

Board Minutes: Meeting, December 19, 2024 – 5:00 p.m.
Hybrid – Zoom & 7 Street Office

In attendance: Jon Oxley (President), Megan Jones, David Gabert, David Barris, Lisa Doolittle (Vice-President), Sierra McTavish, Janene Moch (Treasurer), Suzanne Lint, Danielle Gibson

Regrets: Jeremy Duchan (Secretary), Kerry Gellrich, Jillian Bracken (City Liaison)

1. Call to Order: 5:15 pm

A) Approval of the Agenda, confirmation of a quorum

Motion 10-01: To approve the agenda of the December 19, 2024, board meeting.

By: David Gabert

Seconded: David Barrus

CARRIED

B) Approval of Minutes

i) Monthly Board Meeting of November 28, 2024

Motion 10-02: To approve the minutes of the November 28, 2024, board meeting.

By: Lisa Doolittle

Seconded: David Gabert

CARRIED

2. Business Arising:

i) 2025 Budget update (Interim Executive Director)

A meeting with the board executive will be scheduled for the second week of January.

3. Action Items:

A) Administration

i) Signing Authorities

Motion 10-03: That Jana MacKenzie be removed as a signing authority for the CIBC Investment and CIBC Chequing accounts and that Suzanne Lint be added as a signing authority for the same.

By: Megan Jones

Seconded: David Gabert

CARRIED

Motion 10-04: That Jana MacKenzie be removed from the AAC Corporate Classic Plus Visa Card.

By: Megan Jones

Seconded: David Barrus

CARRIED

ii) EFT Process

Motion 10-05: To approve the EFT/direct payment approval process and tracking form as presented.

By: Lisa Doolittle

Seconded: Janene Moch

CARRIED

B) Finance

i) 2024 Special Funding Requests

Motion 10-06: To approve the 2025 special funding requests as presented in the action item backgrounder.

By: Janene Moch

Seconded: Sierra McTavish

CARRIED

C) Allied Member Approval

i) Alexandra Writers Centre Society

ii) Wordbridge

Motion 10-07: to approve the Alexandra Writers Centre Society and Wordbridge as Allied members of the AAC.

By: Lisa Doolittle

Seconded: Janene Moch

CARRIED

4. Reports:

A) Committee

i) Nominations Committee

B) Administrative (Executive Director)

i) Executive Director

ii) Finance/HR

iii) Projects

iv) Engagement

- v) AAC Works/Volunteer
- vi) Gallery
- vii) Public Art
- viii) Communications
- ix) Facility
- x) Clay Services
- xi) Education

C) President's (Verbal)

D) Board Director's (Verbal)

5. Other Business

6. Correspondence

7. Adjournment: 6:25 pm

By: Lisa Dolittle