

**Arts and Heritage Foundation of St Albert Board Minutes**  
**AHF Administrative Office**  
**December 15, 2016**

**Present:** Tom Thackeray (chair), Ann Conlin (vice-chair), Megan Hurley (secretary/treasurer), Tim McFetridge, David Fréchette, Susan Jones, Peter Crerar, Ann Ramsden (executive director)

**Regrets:** Najib Jutt, Jennifer McCurdy, Barry Bailey

<b>1. Call to Order</b>
The Chair, Tom Thackeray called the meeting to order at 7.03 pm.
<b>2. Approval of Agenda</b>
<u>(2016/75) Moved by Susan Jones</u> The agenda be approved. Carried.
<b>3. Approval of Minutes</b>
<u>(2016/76) Moved by David Fréchette</u> The minutes of the board meeting held on November 17, 2016 be approved. Carried.
<b>4. Business Arising from Minutes</b>
There was no business arising.
<b>5. Report from the Executive Director</b>
The executive director submitted a written report and a verbal update was given. Council passed the 2017 budget on December 12 and one additional document, the auditor's representation letter, was circulated.
<b>6. Chair's report</b>
The chair gave a verbal report. Tom and Ann met with Chris Jardine and Kelly Jerrot to discuss the Partnership Agreement, when there is a draft agreement it will be circulated to the board. Chris Jardine will also be setting up a brief meeting with the new City Manager in January.
<b>7. Art Gallery of St Albert – barrier free concept</b>
Council passed the following motion on November 10 <sup>th</sup> .  <i>That the Art Gallery Barrier-Free project be funded in the amount of \$1,088,581 in 2017 through the Growth Capital Budget, contingent on the Arts and Heritage Foundation securing the additional grant funding required to complete the project.</i>  The Executive Director will be submitting grant applications for this project.  <u>(2016/77) Moved by Ann Conlin</u> The trustees approve the submission of a grant application to the Community Facilities Enhancement Program – Large Funding Stream and delegate signing authority to the Executive Director. Carried.  <u>(2016/78) Moved by Megan Hurley</u> The trustees approve the submission of a grant application to the Canada Cultural Spaces Fund and delegate signing authority to the Executive Director. Carried.  During the meeting with the City Manager, Tom discussed entering into a MOU with the City that would set out the roles and responsibilities of the City and AHF in managing the project.

(2016/79) Moved by Susan Jones

The AHF collaborates with the City of St. Albert on a Memorandum of Understanding to set our roles and responsibilities in the Art Gallery of St. Albert barrier-free project. Carried.

David Fréchette left the meeting.

#### **8. Partnership Agreement**

This was discussed under the chair's report.

#### **9. In-camera Discussion**

(2016/80) Moved by Ann Conlin

That the board move in-camera. Carried.

(2016/81) Moved by Megan Hurley

That the board reconvene in public. Carried.

#### **10. Board Committees**

##### **a) Finance and Audit**

The financial report for October was received as information. There was a discussion on the timing of the audited financial statements being submitted to the City. Under our Partnership Agreement the statements are required to be with the City within 45 days of year-end.

##### **b) Fund Development**

The committee met on November 29, there will a meeting in January.

##### **c) Policy Committee**

The draft policies are being worked on and will be circulated to the committee when ready.

#### **11. Other Business**

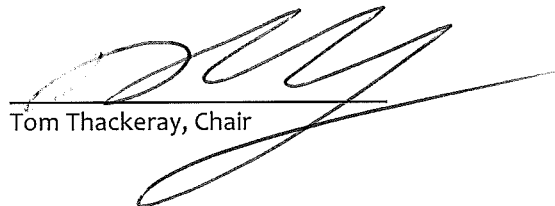
There was no other business.

#### **12. Next Meeting and Adjournment**

(2016/82) Moved by Susan Jones to adjourn, 8.30 pm. Carried.

The next meeting is scheduled for January 19 at 7.00 pm.

**Signed as approved:**



Tom Thackeray, Chair