

EYE LEVEL GALLERY  
BOARD OF DIRECTORS MEETING  
TUESDAY, 6 SEPTEMBER 1983

AGENDA:

1. Minutes of the last meeting
2. Director's report
3. Financial report
4. Decision concerning installation of lighting , and completion of Gallery renovations. Setting a date for clean & paint party.
5. Decision concerning purchase of 20 chairs, cost: \$320.00
6. Programming upcoming: Oct. 4 exhibition dates  
For the Moment
7. New Business
8. OPENING OF SEASON
9. ANNUAL REPORT.
10. Roll of chairman.

Eye Level Board Meeting September 6, 1983

Meeting commenced 7:50 p.m.

In attendance: David Craig,  
John Murchie  
John Greer  
Gary Conway  
Michael Fernandes  
Brian Paul  
Stephen Horne  
Marina Stewart

1. Reading of the minutes from the June 14th Board meeting by David Craig. Arising from the minutes Gary Conway asked how the figure of 2/3 was arrived at for the amount of artists fees the Gallery pays in relation to the CAR/FAC minimum suggested fee schedule. It was pointed out that mailings and other exhibition costs could not be included as fees. As a result a more accurated figure shows the Gallery paying half the CAR/FAC recommended fee schedule.
2. A discussion on the Gallery policy for exhibiting student work took place. It was generally agreed that student work would not be shown except in unusual circumstances. Michael Fenandes pointed out the conflict with the policy and the gallery's objective to encourage new work. John Greer suggested the policy be specific to undergraduate students. It was asked whether Rose Adams proposal was turned down because of her status as a student. Michael Fernandes and David Craig said that it was a consideration but not the only reason and David stated that the letter sent to Rose Adams did not mention student status as the reason.
3. David Craig reported that the year end financial report was available and showed a surplus of \$3,213.00. Marina Stewart asked why there was a surplus and should this not have gone back to the exhibiting artists. David Craig stated the surplus reflected income from investment of \$1,200. not cashed till year end and \$1,400. held for year end cash flow as well as money budgeted for renovations not yet spent. John Murchie suggested further discussion on financial report be tabled until next meeting when Board members would have a chance to go through the report.  
\*N.B. - copies of the report are available at the Gallery, please pick up and read it befor the next meeting.
4. A discussion took place regarding the gallery methods and procedures for exhibition agreements, payment of fees. financial statements, mailers. Marina Stewart noted that at the time of hers and John Greer's exhibition she was unclear as to the breakdown of artists fees and expenses. Marina also asked what the roll of the chair-person is. John Murchie suggested that the Board look into these issues before the next meeting and then be included in the agenda.

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5. David Craig reported that work on the gallery space still had to be done before the first exhibition for this season.. Gary Conway will install lighting in new exhibition room. It was agreed that a ceiling of \$300.00 be approved for purchase of new lighting fixtures.  
John Murchie will finish drywall in new room  
Brian Paul will take care of painting  
David Craig will find volunteers for general clean-up.
6. David Craig reported that the best price for chairs he could find was at IKEA, at \$16.00 per chair (folding). It was agreed that the Gallery would purchase 20 of these chairs.
7. Programming: two postponements left time open on Oct. 4 in the exhibition program. Joyan Saunders postponed until Jan. 84 and Christine Ross Hopper till sometime in the new year. It was decided that Diana Asimakos proposal for an installation in the small room adjacent to the office be accepted for the October 4. date and that the remainder of the gallery space be used for a board show.  
  
It was agreed that proposals by Bruce Campbell & Douge Sharpe. and Patrick Maybe be deferred to the next programming meeting.
8. Jennifer Fisher's status as a Board member was questioned by John Murchie. Due to her long absence (while she was living in Toronto) Jennifer was voted off the Board but would be reconsidered on her return. (see Minutes March 24, 1983.)  
John Murchie moved that Jennifer be re-enstated. 2nd Stephen Horne.  
Vote 5 yea, 1 abstension.
9. Marina Stewart wanted clarification of voting procedures. Does David Craig as director, have a vote. John Murchie stated that at a previous meeting it was decided that as an employee of the Gallery, David did not vote. Also that normally the chairperson of the Board did not have a vote except to break a tie.
10. It was agreed that Marina Stewart invite Robert Hammond and Jim Goss to exhibit at the Gallery. Marina wanted to know what space would be available for them and what fees would be paid. A discussion regarding artists fees and allocation took place. Gary Conway proposed that this issue be looked at in depth at another time and that the total budget of the gallery be taken into account. It was decided that a separate meeting be held to deal with this matter. David Craig, Gary Conway, John Murchie and Micheal Fernandes agreed to meet for this purpose the following week. As well any other interested Board members are are invited to attend.

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10. (continued) Some points to be taken into consideration for this meeting will include:
  - a) amount of money that can be freed for artist's fees.
  - b) fund-raising
  - c) number of shows and all possible divisions of space.
  - d) operating expenses
  - e) ending exhibition season when money runs out.
  - f) budgetting for extra programming i.e. performance. dance, etc.
  
11. Michael Fernandes suggested that "For The Moment" be considered for programming this fall. It was decided to look into the use of "the Other Space" for booking this event.
  
12. Meeting adjourned at 11:45 p.m.  
Next meeting scheduled for September 27.

N.B. Please take time to prepare for next meeting.

Minutes  
submitted by Gary Conway.



E.L. Board Meeting Sept 6/83.

Start - 7:50 pm.  
Finish - 11:45.

In attendance. David Craig,  
John Merych,  
John Green,  
Gary Conway,  
Michael Fernandes,  
Gary Conway,  
Brian Pan,  
Steven Horne,  
Waina Stewart

1. Reading of the minutes from the June 14th meeting by David Craig. Arising from the minutes - Gary Conway ask how the figure of  $\frac{2}{3}$  was arrived at for the amount of artist fees the gallery pays in relation to the CAR/FAC minimum suggested fee schedule. It was pointed out that marlings and other exhibition costs could not be included as fees. As a result a more accurate figure shows the gallery paying half the CAR/FAC recommended fee schedule.
2. A discussion on the ~~po~~ gallery policy for exhibiting student work took place. It was generally agreed that student work would not be shown except in unusual circumstances, Michael Fernandes pointed out the conflict with the policy and the gallery's objective to encourage new work. John Green suggested the policy be specific to undergraduate students. It was asked whether Rose Adams proposal was turned down because of her status as student. Michael Fernandes + David Craig said that it was a consideration but not the only reason and David stated that the letter sent to Rose Adams did not mention student status as the reason.



David Craig reported that the year end financial report was available and showed a surplus of \$3,213.00 dollars. Marina Stewart would ask why there was a surplus, and should this not have been ~~turned~~ gone back to exhibiting artists. David Craig stated the surplus reflected income investments of 1,200 not cashed till year end and 1,400 held for year end cash flow as well as money budgetted for paint and repairs not yet spent.

John ~~for~~ Mercy suggested further discussion ~~on this~~ on financial report be tabled until next meeting when board members would have a chance to go through.

\* N.B. ~~the~~ <sup>copies</sup> copy of the report <sup>are</sup> is available at the gallery, please pick up and read it before the next meeting.

3. A discussion took place regarding the gallery methods and procedures for exhibition agreements, payment of fees, financial statements, inailers. Marina Stewart noted that at the time of Marina and John Greer's exhibition she was unclear as to the break down of artist fees + ~~exp~~ exhibition expenses. Marina also ask what the roll of the chairman ~~chairperson~~ is.

John Mercy suggested that the board look into these issues before the next meeting and they be included in the agenda.



4. David Craig reported that work on the gallery space still had to be done before the first exhibition for this season.
- Gary Conway will install lighting in new exhibition room. It was agreed that a ceiling of \$300 be approved for lighting expenses.
  - John Muchy will finish drywall in new room.
  - Brian Paul will take care of the painting.
  - David Craig would find volunteers for General cleanup.
5. David Craig reported he found the best price for chairs he could find was at Ikea. They are \$16 per folding chair. It was agreed that the gallery would purchase 20 of these chairs.
6. Programming: 2 postponements left since open on Oct 4 in the exhibition program, Joanne Sanchez postponed till January & Christine Ross Hooper till new year.
- It was decided that Draman Asimakos' proposal would be accepted for small room and remainder of space be used for a board show.
- It was also agreed that proposals by ~~Fus~~ Bruce Campbell & Douglas Sharpe, and Patric Maybe be deferred.
- Jennifer's <sup>fisher</sup> ~~McKens~~ status as a board member was questioned by John Muchy.



Due to her long absence (while living in Toronto) Jennifer was noted off the board but would be reconsidered on her return. (See, Minutes, Apr. 24, 1983).

John M. moved Jennifer be reinstated.  
 2nd by Steven Horn,  
 The vote 5 for 1 objection.

8. Marina Stewart asked wanted clarification of voting ~~pro~~ procedures. Does David Craig, director, have a vote. It was John Muchly stated that at a previous meeting it was decided that as an employee of the gallery, he did not have a vote. Also, that normally the chairperson of the board did not have a vote except to break a tie.

9. ~~Marina Stewart.~~

It was agreed that Marina Stewart invite Robert Hammond & Jim Boss to exhibit at the gallery. Marina wanted to know what space would be available for them and what fees would be paid.

A discussion regarding <sup>artist</sup> fees and allocation of space took place. Gary Conway proposed that this issue be looked at in depth at another time and that the total budget of the gallery be taken into account. It was decided that a separate meeting be held to deal with this. David Craig, Gary Conway, John Muchly, and Michael Fernandes agreed to meet for this purpose in the following week. As well anyone else on the ~~the~~ board members are invited to attend.



Some points to be taken into consideration:

- a.) amount of money that can be freed for artist fees.
- b.) fund raising
- c.) number of shows, and all possible divisions of space.
- d.) operating expenses.
- e.) ending exhibition season when money runs out.
- f.) budgeting for extra programming, i.e. performance dance.

10. Michael Fernandes suggested that "For the Moment" be considered for programming this fall. It was decided to look into the use of the 'other space' for this event. As well Michael indicated he would like to do to have a good.

11 Meeting adjourned at 11:15 pm.  
next meeting Sept. 27.

N.B. Please take time to prepare for next meeting