

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

Thursday, January 21, 2016 | 9:30 a.m.
Ottawa-Citizen Dance Studio, Shenkman Arts Centre

CCG Members Present:

Caroline Obeid (Co-Chair), Victoria Steele (Co-Chair), Patrick Bourbonnais, Jasmine Brown, Laura Cyr, Nadia Desrochers, Jacquie Embleton, Jahn Fawcett, Alexis Hebert, Luc Ouelette, Mélanie Ouimet-Sarazin, Yasmina Proveyer, Wendy Snyder, Robert Warren and Lianne Zitzelsberger.

Regrets:

Pierrette Boivert, Kathi Langston, Rosemary Swan (Wendy Snyder attended in her place)

Program Committee Co-Chairs Present:

Barb Brunzell, Domenic Di Loreto, Joëlle Drouin, Jahn Fawcett, Sylvie-Anne Groulx, Jolynn Sommerville

Regrets :

Craig Dikken, Virginie Thouroude

Strategic Planning Project Manager:

François Lachapelle

Note Taker:

Chantal Ducharme

1. Welcome

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

2. Introductions

Victoria welcomed 3 new CCG members: Alexis Hebert, Luc Ouellete, and Yasmina Proveyer. She also noted the attendance of the Program Committee Co-Chairs. Victoria invited everyone to introduce themselves, their interest and connection to the Shenkman Arts Centre.

3. Official Opening of the Meeting

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

a. Approval of Minutes

Notes 1 of October 7, 2015, were approved as presented.

b. Approval of Agenda

Agenda 2 of January 21, 2016, was approved as presented.

c. Other Business

No items were added.

4. Words from the Co-Chairs

Caroline sought confirmation that members can access Google Docs since documents are being organized and distributed through Google Docs.

Jacquie inquired if members had “editing” access or simply read only. Caroline to confirm, but access to both reading and editing should be available on collaborative working documents and read-only on final documents.

5. Ratify New CCG Members

Victoria advised that the Governance and Planning Program Committee had been successful in recruiting 3 new members and invited them to provide their background.

- Alexis Hebert, Lawyer with Dust Evans Grandmaître
- Yasmina Proveyer, Artistic Manager, MDA Productions promoting multicultural artists.
- Luc Ouellette, Executive Director, Orléans-Cumberland Community Resource Centre.

The Committee approved the ratification of adding these three members to the Community Consultative Group.

Victoria encouraged the new members to review the various Committee mandates and if interested in joining one, to advise one of the respective Program Committee Co-Chairs.

6. Review/Approve Terms of Reference

Caroline and Victoria briefly reviewed the Terms of Reference.

Following the briefing, Patrick questioned whether it was too early to adopt these Terms of Reference as it indicates that the Program Committees are to implement the plans, and without the plans outlined it is difficult to understand the scope of this.

Victoria addressed the concerns regarding the work required of each Program Committee. She then recommended that the Committee adopt the Terms of Reference in principle so that there are some expectations of how we are all to work together and review them at a later date when more concrete plans are in place.

Laura requested that Terms of Reference be labelled as 'preliminary' and recommended that statements about diversity be included.

Domenic pointed out that the Terms of Reference state that Program Committees are to be co-chaired between a Resident Arts Partner and the City. For two Program Committees this is not the case and wording should be revised.

The Committee concurred that the Terms of Reference be relabelled as 'preliminary' and be reviewed at the meeting of June 9, 2016.

7. Code of Conduct

Caroline briefly summarized the Code of Conduct document.

Laura made the recommendation to include values of diversity.

Following discussion, the Committee agreed to adopt the Code of Conduct in principle, and to review at the September meeting (still to be scheduled).

8. Program Committees – Action Plans

Victoria opened the floor for the Action Plan presentations from each Program Committee.

Building and Asset Development Program Committee

Jahn provided an overview of the 7 objectives of the Building and Asset Development Program Committee Action Plan. He stated the plan is still in development and that it looks like the first year will entail a lot of research.

Luc expressed interest and support from the local community and surrounding businesses as he explained that many of his clients encounter the same access issues.

Wendy inquired if You Tube videos had been considered for directional support. She suggested that a video camera such as a GoPro could be navigated around the building to show the different areas within the Centre.

The CCG received the Building and Asset Development Program Committee Action Plan, as presented with recommendations.

Volunteer Program Committee

Domenic gave a brief summary of the Volunteer Program Committee Action Plan which contains one objective with 7 action items. He indicated that the main goal was to create a Volunteer Ambassador Program.

The Committee recommended:

- Review of current volunteer demographics and skill sets
- Consider diversity in recruitment
- Consider a Youth program in parallel with the Ambassador Program

François brought forward that the feedback throughout the consultation process was that more volunteer support is needed. He suggested that the Volunteer Program Committee review the needs of the other Program Committees.

The CCG received the Volunteer Program Committee Action Plan, as presented with recommendations.

Communications, Audience Development and Corporate Partnerships Program Committee

Barb and Joëlle provided an overview of the Action Plans from their 4 sub-committees; Analytics, Internal Communications and Partnerships, Marketing, and Sponsorships.

They stated there is a lot of research and inventory of what's going on in the first year of the Plan.

They conveyed concern around resources and looked for direction to prioritize. Victoria provided an Action priority Matrix to assist the Committees.

Caroline inquired as to the definition of 'internal'. Victoria recommended it be aligned with 'Centre'.

Jacque stressed that the ARTicipate program is an existing funding program that benefits the 'Centre', and the Program Committee should start there. Patrick suggested that an inventory of the Resident Arts Partners' current sponsorships and their associated successes be created.

The CCG received the Communications, Audience Development and Corporate Partnerships Program Committee Action Plan, as presented with recommendations.

Programming and Community Partnerships Program Committee

Jolynn and Sylvie-Anne advised that they have a very big Committee and their first meeting was about establishing relationships.

Their next meeting is in January to develop the Action Plan. They explained that they will utilize a strategy to split up the large group to work in teams to get closer to addressing the various objectives, and ensure members get to work in the language of their choice.

They will be reminding the Committee members to focus on the 'Centre' and not individual interests.

The CCG received the Programming and Community Partnerships Program Committee report, as presented.

François encouraged the Program Committees to consider their needs for resources for each project and communicate this to the Volunteer Program Committee.

Victoria thanked the Co-Chairs for their presentations and the Committees for all the good work thus far. She also strongly encouraged CCG members to provide any additional feedback/ ideas/connections to the Program Committee Co-Chairs by email following the meeting.

9. Confirm Future Meeting Dates

Caroline confirmed the next meeting of April 7, 2016.

The expectations are that the CCG will be reviewing the Program Committees 18 month workplans.

A process is to be considered to review any overlaps/synergies between Committees

The question of resources – human and financial will be reviewed at this meeting.

The beginning of an Annual Report will be discussed

Self-evaluation through a composition chart documenting competencies and connections will be conducted.

10. Next Steps

Circulate the 18-month workplan template to the Program Committees

Prior to the next meeting, the Governance and Planning Committee will suggest the way the Program Committees could work together.

11. Adjournment

Meeting was adjourned at 11:55 a.m.