



## Board of Directors Meeting

Date & Time: April 6, 2021, @ 6:30 PM

Location: N/A;  
Videoconference

Present (5 required for quorum)		Absent
Gerrit Bjalek (Chair)	Peter Guest	
Andrew Currie (Co-Chair)	Brad Odsen	
Cam McCormick (Treasurer)	Shelly Morrison	
Claire Tunney (Secretary)	Stuart Muir	

**Guests:** Terry Wickham; Marianne Stover; Bob Meyer; Bridget Stirling; Jill Day

### Minutes:

#### 1. Call to order

- 6:36 PM by Gerrit Bjalek

#### 2. Approval of Agenda

- \* Motion to approve the agenda. → Stuart / Shelley (M/S/C)

#### 3. Approval of Minutes (“[10FolkFestMinutes2March2021](#)”)

- \* Motion to approve the minutes of March 2, 2021 as amended. → Andrew/Peter (M/S/C)

#### 4. New Members

- Single membership applications:
  - Alan Spence
  - Sean Davey
  - Brendi Walls
  - Denise Bogle
  - Jenn Dahlen
  - Severyn Walker
  - Kevin Husche
  - Keri Clark
  - Michael J Hughes
  - Marion Mayerhofer
- Family membership applications:
  - Philip Wright-Lindl (and Heather Wright)
  - Tanya Corbin (and Tom Prince)
- \* Motion to approve all membership applications. → Cam / Stu (M/S/C)

#### 5. Correspondence

- N/A

#### 6. Reports

- a. Producer’s Report

- \* Motion to cancel the 2021 Festival → Andrew / Cam (M/S/C)
- b. LRT Liaison Committee Report** (“[LRTL Report April 3, 2021](#)”)
- c. Member Services Report** (“[MSC Report April 2021](#)”)
- \* Motion to accept the reports as presented. Brad / Cam (M/S/C)

## 7. New Business

- a. Capacity Check-in
- b. [Policy Inventory](#)
  - Claire provided context for the policy inventory template, including descriptions for the different types of policy instruments and walked through recommendations for completing and maintaining the policy inventory.
- c. Finalize AGM Agenda and confirm timelines for remaining deliverables
  - Any changes to draft AGM Agenda required?
  - This year’s meeting package will be posted as a single .pdf formatted as an e-binder.
    - The meeting package will be made available via the public website on April 18.
    - Candidate bios will not be included in this package and instead sent to the membership as an email attachment.
  - On April 18, an email including the following will be sent to members:
    - Link to the meeting package on the public website.
    - Zoom info.
    - Reminder to register to vote in the Board election.
    - Candidate bios.
  - Stu uploaded a draft MSC Report to Google Drive.
  - Election will be conducted using Election Buddy for the 2nd year in a row.
  - Next steps identified as:
    - **April 10** - Claire to share finalized *Board of Directors - Year at a Glance visual* and *Policy Infographic* with the Board.
    - **April 12** - Gerrit, Cam, Stu and Marianne to save finalized reports in the AGM 2021 folder and notify Claire they are ready to be formatted for the e-binder.
    - **April 13** - Claire to consolidate finalized AGM material into an e-binder and do a final QA review.
    - **April 16** - Claire to send the meeting package to Muffy for inclusion on the website, CC-ing the Board.
    - **April 18** - Peter to finalize the annotated agenda for the Chair.

## 8. Old Business

- a. Discuss Board Self-Evaluation 2021 results (“[EFMF Board Evaluation 2021 Results](#)”)
  - Placeholder.
- b. Review Action Log (“[EFMFS Board Action Items 2020-2021.xlsx](#)”)
- c. 2021 Festival

## 9. Open Forum

- "So long, and thanks for all the fish!" - *Douglas Adams*
- Scholarship Committee
- \* Motion that Gerrit and Stu be the Board representatives for the Scholarship Committee next year. → Brad / Andrew (M/S/C)

#### 10. Items for Next Meeting

- Refer to agenda for AGM.

#### 11. Adjournment

- 8:30 PM by Brad Odsen.

**Submitted by:** Claire Tunney, Secretary

**Date:** April 6, 2021

#### Special Meeting April 25, 2021

1. 42 p.m. by Gerrit Bjalek, EFMFS Chair

In Attendance: Gerrit Bjalek, Andrew Currie, Cam McCormick, Claire Tunney, Shelley Morrison, Stuart Muir, Peter Guest, Brad Odsen

2. **New Members**

Susan Mann

Dave Upfold

Blaine Shier and Jessica Garner

Angus Brian

Tara Estrin

Sandy Fleming

**Motion** to approve new members.

Andrew/ Shelley (M/S/C)

3. **Adjournment:** 12:43 – Brad Odse



## Board of Directors Meeting

Date & Time: May 4, 2021, @  
6:30 PM

Location: N/A;  
Videoconference

Present (5 required for quorum)		
Gerrit Bjalek	Shelley Morrison	Michael Hughes
Andrew Currie	Bridget Stirling	
Cameron McCormick	Jill Day	
Stuart Muir	Marilyn MacGillivray	

**Guests:** Terry Wickham

**Absent:** N/A

### Minutes:

1. **Call to order**
  - 6:32 PM by Gerrit.
2. **Approval of Agenda**
  - \* Motion to approve the agenda. → **Marilyn / Michael M/S/C**
3. **Approval of Minutes** (“[Link to minutes](#)”)
  - \* Motion to approve the minutes of April 2, 2021 as amended. → **Andrew / Stu M/S/C**
4. **New Members**
  - \* N/A
5. **Correspondence**
  - N/A
6. **Reports**
  - a. **Producer’s Report - Provided Orally**
    - i. Discussion around potential events to mark the Festival this year

- ii. Budget for the year continues to hold up as promised funding from various levels of government continues to be realised.
    1. The only financial consideration at the moment outside of what has been budgeted for is for a site electrical upgrade. This upgrade will provide electrical security for the festival and enhance our abilities adopt new technologies across the site.
- b. Member Services Report ([Link](#))**
- \* Motion to accept the reports as presented. → **Cam / Jill M/S/C**

## 7. New Business

- a. Confirm all Confidentiality Oaths have been completed electronically
  - i. To be confirmed at the next meeting (June).
- b. Elect Executive Committee
  - i. Chair - Andrew Currie
  - ii. Vice Chair - Stuart Muir
  - iii. Treasurer - Cameron McCormick
  - iv. Secretary - Marilyn MacGillivray
- c. Discuss Board Priorities for the year
  - i. Table to June Meeting
- d. Discuss Need for Board Retreat
  - i. Table to June Meeting
- e. Annual Motions
  - Motion that the executive has signing authority on behalf of the Edmonton Folk Music Festival Society. **Gerrit / Stu**
  - Motion that Festival Producer Terry Wickham and Festival Administrators Richard Stuart and Shauna Stewart have legal and financial signing authority on behalf of the Edmonton Folk Music Festival Society. **Stu / Jill**
  - Motion to appoint Vice Chair **Stuart Muir** as Casino Chairperson. **Jill / Marilyn**
  - Motion to appoint Festival Administrator Richard Stuart as Raffle Chairperson. **Marilyn / Mike**
  - Motion that Festival Producer Terry Wickham and Festival Administrator Richard Stuart be authorized to apply for casino and raffle licenses and file affiliated reports on behalf of the Edmonton Folk Music Festival Society with the Alberta Gaming and Liquor and Cannabis Control Board. **Mike / Shelley**
  - Motion that for the purposes of gaming activities, all volunteers be considered members of the Edmonton Folk Music Festival Society. **Shelley / Bridget**

- Motion that the CEO of the Edmonton Community Foundation and the Administrator Richard Stuart of the Edmonton Folk Music Festival are authorized to sign on behalf of the Edmonton Folk Music Festival Society all certification documents required by the Canadian Arts and Heritage Sustainability Program – Endowment Incentives Component in order to authenticate the collection and deposit of private donations during the twelve months preceding the deadline of December 1st to the permanent endowment fund established at the Edmonton Community Foundation for the Edmonton Folk Music Festival Society. **Bridget / Cam**
- Motion that upon completion of the Endowment Incentives Grant, the Edmonton Folk Music Festival Society Board of Directors will, upon request, sign and thereby agree to comply with the requirements of the Governance Practice Disclosures Statement. **Cam / Gerrit**
- Motion that Festival Producer Terry Wickham and Festival Administrator Richard Stuart be authorized to apply for grants on behalf of the Edmonton Folk Music Festival Society. **Mike / Bridget**
- Motion that staff be directed to purchase Directors and Officers Liability Insurance with five million dollar liability for the period June 1, 2021 to May 31, 2022. **Bridget / Gerrit**

**M/S/C**

f. Appointment of Committee Chairs and Members

- Finance Committee
  - Treasurer Chairs committee - **Cam**
  - Director - **Shelley**
  - Director - **Marilyn**
- Members Services Committee (MSC)
  - Committee Chair (must be BOD member) - **Jill**
  - Director - **Stu**
  - *Director* (optional)
- Dispute Process Review Committee (ad-hoc committee)
  - BOD Chair - **Andrew**
  - Director - **Mike**
  - Director - **Gerrit**
- Scholarship Committee
  - BOD Chair
  - Five EFMFS Members as appointed by the BOD  
**Deffered until after 2021 Selections are Completed and TOR review is submitted by current chair, Alex Draper**
- Diversity and Inclusion Committee (DAI)
  - BOD Chair or designate to act as BOD Liaison - **Shelley**
  - Director - **Bridget**

**8. Old Business**

N/A

**9. Open Forum**

- Thank you to Stu for his time as the MSC Chair
- Welcome to all new Board members

**10. Adjournment**

- 7:44 - **Gerrit**

**Submitted by:** Andrew Currie, Chair

**Date:** May, 04, 2021



## Board of Directors Meeting

Date & Time: June 1, 2021, @  
6:30 PM

Location: N/A;  
Videoconference

Present (5 required for quorum)		Absent
Andrew Currie	Stuart Muir	Gerrit Bjalek
Marilyn MacGillivray	Shelley Morrison	
Cameron McCormick	Bridget Stirling	
Michael Hughes	Jill Day	

**Guests:** Terry Wickham

### Minutes:

1. **Call to order**
  - 6:33 pm
2. **Approval of Agenda**
  - \* Motion to approve the agenda. → Moved by Michael, seconded by Jill, carried
3. **Approval of Minutes** [01FolkFestMinutes4May2021\\_DRAFT.docx](#)
  - \* Motion to approve the minutes of May 4, 2021 as amended. → Moved by Stu, seconded by Jill, carried.
4. **New Members**
  - \* N/A.
5. **Correspondence**
  - Correspondence was received via email from a patron who is considering making a legacy donation to the festival. This has been passed to Terry to communicate with.
6. **Reports**
  - a. **Producer's Report - Provided orally**
    - i. Final stages of obtaining a \$50K grant from Epcor's Heart+Soul Fund, which will be matched by the Folk Festival with a guarantee that 80% of funds will go to local artists.



- ii. Discussion around events to mark the Festival this year that will be announced on June 8 including”
    - 1. Taking it to the Streets featuring local musicians
    - 2. Two virtual concerts
    - 3. Four Strong Winds with Jim Cuddy providing vocals this year
  - iii. Budget for the year continues to hold up as promised funding from various levels of government continues to be realised.
  - iv. The site electrical upgrade budget is \$600K of EFMFS Funds. This upgrade will provide electrical security for the festival and enhance our abilities adopt new technologies across the site but given the estimate is not what we had anticipated, the project is unlikely to be completed this year.
  - v. The Edmonton Ski Club is planning a 3 day music festival with local artists and 2 concerts featuring Martin Kerr and Scenic Route to Alaska.
    - 1. Originally Martin Kerr’s show was utilising images and taglines from the EFMF, which have since been rectified.
  - vi. The budget is showing a small surplus. Revenue potential from the upcoming 50/50 and casino have not been included in the estimates.
- b. Member Services Report [2021 06 01 Members Services Report to the Board .docx](#)**

Motion to accept the reports as presented by Shelley, seconded by Cam, carried

- i. **TOR Review** - Tabled until July meeting so the Board can compare the older TOR to the newest version.
- c. EFMF Snider Scholarship Review**
- i. [EFMF Snider Scholarship Review Results](#)  
There were 13 applications received and 2 winners were announced; Chyana Deschamps for a two year award of \$5,000 each year and Jennifer Cabrera Portelles for a one-time award of \$2,000.  
(**ACTION** - Andrew to contact Alex to confirm candidates)

\* Motion to accept the reports as presented. → Moved to accept - Marilyn, seconded by Cam, Carried.

## 7. New Business

- a. Confirm all Confidentiality Oaths have been completed electronically
  - i. To be confirmed at the next meeting (June).- All Confidential Oaths have been completed
- b. Discuss timing and feasibility for Board Retreat
  - i. The Board was supportive of a Board Retreat in Winter 2021/2022
- c. Discuss Board Priorities for the year \* **In Camera** \*

## 8. Old Business

- a. Scholarship Committee Appointments - Deferred until 2021 scholarship selections have been made. - TABLED UNTIL JULY MEETING

**9. Open Forum**

- Acknowledgement of the discovery of the 215 residential school bodies found in a mass grave.
- Completion of board member bios (**ACTION** - all)→

**10. Items for Next Meeting**

- N/A

**11. Adjournment**

- 7:59 pm

**Submitted by:** Marilyn MacGillivray, Secretary

**Date:** June 1, 2021



## Board of Directors Meeting

Date & Time: August 3, 2021,  
@ 6:30 PM

Location: Stu's house

### Board Members:

Present (5 required for quorum)		Absent
Andrew Currie	Bridget Stirling	Michael Hughes
Stewart Muir	Gerrit Bjalek	Shelley Morrison
Cam McCormick		
Marilyn MacGillivray		

Guests: N/A

### Minutes:

1. **Call to order**
  - 6:45 PM by Andrew.
2. **Approval of Agenda**
  - \* Motion to approve the agenda. → Cam/ Gerrit. Carried
3. **Approval of Minutes**
  - [June 2021 draft minutes](#)
  - \* Motion to approve the minutes of March 2, 2021 as amended. → Jill Day / Cam McCormick. Carried
4. **New Members**
  - No new members
5. **Correspondence**
  - N/A
6. **Reports**
  - a. **Update from Executive -**
    - i. Andrew informed the Board that the contract with Terry has been agreed to and executed. It includes a fee adjustment, an indefinite term with financial components reviewed every 2 years and an exit clause for both parties.
  - b. **Producer's Report**

- i. Provided by Andrew in Terry's Absence
  - 1. Takin it To the Streets has been successful and the neighborhoods have been happy and the Lt Governor came out to enjoy the music.
  - 2. There is a show scheduled for Sunday evening at Gallagher Park that the Board is invited to attend. Andrew requested that Jill inform the Member Services Committee and advise them they were invited as well.
- c. **Member Services Report [Member Services Report](#)**, Moved to accept Marilyn/Stu, Carried
- d. **Policy Committee TOR [PHAD TOR](#)**, Moved to accept Stu/Bridget. Carried
- e. **Financial Policy Update - moved until the next BOD meeting**
  - \* Motion to accept the reports as presented. → [Bridget/ Stu](#) Carried

## 7. New Business

- a. No new business to discuss

## 8. Old Business

- a. No old business to discuss

## 9. Open Forum

- There is a letter from the Food Bank that Jill will share with the Member Services Committee. ACTION - Jill to share letter with Member Services Committee
- Jill shared a letter from Alberta Music asking for representation choosing a successful candidate for the Alberta Music Jury Request - Business Innovation Grant. Given the tight timeline, the request will be declined.
- Andrew presented an update on the Folk Fest benefit package for Folk Festival staff and some options that he has been working on.
- Andrew reminded the directors to submit their bio and photo to him. ACTION - All to forward bio and photo

## 10. Items for Next Meeting

- No meeting in September

## 11. Adjournment

- 7:42 PM by [Cam, Stu](#). Carried

**Submitted by:** Marilyn MacGillivray, Secretary

**Date:** August, 3, 2021



## Board of Directors Meeting

Date & Time: October 5, 2021,  
@ 6:30 PM

Location: N/A;  
Videoconference

### Board Members:

Present (5 required for quorum)		Absent
Andrew Currie	Gerrit Bjalke	Michael Hughes
Marilyn MacGillivray	Shelley Morrison	
Stu Muir	Cam McCormick	
Jill Day		
Bridget Stirling		

**Guests:** Terry Wickham

### Minutes:

1. **Call to order**
  - 6:33 PM by Andrew Currie.
2. **Approval of Agenda**
  - \* Motion to approve the agenda. → Stu Muir / Jill Day (Carried)
3. **Approval of Minutes** (“[August 3, 2021](#)”)
  - \* Motion to approve the minutes of August 2021 as amended. → Marilyn MacGillivray / Cam McCormick (Carried)
4. **New Members**
  - \* No new members but Jill submitted correspondence that was sent to committee members. Marilyn will send information to Board members
5. **Correspondence**
  - Email from Carol Jones, Sept 30, 2021.

*Today on the National Day for Truth & Reconciliation, I was reminded that I'd forgotten to send along my gratitude to the staff, Board and volunteers of the EFMF, for all the hard work this year in ensuring the continued inclusion of indigenous content in our programming and celebration, despite the challenges of the pandemic. When I attended the community concerts this summer I was honored and proud to see the work that had been done.*

*Thank you and I hope you are all well.*

*Love you,  
Carol*

## **6. Reports**

### **a. Producer's Report**

[https://docs.google.com/document/d/1BwZvnpAOKaGtEXKSYD4kul6OvBn7uu\\_u/edit](https://docs.google.com/document/d/1BwZvnpAOKaGtEXKSYD4kul6OvBn7uu_u/edit)

### **b. Update from the chair (verbal)**

### **c. Member Services Report**

[https://docs.google.com/document/d/1gMkk3hgBQ\\_uzNMx3wljiEWL0LChCFAtpHxTv8lXOp8U/edit?usp=sharing\\_eil\\_dm&ts=6159e912](https://docs.google.com/document/d/1gMkk3hgBQ_uzNMx3wljiEWL0LChCFAtpHxTv8lXOp8U/edit?usp=sharing_eil_dm&ts=6159e912)

### **d. Treasurer's Report**

For discussion in November

## **7. New Business**

a. Financial Policy Work Update - Cam (to be discussed at November meeting)

b. PHAD Progress and Next Steps - Stu

- Board members were asked to submit their names for policy committees by October 10, 2021.

c. Scholarship Committee Discussion - Andrew

- Board members were asked to consider if the Committee was still meeting the needs of the Edmonton Folk Music Festival and be prepared for a discussion in November.

d. Holiday Recognition / Celebration.

- Board members were asked to forward ideas for holiday appreciation for EFMF Staff members to Andrew.

## **8. Old Business**

### **a. Open Forum**

- \* Nothing to report

## **9. Items for Next Meeting**

- Presentation of YTD Financials
- AGM Prep
  - Set Date
  - Discuss format options
  - Determine by-law changes, if any.

## **10. Adjournment**

- 8:09 PM by Gerrit Bjalek

**Submitted by:** Marilyn MacGillivray, Secretary

**Date:** October, 12, 2021

# Board of Directors Meeting



Date & Time: November 2,  
2021, @ 6:30 PM

Location: N/A;  
Videoconference

## Board Members:

Present (5 required for quorum)		Absent
Andrew Currie	Bridget Stirling	Shelley Morrison
Stuart Muir	Jill Day	Gerrit Bjalek
Marilyn MacGillivray	Cam McCormick	
Michael Hughes		

## Guests:

## Minutes:

1. **Call to order 6:35**
2. **Approval of Agenda** Moved by Stu, Seconded by Cam, carried
3. **Approval of [Minutes from October 5](#)** Moved by Jill, Seconded by Bridget carried
4. **New Members**  
N/A
5. **Correspondence**  
Board member from the Free Will Festival contacted Andrew regarding future planning due to Hawrelak Park closure for maintenance; how do they start talks to use Gallagher Park. Andrew will pass on to Terry.
6. **Reports**
  - a. [Producer's Report](#)
    - i. [Financials YTD](#)
  - b. [Member Services Report](#)



- Motion to accept reports Moved by Cam, Seconded by Bridget carried

## **7. New Business**

- a. Presentation of Financial Actuals YTD - moved to Producer's report
- b. Discuss Board Retreat Need - the Board agreed that the retreat was needed and the date will be discussed at a future meeting.
- c. Set date for AGM - Sunday April 24, 2022 was discussed.
  - i. Location / Format - a location and format was not decided upon at this time.
  - ii. Prepare for any by-law changes

Several proposed bylaw changes were discussed including membership eligibility. Jill will take the proposed changes to the Member Services Committee and Bridget and Shelley will take to the Diversity and Inclusivity Committee for discussion.

## **8. Old Business**

- a. [PHAD Committee](#) Update - Stu  
Stu reminded board members to review the policies that agreed to review and be prepared to discuss for the next board meeting.
- b. Holiday celebration - Andrew reported that a holiday celebration would likely not be held.

## **9. Open Forum**

## **10. Items for Next Meeting**

- PHAD
- Bylaw Changes

## **11. Adjournment - meeting adjourned at 8:12 pm**



## Board of Directors Meeting

Date & Time: December 7,  
2021, @ 6:30 PM

Location: N/A;  
Videoconference

### Board Members:

Present (5 required for quorum)		Absent
Andrew Currie	Stu Muir	Cam McCormick
Jill Day	Bridget Stirling	
Michael Hughes	Shelley Morrison	
Gerrit Bjalek		

**Guests:** Terry Wickham

### Minutes:

1. **Call to order** 6:36 pm
2. **Approval of Agenda** moved by jill seconded by Stu carried
3. **Approval of Minutes** ("[November Minutes](#)") correct to April 24, 2022 for AGM not May 24, 2022 as amended Moved by Bridget, Shelley Motion Carried.
4. **New Members** no new member applications
5. **Correspondence**
  - no new correspondence
6. **Reports**
  - a. Update from Producer (no formal report for December) meeting with other festivals, go ahead from festivals contacted. Festival will proceed, Terry has a number of artists confirmed with 4 headlines and offers out to 4 more.

- b. Update from Member Services (no meeting held in November, meeting scheduled for new week)
- c. Update from Diversity advisory committee - supposed to be November but not held. Meeting in November - rotation in Chair, Meeting dates - last Thursday of month would be the meeting, goals sharing important information, small changes to policy for Folk Fest e.g. pronouns on volunteer badges, Next meeting in January. goals to work towards accessibility of site beyond access as an area, volunteer training, exploring volunteer to board pipeline and what gaps exist, patron diversity and some of initiatives, e.g. indigenous relations etc.
- d. PHAD Committee Report Next steps are for the Executive Committee to have a look and which ones are worth doing.  
Reports accepted for information, moved by Jill, seconded by Gerrit, Motion Carried.

## **7. New Business**

- a. Volunteer Handbook Policies - move to next meeting
- b. Announcement - Stu Muir (In Camera)
- c. BOD Update - Andrew (In Camera)
- d. Don Snider Scholarship (In Camera)
- e. AGM Location / Format Discussion

## **8. Old Business**

- a. Potential Bylaw Changes
  - i. Membership fees - do we want to raise them? The BOD were in support of keeping fees unchanged for the next fiscal year. ACTION: Jill to bring this up to membership services committee. We will revisit next year.

## **9. Open Forum**

## **10. Items for Next Meeting**

- Annual Budget
- AGM Prep
- Set Ticket Prices for 2022 Festival
- Invite Members to Stand for BOD Election

## **11. Adjournment** adjourned at 8:22 pm

**Moved by Gerrit, Seconded by Marilyn carried**

**Submitted by:** Marilyn MacGillivray, Secretary

**Date:** December, 07, 2021

**Next Meeting:** January 4, 2022 6:30 pm



## Board of Directors Meeting

Date & Time: January 11, 2022,  
@ 6:30 PM

Location: N/A;  
Videoconference

Present (5 required for quorum)		Absent
Andrew Currie	Marilyn MacGillivray	
Cam McCormick	Stu Muir	
Michael Hughes	Jill Day	
Shelley Morrison	Bridget Stirling	
Gerrit Bjalek		

**Guests:** Terry Wickham

### Minutes:

1. **Call to order**
  - 6:33 PM .
2. **Approval of Agenda**
  - \* Motion to approve the agenda. Moved by Cam, seconded by Shelley, carried.
3. **Approval of Minutes** ([December Minutes](#))
  - \* Motion to approve the minutes of December 7, 2021. Moved by Stu, seconded by Jill, carried.
4. **New Members**
  - \* N/A
5. **Correspondence**
  - N/A
6. **Reports**
  - a. **Producer's Report** - [Budget](#)
    - i. Set ticket prices for 2022 festival. (deferred until February meeting)
  - b. **Member Services Report** ([December 2021 MSC Report](#))
    - \* Motion to accept the reports as presented. Moved by Stu, seconded by Shelley, carried.

## **7. New Business**

- a. Invite Members to submit BOD bios for election (MSC) (Jill and Marianne to collaborate)
- b. Go Wildly Exploratory Committee Update
- c. AGM Preparations Update - Venues to be explored, discussion on who will be chair meeting given that Andrew is running for the Board
- d. COVID Policy Update - Marilyn and Michael to review draft policy and set discussion with Terry and Marianne.

## **8. Old Business**

N/A

## **9. Open Forum**

## **10. Items for Next Meeting**

- Identify which committees will submit reports at AGM
- Identify responsibility for Board reports at AGM
- Assign responsibility for specific AGM items (see AGM Checklist: Section 9.7)
- Notify members of candidates and distribute biographical information
- Prepare any suggested bylaw changes
- Invite new candidates for Board status to attend Board meeting
- Annual Committee Terms of Reference review

## **11. Adjournment 8:10 p.m.**

**Submitted by:** Marilyn MacGillivray, Secretary

**Date:** January, 11, 2022



## Board of Directors Meeting

Date & Time: February 1, 2022,  
@ 6:30 PM

Location: N/A;  
Videoconference

### Board Members:

Present (5 required for quorum)		Absent
Andrew Currie	Bridget Stirling	Cam McCormick
Marilyn MacGillivray	Shelley Morrison	Jill Day
Gerrit Bjalek	Stuart Muir	
Michael Hughes		

**Guests:** Terry Wickham

### Minutes:

1. **Call to order**
  - 6:34 pm
2. **Approval of Agenda**
  - \* Motion to approve the agenda. Moved by Stu Muir, seconded by Bridget Stirling, carried
3. **Approval of Minutes ([January Minutes](#))**
  - \* Motion to approve the minutes of January 11, 2022 Moved by Marilyn MacGillivray, seconded by Michael Hughes, carried
4. **New Members**
  - Single membership applications:
    - N/A
  - Family membership applications:
    - N/A
5. **Correspondence**
  - N/A
6. **Reports**
  - a. **Producer's Report** – [Link](#)

\*Motion to accept ticket prices for 2022 festival. Moved by Michael Hughes, seconded by Gerrit Bjalek, carried

**b. Member Services Report – [Link](#)**

**c. PHAD Report (verbal, if required)**

\* Motion to accept the reports as presented. Moved by Shelley Morrison, seconded by Michael Hughes, carried.

**7. New Business**

- a. Covid Policy Update [Link](#) - Motion to adopt the policy as it stands. Moved by Gerrit Bjalek, seconded by Shelley Morrison, carried
- b. Determine AGM Meeting Chair - To be determined
- c. Determine committees reporting at AGM - chair, milestones we have achieved, Treasurer, Endowment fund, Jill member services report, diversity and inclusion committee tbd, go wildly forward - Alex
- d. Identify responsibility for Board Reports at the AGM
- e. Assign specific AGM duties – Refer to AGM checklist section 9.7 BOD Manual
  - venue, date set, Marianne looking for venue, Lions Centre, recording secretary someone to minute Marilyn to check with Marianne.
- f. Prepare Suggested By-Law Changes – N/A
- g. Invite BOD candidates to attend a meeting as a guest – Completed January 27
- h. Annual TOR Review - member services committee Jill, Andrew will reach out.
- i. Workload distribution discussion -

**8. Old Business**

- a. Set ticket prices for 2022 Festival **addressed**.

**9. Open Forum**

**10. Items for Next Meeting**

- Refer to planning cycle.

**11. Adjournment**

- **8: 37 pm**

**Submitted by:** Marilyn MacGillivray

**Date:** February 9, 2022

