

MEETING AGENDA



MEETING **Cultural Advisory Committee**

DATE September 14, 2011

LOCATION City Hall Meeting Room D

TIME 5:30 pm-7:00 pm

CHAIR TBD

AGENDA ITEMS

ITEM #	DESCRIPTION
1	Welcome and introductions
2	Arts, Culture & Entertainment Department Overview
3	Cultural Advisory Committee Handbook review
4	Election of Chair
5	Meeting Schedule discussion
6	Draft work plan review and discussion
7	Naming Committee appointment
8	Public Art Committee discussion
9	Other Business
10	Adjournment

MEETING MINUTES



MEETING **Cultural Advisory Committee**

DATE September 12, 2011

LOCATION City Hall Meeting Room D

TIME 5:30 pm

PRESENT Cathy Alexander, Lynn Broughton, Ron East, Reinhard Kypke, Greg Pinks, Anu Saxena, Elsa Stolfi, Sally Wismer, Colleen Clack (Interim Executive Director, Community & Social Services), Astero Kalogeropoulos (Arts & Culture Program Officer) – recording minutes

REGRETS Nancy Sullivan

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>Welcome and introductions</p> <ul style="list-style-type: none"> Colleen Clack and Astero Kalogeropoulos welcomed everyone to the first Cultural Advisory Committee meeting and congratulated members on their appointment.
2	<p>Arts, Culture & Entertainment Department Overview</p> <ul style="list-style-type: none"> Colleen Clack provided the Committee with an overview of the department’s functional areas.
3	<p>Cultural Advisory Committee Handbook review</p> <ul style="list-style-type: none"> Astero Kalogeropoulos provided an overview of the Committee’s roles and responsibilities and reviewed the policies and resources in the handbook.
4	<p>Election of Chair</p> <ul style="list-style-type: none"> Astero Kalogeropoulos called for nominations for the position of Chair of the Cultural Advisory Committee. <p>Moved by Elsa Stolfi, seconded by Lynn Broughton and accepted by Greg Pinks,</p> <p>“THAT Greg Pinks be nominated to serve as Chair of the Cultural Advisory Committee for the current one-year term.”</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> Greg Pinks thanked members for the nomination and asked for nominations for a Vice-Chair to carry out the role of Chair in his absence. The Committee deferred the nomination of Vice-Chair to the October meeting.
5	<p>Meeting Schedule discussion</p> <ul style="list-style-type: none"> It was agreed that evening meetings, an hour and a half in duration, at City Hall

	<p>worked best for the majority of members.</p> <ul style="list-style-type: none"> • A regular meeting schedule will be discussed at the October meeting, once Committee members have had an opportunity to review the work plan. • Astero Kalogeropoulos will survey members' availability to determine the best date and time of the October meeting.
6	<p>Draft work plan review and discussion</p> <ul style="list-style-type: none"> • Astero Kalogeropoulos reviewed the action items included in the draft work plan and discussed how they relate to departmental priorities. • Greg Pinks will contact Committee members prior to the October meeting to discuss personal goals and areas of interest. • Committee members were asked to review the handbook to familiarize themselves with the background materials provided. • Possible changes to the work plan will be made at the October meeting.
7	<p>Naming Committee appointment</p> <ul style="list-style-type: none"> • Colleen Clack explained the role of the City's Naming Committee. She requested that representative to the Naming Committee from the Cultural Advisory Committee be appointed. • Anu Saxena was appointed as the Cultural Advisory Committee representative.
8	<p>Public Art Committee discussion</p> <ul style="list-style-type: none"> • Astero Kalogeropoulos explained the role of the Public Art Committee (PAC) as outlined in the City's Public Art Policy. The PAC will be a standing committee of the Cultural Advisory Committee. • Appointments to the PAC and suggestions of additional members were deferred to the October meeting.
9	<p>Other Business</p> <ul style="list-style-type: none"> • There was no other business.
10	<p>Next Meeting - TBD</p>

MEETING AGENDA



MEETING **Cultural Advisory Committee**

DATE October 11, 2011

LOCATION City Hall Meeting Room A

TIME 5:00 pm-6:30 pm

CHAIR Greg Pinks

AGENDA ITEMS

ITEM #	DESCRIPTION
1	Welcome
2	Declaration of Conflict of Interest
3	Approval of Minutes of the September 14, 2011 Meeting
4	Matters Arising from the Minutes
5	Approval of Meeting Schedule
6	Approval of Work Plan
7	Public Art Committee
8	Other Business
9	Adjournment

MEETING MINUTES



MEETING **Cultural Advisory Committee**

DATE October 11, 2011

LOCATION City Hall Meeting Room A
TIME 5:00 PM

PRESENT Greg Pinks – Chair, Cathy Alexander, Lynn Broughton, Ron East, Reinhard Kypke, Anu Saxena, Elsa Stolfi, Sally Wismer
Astero Kalogeropoulos (Arts & Culture Program Officer),
Stephanie Wesley Recording secretary

REGRETS Nancy Sullivan

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Welcome
2	Declaration of Conflict of Interest Astero explained declaring a conflict of interest. No conflicts were declared.
3	Approval of Minutes Moved by Sally Wismer, seconded by Ron East “THAT the minutes of the September 14, 2011 Cultural Advisory Committee, be approved as circulated.” Carried.
4	Matters Arising from the Minutes Astero advised that she had spoken with Nancy about being the Vice Chair. Nancy replied that would be willing to sit as vice chair. It was put to the group if anyone else was interested in sitting as the vice chair. Moved by Sally Wismer, seconded by Anu Saxena; “THAT Nancy Sullivan is elected as vice-chair person of the Cultural Advisory Committee, for the current one-year term.” CARRIED.
5	Approval of Meeting Schedule The proposed meeting schedule being held 2 nd Tuesday of each month, for 1 ½ hours, time being 5 - 6:30PM. All were in agreement with the meeting schedule. It was suggested to re-evaluate the schedule in the new year. Astero will advise the Clerk’s department to put the dates on the City’s calendar as well agendas and minutes. A social for the December 13, 2011 meeting was suggested. Location to be confirmed at the November meeting.

6	<p>Approval of Work Plan The Committee reviewed the work plan. It was agreed that the plan should be viewed as a working document and that additional items may be added to reflect City/department/community priorities.</p> <p>Moved by Lynn Broughton, seconded by Ron East, “THAT the work plan as presented be a working document that is subject to change, be accepted.” CARRIED.</p>
7	<p>Public Art Committee Astero did an overview of the Public Art Committee including a review of the City’s definition of public art. The Public Art policy requires there a minimum of 3 members of the Cultural Advisory Committee on the Public Art Committee.</p> <p>Moved by Lynn Broughton, seconded by Cathy Alexander, “THAT Elsa Stolfi, Nancy Sullivan, Sally Wismer, Anu Saxena and Reinhard Kypke will represent the Cultural Advisory Committee on the Public Art Committee.” CARRIED.</p>
8	<p>Other Business Staff Update Astero thanked the committee members that helped with Culture Days 2011. She advised there were 28 different sites around the City, including downtown businesses. They had good media coverage. She commented that the event at the River Run Centre was very well received. There were about 80 people that visited the event and they tended to spend about an average of 1½ hours at the event.</p> <p>Astero advised the City gave a workshop on how to proceed with Cultural days. Feedback indicated that Cultural Days was a big success. Trafalgar Artist Group had a very good experience and a lot of media coverage. She suggested giving some thought to next year. She suggested there could be a possible connection with the schools for next year.</p> <p>Ron advised of a Leadership in the Arts Workshop series coming to the University of Guelph: Workshop #1: Why we need leadership in the arts Thursday Oct 13 from 12-1:30PM in the MacDonald Stewart Art Centre Workshop #2: Innovation In the arts community Monday Oct 17 from 12-1:30PM in the MacDonald Stewart Art Centre Workshop #3: The importance of visual arts to community building Tuesday Oct 18 from 2-4PM Workshop #4: The importance of dance to community building Wednesday October 26 from 12-2PM in the MacDonald Stewart Art Centre Workshop #5: Reflecting on leadership in the arts Thursday October 27, from 5-6:30PM, in UC103 Agenda scanned and emailed to committee members.</p>
	<p>Meeting adjourned 6:35PM Next meeting Tuesday November 8, 2011, 5:00-6:30PM in City Hall Meeting Room A</p>

MEETING AGENDA



MEETING **Cultural Advisory Committee**

DATE November 8, 2011

LOCATION City Hall Meeting Room A

TIME 5:00 pm-6:30 pm

CHAIR Greg Pinks

AGENDA ITEMS

ITEM #	DESCRIPTION
1	Welcome
2	Declaration of Conflict of Interest
3	Approval of Minutes of the October 11, 2011 Meeting
4	Matters Arising from the Minutes
5	Business Items 5.1 Community Investment Strategy 5.2 Cultural Mapping Overview
6	Subcommittee and Staff Reports 6.1 Public Art Committee 6.2 Arts & Culture Program Officer Report
7	Information Items
8	Next Meeting – December 13, 2011
9	Adjournment

MEETING MINUTES



MEETING **Cultural Advisory Committee**

DATE November 8, 2011

LOCATION City Hall Meeting Room A
TIME 5:00 PM

PRESENT Greg Pinks – Chair, Cathy Alexander, Lynn Broughton, Ron East, Reinhard Kypke, Anu Saxena, Elsa Stolfi, Sally Wismer
Astero Kalogeropoulos (Arts & Culture Program Officer),
Stephanie Wesley Recording secretary

REGRETS Nancy Sullivan

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Welcome
2	Declaration of Conflict of Interest No conflicts were declared.
3	Approval of Minutes Moved by Sally Wismer, seconded by Anu Saxena “THAT the minutes of the October 11, 2011 Cultural Advisory Committee, be approved as circulated.” Carried.
4	Matters Arising from the Minutes Greg confirmed that the December 13, 2011 meeting would be social at his house, significant others were invited. He will send out invitation information.
5	Business Items 5.1 Community Investment Strategy Astero distributed a Community Investment Strategy project overview. She advised a consultant has been hired to develop a policy and guidelines that will create consistency in funding/supporting in the non-profit sector. Jenny Smith and one or both of the consultants (JPMC Consultants) wants to meet with this group for some input probably at the January 2012 meeting. The consultant will be talking to a number of groups. They will gather information and make recommendations. Astero to ask Jenny for some examples of funding strategies by others and will advise the group. A resource suggested was Creative City Network of Canada 5.2 Cultural Mapping Overview Astero reviewed the project description that was distributed, going over the datelines, milestones and outputs. The cultural mapping is the first step in the development of a future municipal cultural

	<p>plan.</p> <p>A call for volunteers for the Community Advisory Team was made. The team will include staff person who will coordinate.</p> <p>Moved by Cathy Alexander and seconded by Sally Wismer, “THAT Anu Saxena, Greg Pinks, Ron East and Lynn Broughton will represent the Cultural Advisory Committee on the Community Advisory Team.”</p> <p style="text-align: center;">CARRIED</p> <p>Since the Arts Council and the Chamber of Commerce are partners in the mapping project it was suggested that a representative from each organization be included in this group.</p> <p>It was discussed to meet at least once by January 2012. Meetings would be possibly once a month January to June 2012 plus hosting of forums.</p> <p>She advised that Tourism’s main focus for next year is Arts and Culture.</p> <p>Different focus groups for the forums could be: Artists Churches Neighbourhood groups Downtown bars/businesses University of Guelph</p> <p>Astero advised they are waiting for Ministry approval for the announcement of the funding before the focus group planning can begin.</p> <p>The mapping is to collect information and create a comprehensive inventory and data base of cultural assets, tangible (facilities, organizations, people and festivals) and intangible (stories, community histories, traditions). This will be a working group to build a framework as to what to include and what not to include. Anyone who comes forward will be included in the inventory list. The use of North American Industry Classification Systems (NAICS) to catalogue information will be used. There is 6 months for data collection. The idea is to create a base that can be expanded in the future. It was suggested to check with some other resources for a sharing of information that may already exist. This mapping is to be a municipal tool, which will posted on line.</p> <p>Astero advised that 2 job postings will be coming soon, an inventory coordinator (1 year contract) and a portal developer.</p> <p>Astero to send links to other portals (eg. examples from London). Need framework and portals that could link with others for any overlapping of information. This would be a living document with a base to be built upon.</p>
<p>6</p>	<p>Subcommittee and Staff Reports</p> <p>6.1 Public Art Committee</p> <p>Astero advised that a meeting has been set for Monday November 14, 2011 at 5PM, City Hall meeting Room A</p> <p>Astero advised she has been working with a conservator out of Ottawa today. Staff had identified problems with the family statue in the St. George’s square fountain and the Priory Square Blacksmith Fountain.</p>

	<p>There is a crack in the family statue leg and a large amount of lime build-up from the water. It was thought there is no significant structural damage to the leg. Hoarding will be put around the statue until the spring when the remedial work will be done. The crack will be welded, the scale will be removed and the statue will be waxed to help protect from the lime build up.</p> <p>The Blacksmith's hand needs to have a hand sculpted (due to vandalizing back in 2009). Also discovered a serious crack in one of the feet. This sculpture is designated under the Ontario Heritage Act and is made of a zinc oxide material. Hoarding will also be erected around the statue to protect it until the spring at which time it will be taken down, repaired and repainted on site. Should take 10-14 days.</p> <p>All work is planned for the week of April 23 for 1-2 weeks.</p> <p>There may also be some restoration work done on the cenotaph.</p> <p>6.2 Arts and Culture Program Officer Report Nothing further to report.</p>
7	<p>Information Items Astero advised she will be speaking at a Tourism event regarding Cultural Mapping on December 1, 2011.</p> <p>Ron advised the community and the University's School of English Studies are planning a Cultural Affairs Festival for March 10, 2012. He will get more details as they become available. There are plans to use a couple of venues in the downtown area.</p> <p>Lynn advised: Winter Lights and Music with fire show Friday November 18, 2011 6-8PM Santa is coming to town Sunday November 20, 2011</p>
	<p>Meeting adjourned 6:35PM Next meeting Tuesday December 13, 2011, 6PM</p>