

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

Wednesday, October 7, 2015 | 9:30 a.m.
Conference Room, Shenkman Arts Centre

Members Present:

Caroline Obeid (Co-Chair), Victoria Steele (Co-Chair), Pierrette Boivert, Patrick Bourbonnais, Jasmine Brown, Laura Cyr, Natalie Desrochers, Jacquie Embleton, Kathi Langston, Mélanie Ouimet-Sarazin, Rosemary Swan, Robert Warren and Lianne Zitzelsberger.

Strategic Planning Project Manager:

François Lachapelle, Cultural Services

Note Taker:

Chantal Ducharme, Shenkman Arts Centre

1. Welcome

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

2. Round Table Introductions

Victoria invited Committee Members to introduce themselves, their connection to the Shenkman Arts Centre, interest in the Strategic Plan and one thing that is most exciting about the year ahead.

3. Official Opening of the Meeting

Following the round table introductions, Caroline officially opened the first meeting of the Community Consultative Group.

4. Words from the Co-Chairs

Caroline and Victoria provided a brief explanation of the following:

- Housekeeping

It was mentioned that to keep meetings on time, Committee Members should plan to arrive on time and be prepared. There were three objectives of the meeting: get to know each other, the Centre, and the Strategic Plan.

- Bilingualism

It was conveyed that Committee Members could communicate in the language of their choice; whether in English or French and to seek clarification when required.

- Communication Platform

CCG and Program Committee communications, documents, reports, etc., will be organized and distributed through Google Documents.

- Meeting Protocols

The Committee Members agreed that a consensus approach be adopted. Minutes will be shared publicly to ensure transparency. Committee Members were requested to declare a conflict of interest, if deemed necessary at the time of voting on any subject or recommendations presented for approval.

5. Brief Presentation about the Shenkman Arts Centre and Questions

Caroline briefly summarized the document "Presentation of the Centre". She then opened the floor for questions.

6. Brief Presentation of the Shenkman Arts Centre Strategic Plan and Questions

Caroline reviewed the 5 objectives of the adopted Shenkman Arts Centre Strategic Plan. She then opened the floor for questions.

7. CCG Membership – Proposal for New Members – Protocol for Nominations

Victoria indicated that the CCG was still missing one person from a neighbouring business to complete the team as prescribed in the Strategic Plan. She requested recommendations to fill this position.

Victoria then suggested, upon further reflection and feedback about the Committee composition, that two additional positions be added to the CCG, one for a community group representative and one for an ethno cultural organization representative. The CCG Members agreed.

Both Co-Chairs encouraged Committee Members to recommend individuals by e-mailing Caroline.

8. Program Committees – Nominations from the floor

Caroline presented the Co-Chairs for the Program Committees as well as the goals and objectives associated to each Program Committee.

She then requested nominations from the CCG to be on each of the four Program Committees. She indicated these members will act as liaisons between the CCG and Program Committees. It is also an opportunity to delve in deeper into the implementation of the Plan.

Volunteers came forward as follows:

Communications, Audience Development and Corporate Partnerships

Jasmine Brown, Executive Director, BIA Heart of Orléans

Lianne Zitzelsberger, Co-Owner, St. Martha's Brasserie

Programming and Community Partnerships

Pierrette Boivert, Board President, Théâtre du Village

Nadia Desrochers, Operations Coordinator, Tara Luz Danse

Kathi Langston, Artistic Director, OYPTS

Volunteer

Jacque Embleton, Shenkman Arts Centre, Stage Crew Volunteer

Building and Asset Development

Patrick Bourbonnais, Artistic Director, MIFO

Robert Warren, Shenkman Arts Centre, New Media Instructor

The Program Committees will be tasked to assemble their Committees as well as provide a draft Action Plan by January for the CCG to review. The Program Committees will receive tools and coaching so they can draft their respective Action Plans.

9. Addition of Governance and Planning Committee – Nominations from the floor

Victoria suggested the addition of a Governance and Planning Committee to address nominations, facilitate planning, prepare documents, and coordinate work of the Program Committees. The CCG agreed.

Victoria requested volunteers from the CCG to sit on the Governance and Planning Committee. She explained that this Committee will be drafting the terms of reference, code of conduct and reporting tools to be reviewed in January by the CCG.

Volunteers came forward as follows:

Governance and Planning Committee

Kathi Langston, Artistic Director, Orleans Young Players Theatre School

Caroline Obeid, Artistic Producer and Manager, Shenkman Arts Centre (Co-Chair)

Mélanie Ouimet-Sarazin, Administration Officer, Ottawa School of Art – Orléans Campus

Victoria Steele, Executive Director, AOE Arts Council (Co-Chair)

Robert Warren, Shenkman Arts Centre, Media Instructor

10. Confirm Future Meeting Dates

The Committee confirmed that the future meetings will be held on Thursdays from 9:30 a.m. to 11:30 a.m. The dates are January 21, April 7, and June 9, 2016.

Caroline asked if the three meeting objectives were achieved - to better know each other, the Centre and the Strategic Plan. Members were in agreement.

11. Next Steps

Victoria confirmed that in the next two weeks coaching and tools would be provided to the Program Committee Co-Chairs. They will be asked to meet this fall so they can develop their respective Action Plans for the next meeting of January 21, 2016.

The Co-Chairs will follow up with the Minutes of this meeting, connection to the Google Documents, an updated org chart and contact list.

The Committee was reminded that recruitment is ongoing and to send suggestions to Caroline.

12. Adjournment

Meeting was adjourned at 11:18 a.m.