

THE NIAGARA PUMPHOUSE ARTS CENTRE

ANNUAL GENERAL MEETING MINUTES-November 28, 2021 at 3 pm

Virtual Meeting on ZOOM due to COVID-19 Restrictions

Board members present:

Lise Andreana – Chair; Fundraising/Sponsorships

Ron Ferguson - Treasurer

Gwen Laing - Secretary

Mark Skeffington-Exhibits Chair

Judy Thornton-Member-at-large/Co-Treasurer

Rima Boles-Director

Wendy Cheropita-ex-officio Town Representative

1. Call to Order

Guests and members were welcomed to the 28th Annual General Meeting by the Pumphouse Chair, Lise Andreana, who called the meeting to order at 3:01 pm on Zoom. Due to the COVID-19 Pandemic, we felt it was important to ensure the health & safety of our Board, staff and members and therefore we are not meeting in person this year.

Rima Boles, the Pumphouse Director, explained the Virtual meeting process on Zoom regarding muting of members' microphones and videos during the meeting, and how to use the chat box for questions and comments. She described how the polling (voting) on Motions would take place.

The secretary, Gwen Laing confirmed that there were 15 members present (including Board) and 12 proxy votes for a total of 27. This number confirms a quorum according to our constitution.

Online Attendees were: L. Andreana, M. Skeffington, J. Thornton, W. Cheropita, S. Nass-Misiak, G. Laing, R. Ferguson, V. Wisdom, A. Medina, B. Blyth, G. Kerr, S. Kitchen, S. Holly, D. Antscherl, D. Alexandre. (B. Disero, R. Boles non-voting)

Proxies were: A. Fernandez, G. Kowalchuk, P. Knipe, S. Ashukian, A. Moxam, J. Kane, S. Oatley, J. Eppler, S. Moorhead, D. Combe, B. Groberman, M. Louko.

2. Approval of Minutes of the last Annual General Meeting Nov. 12, 2020 (These minutes were included in our Annual Report which was emailed to all members and currently posted on our website.)

Motion:" the minutes of the last Annual General Meeting be accepted as written".

Made by David Antscherl, Seconded by Gail Kerr. No discussion. **APPROVED.**

3. Motion: "To Approve the Niagara Pumphouse Arts Centre 2021 Constitution and By-Laws." (Previously discussed and approved at a Special Members' Mtg. Sept. 26,21) Made by Mark Skeffington, Seconded by Wendy Cheropita. No discussion. **APPROVED.**

4. Board Chair's Letter: Lise Andreana

Dear Friends:

These past five years as your Chair I have found successful ventures are built around great teams, and the success of Niagara Pumphouse Arts Centre is no different. Each member of the team brings their unique talent, experience, and relationships which allowed us to pull through what was most certainly a difficult year for many. We bade sad farewell to a few cherished friends, and welcomed new friends in equal measure. With diminished funding from the private sector, we are grateful for the government support which allowed us to keep our doors open, both real and virtual, allowing us to complete renovations, and offer new programs.

This is the year we realized the fulfillment of two treasured goals:

- Provide a place for artistic expression to youth and elderly in our community who struggle with financial, physical, or mental challenges, and
- The formation of the NOTL Arts Collective- begins a new chapter in our commitment to act as advocate for artists, curators, and galleries in Niagara-on-the-Lake.

Thank you to all who freely give of their time and/or financial resources to move The Niagara Pumphouse Arts Centre towards its' vision as the art hub that connects our community by providing ART FOR ALL. Please join us to begin or expand your creative journey.

We are very proud of what we have accomplished over the years. To paraphrase Diane Debenham, Chair of The Niagara Pumphouse between 1994-1997, we saw 750 visitors. Fast forward to 2019-2021-We are really amazed. Over the last three years we have had more than 37,000 participants, showing that an art centre plays a valuable role in our community.

WE HOPE YOU AGREE.

5. Director's Report: Rima Boles-highlights

- 2021 was closed ½ year due to COVID restrictions., classes at ½ capacity-Virtual programs developed.
- demands were doubled due to community need for respite. Youth and senior programs valuable.
- website redesigned to be user friendly ...20% increase of visitors to website.
- 5 hepa air filtration units and hand sanitizers obtained.
- Thanks to Gail Kerr for talented management of kitchen and bathroom renos.

- Grateful for community and government support of programs and increased participation.
- Increased development of cultural tourism-art exhibitions well received and sales increased.
- Development of Arts Collective to support local artists, galleries. Exhibition Dec. 14-Feb. 6 at Pumphouse.
- Thank you to many dedicated volunteers for contributing to successful year.
- Testimonial received: “ The Pumphouse was a saving grace that lifted me out of those times of dread. When there was so much anxiety and apprehension looming over, it was nice to know there was a place I could turn to that lifted my spirits and helped me find my creativity. It has morphed into something I use every day for my mental health and wellness. I am so very grateful for the Pumphouse and all that it is doing in the community.”
- 2022 Goals: rebuilding with COVID specific strategic plan to meet future needs and applying to OTF for their assistance.

6. Treasurer’s Report: Ron Ferguson and Judy Thornton (Presenter)

	2021	2020
ASSETS		
CURRENT		
Cash (Note 8)	\$ 190,939	\$ 60,273
Cash externally restricted	52,343	19,676
Accounts receivable	13,906	26,754
Harmonized sales tax recoverable	4,544	3,252
Prepaid expenses	3,736	2,745
	<u>265,468</u>	112,700
CAPITAL ASSETS (Note 3)	142,250	150,902
LONG TERM INVESTMENTS (Note 4)	53,053	52,736
	<u>\$ 460,771</u>	<u>\$ 316,338</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 14,758	\$ 5,132
Employee deductions payable	5,575	2,456
Deferred income (Note 5)	3,226	3,188
Externally restricted donations	52,343	19,676
	<u>75,902</u>	30,452
CEBA LOAN (Note 6)	60,000	40,000
	<u>135,902</u>	70,452
NET ASSETS		
GENERAL FUND	77,552	94,984
INVESTMENT IN CAPITAL ASSETS	142,317	150,902
RESERVE AND CONTINGENCY FUNDS (Note 7)	105,000	-
	<u>324,869</u>	245,886
	<u>\$ 460,771</u>	<u>\$ 316,338</u>

	2021	%	2020	%
REVENUES				
Grant revenue	\$ 188,620	66.8	\$ 27,219	18.0
Adult programme	30,155	10.7	37,779	25.0
Youth programme	15,303	5.4	11,993	7.9
Donations	14,452	5.1	30,740	20.3
Exhibits	11,679	4.1	4,502	3.0
Membership fees	9,105	3.2	8,395	5.6
Fundraising events	7,529	2.7	23,252	15.4
Rental fees	4,640	1.6	5,188	3.4
Investments	1,007	0.4	2,049	1.4
	282,490	100.0	151,117	100.0
EXPENSES				
Wages and benefits	104,568	37.0	57,952	38.3
Office administration	19,261	6.8	11,063	7.3
Adult programme	17,579	6.2	18,047	11.9
Cleaning and maintenance	13,385	4.7	3,852	2.5
Professional fees	12,119	4.3	3,631	2.4
Utilities	9,013	3.2	10,023	6.6
Bank charges	4,299	1.5	3,849	2.5
Youth programme	4,032	1.4	2,479	1.6
Advertising and promotion	3,401	1.2	6,742	4.5
Insurance	3,179	1.1	2,247	1.5
Art sales	2,564	0.9	1,751	1.2
Fundraising	1,041	0.4	10,313	6.8
Memberships and volunteers	281	0.1	209	0.1
Scholarship awards	200	0.1	200	0.1
Grant and sponsorship	-	-	2,234	1.5
Renovations	-	-	4,339	2.9
	194,922	68.9	138,931	91.7
EXCESS OF REVENUES OVER EXPENSES	\$ 87,568	31.1	\$ 12,186	8.3

Motion: “ To Accept The Niagara Pumphouse Arts Centre Treasurer’s Report as written.” Made by Judy Thornton, Seconded by Wendy Cheropita. No Discussion. **APPROVED.**

Motion: “ To appoint Bridgman & Durksen as our external Accountants for review and prepare our financial statements for the fiscal year ending August 31, 2022.” Made by Judy Thornton, Seconded by Deedee Alexandre. No discussion. **APPROVED.**

7. Proposed Budgets: 2021/22: Lise Andreana

Due to COVID-19, we found it necessary to provide 2 possible budgets for the coming year. Budget “A” indicates results if no OTF Operating Grant is received.

Budget “B” assumes the OTF Operating Grant is received, and includes expenses for Consultants to manage Strategic Plan and Fundraising.

Budget 2021/22 AGM A			
Description	Revenue	Expense	Net Revenue/ Expense
Adult Programs/Workshops V	37,000.00	35,000.00	2,000.00
Youth Programs/Camp	18,750.00	4,250.00	14,500.00
Exhibits **	7,800.00	3,200.00	4,600.00
Special Events	20,000.00	5,800.00	14,200.00
Grant/Sponsorship	129,500.00	0.00	129,500.00
Marketing/Communication		2,500.00	-2,500.00
Membership / Volunteers	8,395.00	750.00	7,645.00
Rentals	4,800.00		4,800.00
Scholarship Award		200.00	-200.00
Donation Revenue	15,000.00	0.00	15,000.00
Investment Revenue	350.00	0.00	350.00
Utilities		13,035.00	-13,035.00
Renovation Expenses		0.00	0.00
Cleaning/Repair		14,000.00	-14,000.00
Bank Charges/POS Fees		7,250.00	-7,250.00
Professional Fees F		3,700.00	-3,700.00
Insurance F		3,200.00	-3,200.00
Office Administration F		17,050.00	-17,050.00
Payroll F		169,435.00	-169,435.00
	241,595.00	279,370.00	-37,775.00

Budget 2021/22 AGM B			
Description	Revenue	Expense	Net Revenue/Expense
Adult Programs/Workshops V	37,000.00	35,000.00	2,000.00
Youth Programs/Camp	18,750.00	4,250.00	14,500.00
Exhibits **	7,800.00	3,200.00	4,600.00
Special Events	20,000.00	5,800.00	14,200.00
Grant/Sponsorship	229,500.00	70,000.00	159,500.00
Marketing/Communication		2,500.00	-2,500.00
Membership / Volunteers	8,395.00	750.00	7,645.00
Rentals	4,800.00		4,800.00
Scholarship Award		200.00	-200.00
Donation Revenue	15,000.00	0.00	15,000.00
Investment Revenue	350.00	0.00	350.00
Utilities		13,035.00	-13,035.00
Renovation Expenses		0.00	0.00
Cleaning/Repair		14,000.00	-14,000.00
Bank Charges/POS Fees		7,250.00	-7,250.00
Professional Fees F		3,700.00	-3,700.00
Insurance F		3,200.00	-3,200.00
Office Administration F		17,050.00	-17,050.00
Payroll F		169,435.00	-169,435.00
	341,595.00	349,370.00	-7,775.00

Motion by Lise Andreana: “to accept Proposed Budget A, to be replaced by Proposed Budget B, if the Ontario Trillium Foundation Resiliency Grant is received. “ Seconded by Sandra Nass-Misiak.

Discussion question from Susan Kitchen: “If the grant is not awarded on December 8 or is less than you expect, is the plan to adjust programs and not do things, or take the funds out of the contingency from 2021-net surplus ?

Answered by Lise Andreana: “ If we are not awarded the grant, the scope of the work will be reduced to fit Budget A. We will proceed with the Strategic Plan, but without the assistance of a professional to guide us.”

NO OTHER QUESTIONS. VOTE TAKEN-MOTION APPROVED.

8. Questions/Comments:

- i) Susan Kitchen: Are there any plans to work with Canada Games 2022 next summer?

Rima—Yes. There will be an event in Simcoe Park for community groups. May include Plein Air painting, local artists exhibits, possibly at winery. Planning in new year.

- ii) Betty Disero: Congratulations Niagara Pumphouse ! You are doing an amazing job. Have a wonderful Sunday. (Thank you for your support Lord Mayor.)
- iii) Gail Kerr: Are we looking to secure a handicap parking space at the Pumphouse?

Lise—Yes. Currently in discussion with CAO Marnie Cluckie. Our parking lot is small and we are not mandated to have a handicap space, but we feel it is necessary to be accessible to all visitors and volunteers. We are working with The Town, the Town has agreed to include the Pumphouse building and grounds in the accessibility audit scheduled for January.

- iv) David Antscherl: Thanks to the Board and Staff for a very successful year under difficult circumstances. (Thank you for your comment and support David)

RIMA : All of the Reports will now be accepted as written into our Annual Report 2021

9. Election of Board Members for 2021-22:

According to our Constitution, our current Board consists of 6 members plus our Town Representative, for a total of 7 members.

Returning Board Members:

- Lise Andreana, Chair
- Patti Knipe, Member-at-Large
- Wendy Cheropita (ex-officio Town Rep)

Re-election of Current Board member for the following term:

- Mark Skeffington, Exhibits Chair (3 years)

Election of Members to Board of Directors for the following term:

- Judy Thornton, Treasurer (3 Years)
- Sandra Nass-Misiak, Member-at-Large (3 years)

Motion by Rima Boles: “ To accept current Board members, and those for reelection and election to the Board of Directors of the Niagara Pumphouse Arts Centre.” Seconded by Gail Kerr. No discussion. **APPROVED.**

10. Closing of the Meeting-any further business ?

There was no further business to discuss.

-Lise thanked all Board members, members and volunteers for their support and hard work in 2021. Thanks to retiring Board members Ron Ferguson and Gwen Laing.

-Position of Secretary is available: Please consider joining the Board and let us know if interested. Until this position is filled, Board members will be acting secretary on a rotating basis.

-Art Sale: Thanks to all for generously donating over 300 pieces of art –on sale Dec. 2-4. Proceeds towards children and senior programs. Vernissage for members Dec. 1.

MOTION TO ADJOURN THE NIAGARA PUMPHOUSE ARTS CENTRE 2021 AGM—

Made by Lise Andreana, Seconded by Wendy Cheropita. No discussion. APPROVED at 3:43 pm

Thanks to all for your support and for attending our Virtual AGM.

Reported by Gwen Laing, Secretary

Niagara Pumphouse Arts Centre