

THE NIAGARA PUMPHOUSE ARTS CENTRE

DRAFT ANNUAL GENERAL MEETING MINUTES-November 26, 2023, at 3 pm

Virtual Meeting on ZOOM

Board members present:

Lise Andreana – Chair & Treasurer

Marina Glencross – Secretary

Sandra Nass-Misiak – Exhibits Chair

Sandra O'Connor – Town Representative

Patti Knipe – Member-at-Large

Clare Cameron – Member-at-Large

Rima Boles – Director

1. Call to Order

Guests and members were welcomed to the 30th Annual General Meeting by the director, Rima Boles, who called the meeting to order at 3:05 pm on Zoom.

Rima Boles, the Pumphouse Director, explained the Virtual meeting process on Zoom regarding the 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, Marina Glencross confirmed that there were 14 members present (including the Board) and 9 proxy votes for a total of 23. This number confirms a quorum according to our constitution.

Online Attendees were: Lise Andreana, Marina Glencross, Joanne Morandin, Vika Goodale, Dorothy Soo-Wiens, Neil Chartrand, Sandra O'Connor, Sandra Nass-Misiak, Lynn Weiner, Sherron Moorhead, Patti Knipe, Clare Cameron, Gail Kerr, Julie Clark (R. Boles non-voting)

Proxies were: Geoffrey Joyner, Lorraine Joyner, Jodi Eppler, Aimee Medina, Francie McGlynn, Marilyn Cochrane, Kristen Palmer, Sandra Stokes, and Mark Skeffington.

2. Approval of Minutes of the last Annual General Meeting Nov. 20, 2022 (These minutes were included in our Annual Report and posted on our website).

Motion: "The minutes of the last Annual General Meeting be accepted as written".
Made by Lise Andreana Seconded by Sandra Nass-Misiak. No discussion. **APPROVED.**

3. Board Chair's Letter: Lise Andreana

- Lise reviewed highlights from the letter that's listed at the end of the presentation:

2023 was one of growth and transition, in-person activities and programs brought a return to historic levels. The Niagara Pumphouse Arts Centre has earned its reputation as the trusted “Hub” for visual arts in Niagara-on-the-Lake, bringing programs, exhibits, and events to residents and visitors alike.

We have made extraordinary progress this year, and I am grateful to every team member for their energy, commitment, and consistency in driving our business forward.

Many thanks to our hardworking staff, Board, and volunteers who make Art 4 All possible. We could not do it without you!

We will miss our retiring Board members Mark Skeffington and Patti Knipe.

We welcome, our new slate of Board candidates; **Neil Chartrand**, Treasurer, **Joanne Morandin**, Special Events, **Vika Goodale**, Fundraising and **Dorothy Wiens**, Member at Large, they are sure to impress, as each has proven their value as volunteers over the past 6 months. We are excited about what the new year will bring.

Thank you for attending this afternoon’s AGM and thank you for supporting the NPAC.

4. Director’s Report: Rima Boles-highlights

Discussed overview of 2022/2023 with special thanks to the staff, members, volunteers, and board members.

- There were 14 Exhibits in the past year with 3,520 gallery visitors. Special thanks to Lorraine and Geoffrey Joyner for sponsorship and the naming of the gallery.
- NOTL Arts Collective – 26 members collaboratively working together with the community to present ongoing shows at Chateau des Charmes and a group exhibit in the new year.
- Programs – 94 programs, mostly in-studio with 609 students in attendance.
- Reviewed Strategic Plan with the Vision of being the Visual Arts leader in Niagara-on-the-Lake, Niagara Region within a 100 km radius. Key initiatives and progress are highlighted based on the four pillars as noted below:
 - **Build Value** – Event Value Analysis strategic decision to focus on 3 signature events: Art at the Pumphouse, Moonlight Picnic, and The Holiday Market with nearly 7,000 attendees. Additional Community Events included Doors Open, Artistry by the Lake, Shaw Guild, Holiday House Tour, and the Peach Festival with 2075 participants.

Awarded the Ontario Trillium Foundation Capital Grant of \$75,700 to fulfill the goal of enhancing accessibility and lighting for our outdoor space.

- **Increase Engagement** - achieved across crucial channels through social media and print media.
- **Increase Efficiencies** – created and implemented an online volunteer portal.
- **Grow Partnerships** – continued Healing Arts for Kids program thanks to Niagara-on-the-Lake Rotary and Niagara Community Foundation and the Family Friendly Art Studio thanks to our program sponsor, Ontario Power Generation.
- Community Partners - STAY NOTL - Map Cover Competition, NOTL Hydro - Hydro Box Beautification Competition, Newark Neighbours - mural, Virgil Mural Project.
- Reviewed the revenue source's visual summary of the past year with heavy reliance on grants.

5. Treasurer's Report: Lise Andreana

Revenue Sources

The Financial Report was prepared by Bridgman & Durksen

Due to a lack of time to complete a final report, the version presented is a DRAFT.

According to ARTICLE 7 b) in Niagara Pumphouse Arts Centre Constitution,

If a final financial report from the accounting firm is not available, and if, when available the financial position and operating results reported therein are significantly different from those presented at the Annual General Meeting and are accepted by the Board of Directors, a Special Membership Meeting will be called, at which the report from the accounting firm will be presented and discussed.

2022-2023 year-end comparison

- After making adjustments for Exhibits reporting, the year-over-year expenses increased by 13%, with the largest % increases occurring in:
 - Advertising + 53%- a calculated strategy to increase public awareness.
 - Operating expenses - Office Admin & utilities increased by 26% & 22%.
 - Wages increased by 11% are a reflection of increased staffing supported by grants.

We ended the year with a small surplus. A significant success given the budget projection for the year forecast a \$28,500 deficit. With earned revenue from programs, special events show recovery from COVID lows.

Motion: “To Accept the Niagara Pumphouse Arts Centre Financial Report as written.” Made by Lise Andreana. Seconded by Clare Cameron.

Question regarding the increase in gallery expenses being higher than the previous year. Lise explained that the gallery reception sales were being recorded as a net amount in previous years whereas this past year the gross sales were recorded with commission paid to the artists as expenses. **APPROVED.**

Motion: “To appoint Bridgman & Durksen as our external Accountants for review and prepare our financial statements for the fiscal year ending August 31, 2024.” Made by Lise Andreana. Seconded by Patti Knipe. No discussion. **APPROVED.**

6. Proposed Budgets: 2023/24: Lise Andreana

- For the upcoming fiscal year, the Board has weighed the options, and decided the best use of retained earnings is to invest in future growth. The result is an expected deficit for 2024.
- Special events expected to grow to 17%
- Youth programs 10% / adult programs 12%
- Upcoming fiscal year – significant retained earnings, best is to invest in future growth.
- With proper management the hope is this investment in our future will lead to increased programs, expanded hours and self-sufficiency over time.

Categories / Line Items	Budget Fiscal 2023/ 2024			
	REVENUE	Earned Revenue	Expense	Net
Adult Programs/Workshops	\$ 52,548.00	\$ 29,000.00	\$ 23,548.00	
Youth Programs/Camp	\$ 43,350.00	\$ 4,000.00	\$ 39,350.00	
Gallery Reception Sales	\$ 35,500.00	\$ 29,000.00	\$ 6,500.00	
Special Events	\$ 73,000.00	\$ 24,700.00	\$ 48,300.00	
Membership / Volunteers	\$ 10,000.00	\$ 1,000.00	\$ 9,000.00	
Rentals	\$ 5,000.00	\$ -	\$ 5,000.00	
Scholarship Award	\$ 400.00	\$ 600.00	\$ 200.00	
Donation(s)	\$ 12,000.00	\$ 1,200.00	\$ 10,800.00	
Investment Revenue	\$ 10,800.00	\$ -	\$ 10,800.00	
Grant/Sponsorship	\$ 186,700.00	\$ 108,700.00	\$ 78,000.00	
Earned REVENUE/EXPENSE	\$ 429,298.00	\$ 198,200.00	\$ 231,098.00	
OPERATING EXPENSES				
Marketing/Communication		\$ 2,000.00	\$ 2,000.00	
Utilities		\$ 13,125.00	\$ 13,125.00	
Cleaning/Repair		\$ 10,820.25	\$ 10,820.25	
Bank Charges/POS Fees		\$ 6,500.00	\$ 6,500.00	
Professional Fees F		\$ 13,000.00	\$ 13,000.00	
Insurance F		\$ 4,000.00	\$ 4,000.00	
Office Administration F		\$ 17,000.00	\$ 17,000.00	
Payroll		\$ 187,789.56	\$ 187,789.56	
totals Operating Expenses		\$ 254,234.81		
Surplus/ Deficit			-\$ 23,136.81	

Motion: “To Accept the Niagara Pumphouse Arts Centre Budget for 2023/2024 as written.” Made by Lise Andreana, Seconded by Clare Cameron.

Question about grants at 43% - Does a decreased grant budget mean fewer grants will be applied for? Answer: No, rather the % decrease in grants reflects expected higher revenue from exhibits, events and programs, with expected total revenue projected at \$429,000 to grow to pre-COVID levels. **APPROVED.**

7. Questions/Comments:

- i) Rima asked if there were any questions. No Questions put forward.

RIMA : All of the Reports will now be accepted as written into our Annual Report 2023

8. Election of Board Members for 2023-24:

According to our Constitution, our current Board shall have the authority to add or shrink the number of board members as required with the addition of our Town Representative.

Returning Board Members:

- Lise Andreana, Chair
- Marina Glencross, Secretary
- Sandra Nass-Misiak, Exhibits
- Clare Cameron, Member-at-Large

-Sandra O'Connor, Member-at-Large

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

- Neil Chartrand, Treasurer (3 years)
- Joanne Morandin, Events (3 years)
- Vika Goodale, Fundraising (3 years)
- Dorothy Soo-Wiens, Member-at-Large (3 years)

Thank you to retiring Board Members:

- Patti Knipe – Volunteer Chair
- Mark Skeffington – Exhibits Chair

Motion by Lise Andreana: “To accept current Board Members and those for reelection and election to the Board of Directors of the Niagara Pumphouse Arts Centre.” Seconded by Patti Knipe. No discussion. **APPROVED.**

9. Closing of the Meeting - any further business?

There were no further questions or further business to discuss.

- Rima thanked all Board members, staff, members and volunteers for their support and hard work in 2023.
- Holiday Market: December 1 to 10. Everything is looking festive and hope to see you there.

MOTION TO ADJOURN THE NIAGARA PUMPHOUSE ARTS CENTRE AGM—Made by Sandra Nass-Misiak, Seconded by Dorothy Soo-Wiens. No discussion. **APPROVED** at 3:46 pm

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

Reported by Marina Glencross, Secretary

Niagara Pumphouse Arts Centre

(Annual Report and Proxies attached)