



**Minutes of the Meeting of the
Board of Governors
Saturday, December 21, 2019
Conservatory, Room 5
9:00-11:00 a.m.
APPROVED JANUARY 23, 2020**

Voting Members Present: Will Webster (Chair), Rob Gilbert, Lynn Loder, Edie Hancock, Andre Pretzel, Kurt MacLeod, Mark Laing, Susanne Brown, Chris McCulloch, Olga Milosevich

Ex-Officio Members Present: Diana Rutherford, Jack Bennet (by phone until 10:30), John Murray.

Regrets: Tirene Padget,

1. Meeting was called to order shortly after 9:00 a.m.
2. The minutes of the meeting of November 29, 2019 had been circulated previously, and it was MOVED (Rob, Lynn) that the minutes be approved. CARRIED.
3. Business Arising
 - a. Confidentiality Agreements. All Confidentiality Agreements have now been received by the office.
 - b. Governance and Management Structure Review
 - i. The Chair confirmed that the proposal from Andrea Arbic and Barbara Richman, recommended by the GMS Working Group, was approved by the Board by e-mail vote. The public version of the proposal, which omits confidential and propriety information, is now on the Conservatory website.
 - ii. *In Camera* discussion of the final contract for the Review.
 - iii. It was MOVED (Chris, Olga) that the contract from Andrea Arbic and Barbara Richman to conduct the Review be approved. CARRIED. The Chair reminded the Board that the contents of the contract are confidential and include propriety information.
 - iv. Section 1.1, Bullet 2. The Board agreed that members will send to the chair a list of those who the consultants should consider. Each entry on the lists submitted should include a brief comment on the relevance of the individual to the review. The chair will send a reminder to Board members.
 - c. *In Camera*. Consideration of a draft letter of response to Paul Brown.
 - d. It was MOVED (Mark, Lynn) that the draft letter of response to Paul Brown, as modified in the *in camera* discussion, be approved. APPROVED (1 opposed, Olga).
 - e. Consideration of possible by-law amendments. MOVED (Edie, Susanne), as a by-law amendment, that "Designated Representative Board members are entitled to have a specific designated alternate representative whose term would normally run concurrently with the primary representative's term. Alternate representatives are to sign a confidentiality agreement."

It was AGREED that the wording of this and related potential by-law changes concerning elected representatives and proxy voting by all members of the Board will be circulated well in advance of the next meeting so due consideration can be given to the

wording. During the discussion, concern was expressed about the appropriateness of any by-law change at this time while a review of the by-laws and governance is being undertaken.

4. New Business

- a. Planning for the AGM. The agenda and minutes/notes of last year's AGM had been circulated, and it was AGREED that we should use the same general format as in the past, and that the AGM be held in mid-February. It was suggested that Barbara Richman and Andrea Arbic be approached about the possibility of using the public portion of the annual meeting to be part of the public consultation.

5. Staff Reports: Attached to the Minutes.

6. *In Camera* discussion of the Confidential Report of the Executive Committee.

7. It was AGREED that at its next meeting the Board would have a fuller discussion of the Executive Committee report than was possible at this meeting because of time constraints.

8. Other Business: Olga requested that the next meeting include a discussion of a recent e-mail that had been circulated to Board members from Paula Phillips dated December 20, 2019.

9. Next Meetings:

- a. The Board, or those members who are available, will need to meet in early January with the GMS Review consultants pursuant to the contract.
- b. The next regular Board meeting will be on or about January 22 or 23, 2020. An effort will be to find a time that works for all.

10. Meeting Adjourned at 11:10 a.m.

Finance/Operations Report

December 21, 2019

1. Statutory remittances are up to date.
2. **McInnis Cooper** – Paid the second invoice for \$15,288.96. Received a third invoice for approx. \$3,100 yet to be paid.
3. **Mindbody Software** – Working OK we are still learning. Going to move into using the schedule capacity to manage room scheduling shortly.
4. **Water pipe** – Received the Water Commission report. We were required to hire a contractor by Dec 12th. The Commission gave me three contractors to contact that they use all the time. Bids arranged from \$5,500 + HST to \$8,500 + HST. We hired Sackville Trenching (ST) to replace the entire water pipe from the building to edge of our property. In conversation with another contractor, he mentioned that the sewer pipe is usually about 2 feet below the water pipe. If that is what is discovered, ST will replace it for additional \$1,500 as the trench is already open.
5. **Webmaster** – Chris Murray has resigned as of Dec 15th to start a full time job in his field of study. Mariana Agino was hired to replace Chris. Mariana was hired to replace Catherine who was out for a few weeks. When Mariana left, I told her that when Chris got a full time job I would have her back here as did a great job.
6. **Design and Digital Marketing Coordinator** – Hired Bridgette Morrissey to this new position, who starts Jan 6th. We had three staff looking after Graphic Design – Kate Mitchell, Social Media – Rebekah Rad and Website – Chris Murray. When removing the hours from these positions, it covered the hours for the new position. It was difficult trying to coordinate the dissemination of information to the public. Kate will still be managing the costumes.
7. **Christmas Holidays** – Starting today, Dec 21st the building will be closed until January 4th for Christmas.

Maritime Conservatory of Performing Arts Meeting of the Board of Governors

December 2019

School of Dance Report^[1]_[SEP]

Respectively submitted by Diana Rutherford, Dean of Dance

Performances:

The school of dance has had a busy December month with performances in both Character Dance, Classical ballet and the Cinderella production.^[1]_[SEP] Under the guidance of Helen Larbartkava, character students just finished a performance tour of the “Magic Doll House” Musical production.

Performances were located in Turo, Pictou, Mahon Bay, and Halifax. Many performances were a sold show, and students were a wonderful assist to the production. Character students will also be performing at the Halifax Russian society annual holiday party this Saturday 21st.

Professional ballet students joined with music students for a mix program at the central library downtown Halifax. The dancers performed a mix of classical and contemporary pieces along side an excerpt from the up coming production of Cinderella in February. A total of roughly 253 viewers in the audience attended the afternoon performance, and many were new to hearing about the conservatory’s programming. A display was placed at the entrance to the auditorium with many of our printed materials regarding programming and up coming workshops and performances in both music and dance. The central library was happy to continue to display our printed material on their community board on the main floor of the library.

Examinations:

Each year in the school of dance students are given the opportunity to partake in external ballet examinations. Organizations from two different methods of study within classical ballet are asked to examine and report with both a mark and written feedback regarding our students ranking nationally and internationally. This process has begun and paperwork has been submitted to both students and the examining bodies.

Production:

Efforts continue in seeking funds and sponsorship in support of the Cinderella production. If a board member has suggestions or a lead on potential organizations that would be interested in financially supporting this annual event please contact Diana directly.



Board of Governors Meeting Saturday, December 21st, 2019 9:00am, MCPA

Report on the School of Music

Dear members of the Board,

The past few weeks have been a peak of activity as students present holiday concerts and studio recitals. This has included a widely attended outreach performance at the Halifax Central Library, and a joint performance of all three Conservatory orchestras in the Lilian Piercey Concert Hall. Activity will now slow down as we enter our holiday closure period, with the final weeks of the first term picking back up again in January.

Outside of these activities, December saw the printed production of the Conservatory's Strategic Direction, which is now available at the Administration's Office front desk. Next, along with John Murray, Diana Rutherford, and Kate Mitchell, we interviewed and hired a new Design and Digital Marketing Officer, Bridgette Morrissey, who will oversee all of the Conservatory's online property and the production of branded materials.

Personally, I have met with partners at Halifax Libraries to plan an expanded programming partnership for next school year. I have also been in discussion with Megan Boyko and the relevant faculty regarding the Kindermusik program, and pleased to be planning on having Megan return to the Conservatory in January. Finally, I have also confirmed several masterclasses from Dalhousie University faculty next term, provided free of charge to the Conservatory by the Fountain School of Performing Arts.

On a last note, as we look to the New Year I'm thrilled to welcome two new members of the Conservatory community. Jacques Mindreau, a classically trained contemporary violinist, will be joining as our second Artist-in-Residence on a year-long term, and we are also welcoming the 60-member Halifax Gay Men's Chorus as a new weekly tenant.

Respectfully submitted, Jack Bennett ^[L]_[SEP] Dean, School of Music