet had any response. She also stated that it was not confirmed that the Mayor would be attending.

Sue mentioned that Cllr Qadri would cut a ribbon to formally open the gallery. Aud showed the artist statement binder. The cover page needs adjustment and we probably need a second binder. The binder currently holds statements from 12 Association members.

### 4. Exhibition

Josie then explained the Exhibition process.

Any Association member wishing to have their art hung on the walls must complete an "artist information" form that lists name, signature on the painting, address, phone number and painting medium and some other details.

The planned collection date for art to be hung by the Nov 1 opening is 27<sup>th</sup> Oct. Art should be brought to the GRC between 9.30am and 10.30 am on that day. Artists can bring 2 works but only one will be guaranteed to be hung. Artists are asked to bring "reasonably sized" works to maximize the overall number of works on the wall.

After a question was raised from the floor concerning people who are at work during the drop-off time period, Sue stated that she would collect any paintings that working members were not able to bring in on Oct.27th.

A glass cabinet has been obtained for 3-D work, but we need GRC approval to place it in the gallery area.

The hanging system should be in place during October but the City has to confirm the actual date.

Paintings will be hung for 2 month periods (unless sold, then they can be replaced). The hanging schedule will be published for members to see.

15% of any sales will go back to OWAA coffers.

## 5. Web site

John M gave an update on the website. Amy had placed a home page, and "About" page containing information and history of the Association, a map of where the gallery was located and a working email contact page.

The pages were posted in time for the Sept 6<sup>th</sup> information placed in the Ottawa Citizen and we had received one email asking about joining OWAA as of tonight's meeting.

Some issues (1969 date and images at the top of the pages) are artifacts of the web template and will be addressed in the near future.

The next phase of the web site is the displaying of artist's work and statements/bios. John stated that this is a lot of work and the web team needs more people with web experience and time to implement this.

There were a number of suggestions from the floor-

A number of suggestions came from the floor

- Jane Findley suggested that a family member (brother) has the experience and possibly the time to work on our site, gratis
- Phil Dana suggested that Algonquin students could be approached
- The Association could pay for professional help
- Donna Wiegand pointed out that in NFAL, the artists update their own information on the website themselves, after they were given instructions on the process.

All these suggestions would be followed up.

## 6. Exhibition

Josie showed the proposed exhibition card. There was discussion around the pre-printing or hand write the details on the cards for the works being hung.

## 7. Next Meeting

Oct 6<sup>th</sup> 6.30 pm, Stittsville Library