



Meeting Minutes

Date	Wednesday, December 21 st , 2011 12pm to 2:15pm
Present	Board Members: Maureen Da Silva, Kim Dayman, Maaike Bouhuijzen-Wenger. Non Board Members: Shannon Moynagh Non Collective Members: Nicole Cultraro, Anisia Avram
Absent	Leah Harrison (Work), Noelle Wharton-Ayer (Work)

Chaired by Kim Dayman, Minutes by Maureen Da Silva

AGENDA

- *Down to Business
- *2011 in Review
- *Looking Forward to 20 12
- *Finances
- *Strategic Plan
- *Other Business

DISCUSSION

Down to Business

Object 1: Intro to AGM

inPrint's AGM, open to the public and annual meeting

Point of the AGM is to offer transparency with finances, plans for the new year, events in the past

Things that are decided must be voted on by members of the board

Today's meeting feature's inPrint's inaugural AGM

Next AGM these minutes will be presented and voted on

Question from Maaike: “What happens if not accepted?”

Answer from Kim, “We will have to go over everything with a fine-tooth comb.”

Object 2: By-Laws

inPrint by-laws shall be open to the public

Anyone who proposes bylaw amendments must consider:

→amendments part of our strategic plan, need to revise governance

→will vote on amendments; four votes to pass on making amendments to be approved for next AGM

Object 3: Outlines on 2011 changes to the board

New member in 2011 is Kim

Joined as Collective member as well, will see how that develops in the next year

Is documented that Kim is a board member

Future board changes to be addressed in strategic plan

Anisia no longer listed on the board

No objections to the change. All board member changes approved

2011 in Review

Activities we’ve done:

*Awkward Negotiations (inPrint member show, Gladstone Hotel, June 2011)

→first show of the year, curated by member Maureen Da Silva and featured work by all members. First event to feature every member in some capacity.

→gave the Collective experience with renting a venue as well as thinking about things such as artist contracts as well as fine art insurance

→successful turn-out for opening (over 40 attendance); three works sold by Leah Harrison

*Culture Days Bookbinding Bee (inPrint and Friends demonstration, St Clair/Dufferin Toronto Public Library, September 2011)

→made an artist anthology for the event. Each artist printed a page and was able to take an edition home to bound. Maureen bound a copy of the artist book for inPrint's archive. Very heavily planned, but most of the itinerary dropped in favour of focusing on four post pamphlet binding. Event was jointly organized by Maureen, Kim and Shannon

→generated a lot of interest in bookbinding workshops

→happy to announce as a result of her performance at the Bee, inPrint member Shannon was able to secure some workshop employment with outside participant Gillian Foster

→AboveGround Art Supplies sponsored our event and donated bookbinding materials

*Tactile (Beaux-Arts Brampton, October 2011)

→First significant show outside of Toronto, curated by Shannon Moynagh and featuring work by inPrint and members of Beaux-Arts print collective Imprint

→decent turn out, despite Hallowe'en weekend opening

→demonstrations in print offered

→work sold by Shannon, keeping up our streak of selling at least one work since our second exhibition in 2010

2012 already slated

*"Community Annals", Exhibition, The Scarborough Historical Museum, May to June 2012

→To be curated by Kim Dayman. In partnership with the Scarborough Historical Museum, the inPrint Collective will spend time on the site taking inspiration from both the museum as well as their Community Memories Kiosk, where stories of the neighbourhood are collected from the community, and create an exhibition.

→inPrint will also be offering workshops on site, during various weekends of the show. As well, inPrint will be working the volunteer team, which comprises of youth that represent over a dozen different culturally diverse groups from the neighbourhood

*Proposal for Living Arts Centre Exhibition, Mississauga. Date TBD

→ Curator is Cole Swanson, wants to work with the Collective

Swanson is an artist, shown internationally, as well as curator extraordinaire. He is interested in inPrint, and has never shown print work before in Living Arts gallery. Kim attests to great gallery space on second floor, in the middle of three floor atrium, big space, and would like to do a proposal for January. Themes for the show should be discussed and direction we can take it in. Dates offered either in September/October or Early spring in 2013. Would be a high profile show for the Collective.

*Culture Days 2012

→2012 will mark the third Culture Days festival, and as the last two have been beneficial (and fun) for the Collective, we will continue to participate. As of now, plans for 2012's edition is open for proposal. April is registration

Proposals for upcoming projects:

*fundraisers

→given our first attempts at grant writing did not succeed, inPrint must dedicate part of our efforts this year to strong fundraising initiatives.

→propose to host a musical benefit, as soon as possible to raise short term funds for either the Community Annals project or simply to fund the administrative ends of inPrint (website fees, etc)

*exhibitions

→Kim and Maureen have met earlier in 2011 with new artist group/studio Gravenfeather to do a project together. Suggestion to host a bookbinding workshop as inspired by Culture Days 2011 success there by Maureen.

→For 2013 Maaike wants to put together a show of work by women and members of the LGBT community exploringt sexuality

→Shannon offered inPrint members to submit workshop proposals to be hosted at Beaux-Arts in Brampton

→Shannon is also interesting in looking at the Because I'm a Girl Campaign. Not sure how to implement her idea but would like to do an international print exchange with the girls who are sponsored by this campaign, sort of like pen-pal

program, and give some art-making skills to the people whom this campaign supports. This would be a very long-term project.

Note made in regards to our year in review and our year upcoming:

→ Strategic plan should have list of resources on our site (people we've worked with, places, etc)

Looking Forward to 2012

→ need to decentralize inPrint Collective from two people doing the main administrative work

→ revise bylaws already in existence as presented by Maureen and put forth new policies including and especially exhibition policy

→ By-law health check includes Anti-Racism by-law, written in 2011 as guided by the Toronto Art Council needs more concrete outlines of steps to be taken in concert with policies. As well, Governance by-laws, written in 2008, needed to be reviewed and revised with more frequency, and checked that it is kept up to date with Culture (Museum) ministry standards, and that job descriptions and responsibilities are kept up to date

Put to Vote: Do we accept proposals on books?

Vote: all yay

All proposals to be accepted for 2012

Finances

→ inPrint has yet to have a financial audit, nor do we have any financial software

→ Kim presents a 'Snapshot' of how things have been with October 31, 2011 as the end point for this meeting

→ Break down of revenue and expenses for the final year of surplus

→ 2012's strategic plan to focus on increasing funding and diversifying for constant feed to the Collective

→ Part of this plan includes the need to increase funding to pay artist fees

→ inPrint took on grant writing for the first time this year. No successful grant applications as of yet, but will continue to write them

→Importance of continuing to write grants lies in the fact that the more project based grants we get will allow us to apply for operational funding. Not expecting this to happen in 2012—baby steps for now

Put to Vote: inPrint to accept no planning on major holidays and hallowe'en, no long weekends

Vote: all yays

→Fundraising this year to include planning a music fundraiser soon as of January 2012, a look into Kickstarter campaigning

→Look more into corporate sponsorship, look at getting local businesses to help sponsor individual events (diversifying our fundraising).

→Snapshot does not include all spending (only spending with inPrint money)—we need to secure funding so money does not come from the artists themselves, the Collective as an organization needs to pay for items itself

→Kim is getting our bookkeeping in order for an audit, by end of 2012

Proposals for new funding sources:

→Shannon suggests an etsy shop for inPrint, with donations of work from artists, perhaps even considering getting outside artists and working a commission fee

→Anisia offers that we can expand on this, but will take time, using local businesses also very important. Suggests that someone should contact restaurants just opening up to buy art for cheap, and that inPrint needs to make a goal of getting paid (part of Strategic Plan)

→Maaike puts forth that policy of dollar amount artist to inPrint should be written in this case

→Shannon says emerging artist application for Artist Project Toronto—can we enter as organization? Applications due in January

→Workshops as a source of finance but also to fulfill our mandate (inPrint has educational resources with member Leah, and guest Nicole, both of whom have B.ed.s.)

→Maureen offers idea of getting commissioned work, as social enterprise

Put to Vote: Pass motion on members accepting it as an overview

Vote: all yay no opposed—knowing we're working towards a professional audit and more details finances

Strategic Plan

Structure put forth by Kim:

→ Having the board and interested members come to meetings—once a month for 2 to 3 hours

→ Keep meetings on task and not overwhelming

→ To be covered at 1st meeting: situation review of where we are at currently, (SWOT analysis). Identify our opportunities and threats, go over roles and responsibilities of members, separate guiding principles over our bylaws for members, talking about funding, various members' responsibilities and division of labour; recruiting new members for board and collective, looking at consultants being brought in

→ 2nd meeting: budget planning and diversifying funding, marketing and public relations plan, in depth look at our financial situation, need to account for expenses paid for by artist-members, sources of funding to get that money, plan to mimic our timeline with our strategic plan, policy in place for what we do for media sources, press release, who's in charge of social media, what's our plan of attack, where/who do we advertise to (3-5 years), increase awareness of our profile to get more funding

→ 3rd meeting: outlining our 3-5 year plan, using our proposed events to create a timeline, how we see growing, etc. Must collaborate to make one big plan we can follow, that we can go back to and refer. Adjust plans on reflection. How we achieve these goals? Who's going to do the work, how do we delegate, who's accountable to who?

→ 4th meeting: re-examining the Board of Directors vs Members and how it fits our strategic plan moving forward. This is part of transitioning members out of board members back into the Collective and finding new board members. This is a catch all meeting to discuss anything left out of last few meetings. All members will have copy of document of this meeting to examine where we're at, and what needs to change. Strategic plan will involve board and other interested members.

→Reaching out to advisors. Should look into Management Advisory Service which gives free advice to non-profits

→Anisia advises to get an undergrad to do social media or an intern to help with other things from business schools (part of strategic plan)

Other Business

Maaike→should invest in our own inPrint-only phone number, remove from Maureen's personal number (should happen soon)

Shannon→someone needs to be in charge of communications

Nicole→interested in becoming a member, helping out in admin and getting back into printing again

Maureen→Organizing “print dates”—days to make art together (Contact Gravenfeather, could look into creating a partnership in name and making a show out of a series open studio dates. Action point to reschedule another meeting with Gravenfeather)

Focus on community funding for Scarborough Museum options

Until we have a strategic plan in place, we'll discuss developing new membership at a later date—we need membership agreements first. Shannon suggest that members should be expected to contribute a certain amount of time.

Put to Vote: Accept Nicole in as a member, while new membership policies are being considered

Vote: all Yays

Anisia→ input into what we need—we need non-artists in board, perspectives, grants should be a priority for the Collective—grant writing committee

Meeting Adjourned.

