



ANNUAL GENERAL MEETING

Tuesday, October 8, 2019 | 3:00 PM EDT

*This year's AGM will be conducted via **Go To Meeting**.*

AGENDA

1. Minutes from the Previous Annual General Meeting, October 10, 2018
2. President's Report
3. Treasurer's Report
4. Nominating Committee Report
5. Programming Report
6. Administration Report
7. Other Business
8. Adjournment

Arts Consultants Canada/Consultants canadiens en arts
Minutes of the Annual General Meeting
Wednesday October 10, 2018
Meeting held online

In attendance:

Sandra Thomson, President (Nanaimo, BC)
Jerry Smith, Past President (Etobicoke, ON)
Debra Chandler (Toronto, ON)
Keely Kemp (Toronto, ON)
Leslie Thompson (Vancouver, BC)
Sherri Helwig (Toronto, ON)
Lucy White, Recorder (Toronto, ON)

Regrets:

Andrew Martin, Treasurer (Toronto, ON)
Sue Edworthy (Toronto, ON)

Call to Order

Having reached quorum, Sandra Thomson called the meeting to order at 3:10 pm Eastern.

Approval of Minutes

It was MOVED by Leslie and SECONDED by Jerry Smith that the Minutes of October 5, 2017 be approved. CARRIED.

President's Report

Sandra referenced her report which was circulated in advance. She said that the past year had been difficult but that progress was being made in turning the association around. She commended retiring Directors Lidia Varbanova and Cameron Smillie, current Directors and committee volunteers for their continued efforts on behalf of ACCA.

Treasurer's Report

In Andrew Martin's absence, Sandra reviewed the Treasurer's Report starting with the statements for 2017.2018. ACCA ended the year with cash on hand of \$6,274 and no outstanding payables but with a deficit of \$1,650. Equity declined to \$3,900. The key concern is that membership dues have declined by \$1,500 over the year and in order to avoid a deficit next year, this must improve.

In reviewing the 18.19 Budget, the Report noted that it is predicated on an increase in members, a small increase in sponsorships, stable administration costs, and increased spending on office expenses., to produce a small (\$500) deficit. A question was raised about the asterisks next to Staff expenses which was explained to note a 5% increase to the hourly rate (i.e. from \$22 to \$23 an hour.)

It was MOVED by Jerry and SECONDED by Debra to approve the 17.18 Balance Sheet and Income Statements and the 18.19 Budget as revised. CARRIED.

Nominating Committee Report

Sandra presented the Committee's recommended slate for Board of Directors. The slate was as follows: Sandra Thomson, President; Andrew Martin, Treasurer; Deb Chandler, Programming Chair; Sue Edworthy, Communications Chair; and Leslie Thompson, Membership Committee Chair to continue for another one-year term. Jeanne LeSage has agreed to stand as Vice-President and Keely Kemp as Member-at-Large. As Lucy White has stepped down from the Board, there is a vacancy for Secretary which the Committee is still looking to fill.

There being no further nominations, it was MOVED by Leslie and SECONDED by Jerry to elect Jeanne LeSage and Keely Kemp to the Board of ACCA. CARRIED.

Other Business

There was a brief discussion about upcoming activities by Directors. Leslie said that her priority continues to be to sort out the membership issue so that we know who is and who isn't a member.

Sandra reported that the Communications Committee will be holding a meeting shortly to plan for this year.

Jerry noted that while the Membership Committee continued to review membership applications, the Board needed to address recruitment strategically in the coming year.

Keely asked about the circulation of RFPs and Lucy agreed that there is definitely a problem with the process of distribution and that she is trying to find where the process has been going wrong. Lucy said her priorities for the short-term are to sort out the renewal issue so that a current membership list can be compiled and to correct the problems with distribution of RFPs.

On behalf of the members, Jerry thanked Sandra for her invaluable leadership over the last year.

There being no further business, it was MOVED by Keely and SECONDED by Jerry to adjourn the 2018 AGM.

Arts Consultants Canada/ Consultants canadiens en arts
PRESIDENT'S REPORT
12TH ANNUAL GENERAL MEETING - TUESDAY OCTOBER 8, 2019

This was my fourth year serving as President of ACCA. Thank you to Jerry Smith who continues to serve as Past President. Thank you to those board members who continued to volunteer providing continuity at the Board level – Debra Chandler, Keely Kemp, Leslie Thompson, and Andrew Martin. We received the resignation of Sue Edworthy from Ontario mid-year and appointed Fanny Martin to replace her.

- 2018-19 was a turn-around year for ACCA. After experiencing a decline in membership and revenues in 2017-18 (due largely to website/renewal issues) we were successful in maintaining operations, recruiting new members and keeping administrative services functioning.
- We engaged the services of Lucy White Consulting to provide administrative support services commencing mid September 2018. Immediately the profile of ACCA on Facebook, LinkedIn and increased distribution of RFPs to members was significantly improved. Lucy has also resolved the numerous website problems that had been crippling ACCA.
- The Go To Meetings platform was used for board and committee meetings as well as to webcast Programming Events to those who participated live from across the country.
- The Professional Development Committee organized *In Conversation: Exploring best practices to achieve board diversity*, which was well-attended.
- Four “What’s Brewing” events were held in Toronto in a number of different locations and members were able to meet colleagues and catch up on industry news. A BC “What’s Brewing” gathering of members and prospective members was held in June in Vancouver.
- The Membership Committee reviewed a number of applications and four new members were welcomed to the association.
- I would like to recognize the professional work of Heather Young and her staff at Young Associates for accounting and bookkeeping services over the years.
- Thank you also to all the committee members who donated their time and talents this past year: Faye Perkins, Roger Gaudet, Jenny Ginder, and Lynn Werker.

In the coming year the ACCA board, committee members and individual arts consultants will continue to raise the profile of our association and to provide professional development opportunities to our expanding membership in the coming year.



Sandra Thomson, President

TREASURER'S REPORT

ACCA AGM, OCTOBER 8, 2019

ACCA continues to experience revenue falling short of expenses. For the year ended May 31, 2019:

- revenue \$4,268
- expenses \$9,570
- deficit \$5,322

Compared with prior year (2017/18) this is a deterioration. Expenses were flat, but for the year ended 5/31/18 there was revenue of \$7,930 and so the deficit was a more manageable \$1,650

The principal reason for the revenue decline last year is the implementation of deferral of membership dues that previously had been reported on a cash basis. So, while there likely has been a reduction in the number of paying members, the balance sheet shows that for the past year there was \$4,386 in deferred revenue compared with \$1,798 in the prior year. In other words, approx 65% of the decline is because of the different accounting treatment.

That said. ACCA's cash position has deteriorated, with \$4,455 in the bank compared to \$6,274 the previous year. And that in turn means that, combined with the deferred revenue, there is a shortfall of \$1,444 on the balance sheet on what would be needed to reimburse members if ACCA closed down. Operationally, excluding renewals, ACCA will run out of cash in about five months. With renewals, of course, this isn't likely to happen. But with an operating deficit of \$5,300 the situation isn't sustainable.

The attached draft budget, submitted for approval at the AGM, projects an improvement, and the elimination of the operating deficit. Note that this improvement is partly because of the impact of another change in how we account for membership dues, which are now recorded as received when due, with any unpaid dues showing up as receivables on the balance sheet. This has the effect of reducing deferred revenue and, as long as get the renewals, bringing more revenue into the year. To try and explain this a bit better: in 2018/19 we showed \$3,412 in dues, and ended the year with \$4,386 of deferred revenue, for a total of \$7,798 in memberships. The \$8,250 projected for this year is therefore consistent with last year, with a very modest increase in members.

Expenses are essentially unchanged, as a couple of spending lines last included one-time costs.

Andrew Martin,
Treasurer

ACCA
Balance Sheet Prev Year Comparison
 As of 31 May 2019

	31 May 19	31 May 18	\$ Change	% Change
ASSETS				
Current Assets				
Chequing/Savings				
1010 · TD Business Canadian-0512-52377	3,284.51	5,713.50	(2,428.99)	-42.51%
1020 · TD Canada Trust 0588-5240385	1,004.35	1,000.75	3.60	0.36%
1040 · Stripe Account	166.23	0.00	166.23	100.0%
1050 · Ploto Clearing	0.00	(440.00)	440.00	100.0%
Total Chequing/Savings	4,455.09	6,274.25	(1,819.16)	-28.99%
Accounts Receivable				
1200 · Accounts Receivable	45.98	0.00	45.98	100.0%
Total Accounts Receivable	45.98	0.00	45.98	100.0%
Other Current Assets				
1300 · Prepaid Expenses	0.00	250.00	(250.00)	-100.0%
Total Other Current Assets	0.00	250.00	(250.00)	-100.0%
Total Current Assets	4,501.07	6,524.25	(2,023.18)	-31.01%
TOTAL ASSETS	4,501.07	6,524.25	(2,023.18)	-31.01%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	1,559.40	737.75	821.65	111.37%
Total Accounts Payable	1,559.40	737.75	821.65	111.37%
Other Current Liabilities				
2150 · HST Payable				
2051 · HST Collected on Sales	0.00	208.00	(208.00)	-100.0%
2152 · HST Paid on Purchases	0.00	(97.63)	97.63	100.0%
Total 2150 · HST Payable	0.00	110.37	(110.37)	-100.0%
2200 · Deferred membership dues	4,386.22	1,798.72	2,587.50	143.85%
Total Other Current Liabilities	4,386.22	1,909.09	2,477.13	129.75%
Total Current Liabilities	5,945.62	2,646.84	3,298.78	124.63%
Total Liabilities	5,945.62	2,646.84	3,298.78	124.63%
Equity				
1110 · Unrestricted equity	3,877.41	5,527.49	(1,650.08)	-29.85%
Net Income	(5,321.96)	(1,650.08)	(3,671.88)	-222.53%
Total Equity	(1,444.55)	3,877.41	(5,321.96)	-137.26%
TOTAL LIABILITIES & EQUITY	4,501.07	6,524.25	(2,023.18)	-31.01%

ACCA INCOME STATEMENT 2018.2019

	Jun '18 - May 19	Jun '17 - May 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Revenue				
4010 · Membership Dues	3,412.50	6,899.09	(3,486.59)	-50.54%
4020 · Regular Program Regist Fees	123.90	0.00	123.90	100.0%
4030 · Sponsorship/ad revnue	0.00	1,000.00	(1,000.00)	-100.0%
4040 · Donation (non-receiptable)	578.29	30.50	547.79	1,796.03%
4050 · Interest Income	3.60	0.75	2.85	380.0%
4060 · Other Income	150.00	0.01	149.99	1,499,900.0%
Total 4000 · Revenue	4,268.29	7,930.35	(3,662.06)	-46.18%
Total Income	4,268.29	7,930.35	(3,662.06)	-46.18%
Expense				
5000 · Expense				
5100 · Administrative Fees				
5105 · Staff Time Related to Admin & M	5,980.00	5,324.00	656.00	12.32%
5110 · Bookkeeping	1,676.61	1,250.00	426.61	34.13%
Total 5100 · Administrative Fees	7,656.61	6,574.00	1,082.61	16.47%
5200 · Administrative Expenses				
5201 · Website Hosting	55.00	471.14	(416.14)	-88.33%
5203 · Board travel/AGM Meeting Cost	0.00	75.00	(75.00)	-100.0%
5204 · Bank Service Charges/Paypal				
Bank charges	44.55	39.60	4.95	12.5%
E-Payment Charge	232.70	201.18	31.52	15.67%
5204 · Bank Service Charges/Paypal	14.85	4.95	9.90	200.0%
Total 5204 · Bank Service Charges/Paypal	292.10	245.73	46.37	18.87%
5205 · Communications	0.00	454.75	(454.75)	-100.0%
5206 · Dues. fees and licenses	931.00	509.84	421.16	82.61%
5207 · Miscellaneous	0.00	1.27	(1.27)	-100.0%
5209 · Postage and Delivery	250.95	0.00	250.95	100.0%
5210 · Printing and Reproduction	0.00	2.00	(2.00)	-100.0%
Total 5200 · Administrative Expenses	1,529.05	1,759.73	(230.68)	-13.11%
5300 · Marketing and Communications Co				
5303 · Website Development	200.00	462.65	(262.65)	-56.77%
5304 · Translation - eBulletin	0.00	27.05	(27.05)	-100.0%
Total 5300 · Marketing and Communications Co	200.00	489.70	(289.70)	-59.16%
5400 · Programme Committee				
5402 · Fees and travel	150.00	750.00	(600.00)	-80.0%
5404 · Technology	34.59	0.00	34.59	100.0%
Total 5400 · Programme Committee	184.59	750.00	(565.41)	-75.39%
Total 5000 · Expense	9,570.25	9,573.43	(3.18)	-0.03%
PLTRCAD · Transaction Fee	20.00	7.00	13.00	185.71%
Total Expense	9,590.25	9,580.43	9.82	0.1%
Net Ordinary Income	(5,321.96)	(1,650.08)	(3,671.88)	-222.53%
Net Income	(5,321.96)	(1,650.08)	(3,671.88)	-222.53%

ACCA DRAFT BUDGET 2019.2020

Ordinary Income/Expense	BUDGET	ACTUAL
Income	2019-20	2018-19
4000 · Revenue		
4010 · Membership Dues	8250	3413
4030 · Sponsorship/ad revenue	1000	1000
4040 · Donation (non-receiptable)		578
4050 · Interest Income	0	4
4060 · Other Income Programme Fees	0	274
Total 4000 · Revenue	9250	4268
Total Income	9250	4268
Expense		
5000 · Expense		
5100 · Administrative Fees		
5105 · Staff Time Related to Admin & M	5520	5980
5110 · Bookkeeping	1500	1677
Total 5100 · Administrative Fees	7020	7657
5200 · Administrative Expenses		
5201 · Website Hosting	200	55
5203 · Board travel/AGM Meeting Cost	0	
5204 · Bank Service Charges/Paypal		15
Bank charges	50	44
E-Payment Charge	300	233
Total 5204 · Bank Service Charges/Payp	350	292
5205 · Communications/telephone	200	
5206 · Dues, fees and licenses	800	931
5207 · Miscellaneous/contingency	280	251
5210 · Printing and Reproduction	0	
Total 5200 · Administrative Expenses	1830	1528
5300 · Marketing and Communications Co		
5303 · Website Development	200	200
5304 · Translation - eBulletin	0	
Total 5300 · Marketing and Communications Co	200	200
5400 · Programme Committee		
5402 · Fees and travel	200	185
Total 5400 · Programme Committee	200	185
Total 5000 · Expense	9250	9570
PLTRCAD · Transaction Fee		20
Total Expense	9250	9590
Net Ordinary Income	0.00	(5,322.00)
Net Income	0.00	(5,322.00)

ACCA Nominating Committee Report October 2019

(Maximum 3 consecutive 2 year terms)

BOARD		Status	Notes
President	Sandra Thomson Nanaimo	Started 2013 as Membership Chair President 2015-19	Will become Past President Oct. 2019
Vice President	vacant		
Treasurer	Andrew Martin Toronto	Started Oct. 2016	Started 2 nd two year term in 2018
Secretary	Victoria Steele Ottawa	Starting October 2019	Starting 1 st two year term in 2019
Past President	Jerry Smith Etobicoke	Started 2010	Will rotate out in 2019
Chair Marketing Comm.	Fanny Martin Toronto	Started Spring 2018	In 1 st two year term
Chair Membership Comm.	Leslie Thompson Vancouver	Started Oct 2017	Served on New Member Review Comm. Since 2014 Starting 2 nd two year term
Chair Programming Comm.	Debra Chandler Toronto	Started Feb 2017	Starting 2 nd two year term
At Large Programming	Keely Kemp Toronto	Starting Oct. 2018	Started 1 st two year term

Marketing and Communications Committee Members: Ken Neufeld , Christina Bagatavicius	Chair: Fanny Martin
Programming Committee Members: Faye Perkin, Keely Kemp	Chair: Debra Chandler
Membership Committee Members: Jenny Ginder, Lynn Werker, Roger Gaudet	Chair: Leslie Thompson
Nominating Committee Members: President, Vice President, Past President	

The Programming Committee developed plans and outlined potential programming for 2019. Only one workshop emerged, but there was lots of dialogue about other potentials.

On March 20, Keely Kemp and Cathy Winter from OnBoard Canada presented an excellent workshop on Diversity on Boards at the Canadian Music Centre, and online.

Schedules and paid-work pressures diminished bright ideas for more activities, which still include:

- Toolkit – tech tools that various consultants use to make their lives easier/possible
- The continuation of the non-profit and commercial mind-meld, started by Nancy Mayer in Spring 2018. (She is in the US, but could lead online.)
- A consultation with Canada Council about their peer jury system decline, and grant distribution.
- Governance – specifically addressing the family and founding director issues faced by many.

Many thanks to Keely Kemp for her ongoing support and involvement. Thank you to Faye Perkins, who before she jumped into the full-time position as ED of the Niagara Symphony, had been an excellent prod and catalyst for ACCA action.

Going forward – we need more help, please! This could be such fun, if we had more bodies to execute ideas.

Onwards!

Debra Chandler, Programming Chair

Arts Consultants Canada/ Consultants canadiens en arts
Administration Report
12TH ANNUAL GENERAL MEETING - TUESDAY OCTOBER 8, 2019

Lucy White Consulting has now provided ACCA with administrative services for just over one full year. During this time, ACCA has had a significant challenge with the functioning of its website and associated functions such as membership applications and renewals, and submission and distribution of Requests for Proposals.

I am happy to report that most of the administration tasks are now routine which frees up time for communications and committee support.

Membership Administration

Applications: The membership application process and forms have been updated and function well within the constraints of the current website design. The time to process applications has lessened. Applications are sent to the Membership Committee for review and notices of acceptance / rejection are sent to applicants within a few days of receipt.

Renewals: Renewals are fully automated with members receiving two reminders. Once membership fee has been received, the member receives a thank you email. Members who forget to renew, are now receiving two follow-up reminders by email.

Member Profiles: Not all of the member profiles are complete but after a few months of reminders, I have stopped asking the members to review their profile and I have substituted the blank placeholder photo with the ACCA logo.

Communications

Newsletters: The ACCA newsletter was relaunched in December and two additional issues were distributed in January and March with the goal of at least one issue per quarter in 2019-2020. The open rate is a respectable 47%. Member contributions such as articles, blog posts, etc. are greatly appreciated.

RFPs: This year, thirty-seven RFPs were circulated to members only. Our open rate continues to be strong at approximately 72%. ACCA has a subscription to MERX and several provincial services as well as hosting a RFP posting form on the website. The lists are checked at least once, often several times, a week and some buyers do enter their information directly into our system. More could be done to publicize the RFP service to purchasers especially art service organizations.

Mailing List: Our current mailing list is approximately 660. Except for the member segment of the list has not been kept up-to-date and I will be spending some time making updates this fall.

Social media: Facebook and LinkedIn are updated whenever there is something of interest. Currently anyone can add content to our Facebook page, so if members see an item of interest to the membership please feel free to post.

Website: There has been slight progress on updates and on adding content and resources to the website. The Board and Committee lists are up-to-date and all RFPs and events are published to the site. There is a new Members Only policy section which will be of use in future.

Any member with a substantive article, blog post, etc. which would be suitable for the website, is welcome to forward to info@artsconsultants.ca for posting.

Lucy White,

Lucy White Consulting