

**CREATIVE CITY NETWORK OF CANADA
2017 ANNUAL GENERAL MEETING
MINUTES**

Friday, October 20, 2017 | 8:15am – 9:00am
Commonwealth Ballroom B, Westin Nova Scotian
1181 Hollis Street, Halifax, NS B3H 2P6

1. Call to order

The meeting was called to order at 8:16 am by Nichola Reddington, City of Victoria, BC, and Creative City Network of Canada Board President.

2. President's Opening Remarks/Introduction of the Executive

Nichola Reddington provided opening remarks, introduced the CCNC staff, current members of the Board;

- Anna Whelan, CCNC General Manager
- Viahsta Yuan, National Events and Communications Coordinator
- Kelly Jerrott from City of St. Albert, is our Board Vice-President.
- Alice Sabourin from the City of Hamilton, is our Board Treasurer
- Sarah Douglas Murray from the Town of Oakville, is our Board Secretary

- I would also like to acknowledge our Board of Directors at large who all take on a significant leadership role in our Board various Committees. They are:
 - Jennifer Fitzpatrick from Humboldt, Saskatchewan
 - Gillian Hards Town of Richmond Hill, ON
 - Lisa Hickey-Besserer, City of Calgary, AB
 - Brent Oliver, City of Spruce Grove, AB
 - Alejandro Romero, City of Saskatoon
 - Emily Trottier, City of Greater Sudbury, ON
 - Michael Tunney, City of Mississauga, ON

- I would like to take this opportunity to thank our retiring board members:
 - Elena Bird, Past President from the City of Toronto, Ontario
 - Geraldine Parent, City of Burnaby BC
 - Karen Hasselfelt, City of Vancouver, BC
 - Elizabeth Taylor from City of Halifax, Nova Scotia,

Special thanks to Elena Bird as Past President and Elizabeth Taylor as Chair of the Halifax Summit for their contribution to CCNC.

3. Approval of the Agenda

Motion: *To approve the Agenda of the 2017 CCNC Annual General Meeting, as provided.*

Made by: Yvonne Chiu, Maple Ridge, BC
Seconded; Brent Oliver, Spruce Grove, AB
Carried.

4. Adoption of the Minutes from the 2016 AGM: October 19, 2016

Motion: *To approve the Minutes from the Annual General Meeting on October 19, 2016*

Made by Angie Veilleux, City of Brandon, MB

Seconded Kent Gallie, City of Surrey

Carried.

5. Reports

a. Report from the President

It has been a year since we were in Surrey BC for our annual Summit. A year flies by quickly which is a good sign that we've been busy behind the scenes at Creative City Network. And now here we are on the east coast to celebrate our 15th anniversary. I joined the board in 2012 following my role as host coordinator for our 10th anniversary celebrations in Victoria. So it only seems fitting that we are on the east coast for our 15th.

It's no small feat to gain teenage status for a non-profit organization. It takes a lot of work, dedication and passion to keep CCNC going without operating grants. It's through our staff, board, members, partners and sponsors that we have weathered the storm and continue to provide vital services and programs to local government, organizations and individuals. But we can do and need to do so much more.

Communities across the country have been making the case for years about the importance of culture as a pillar of sustainable community development. At the ground level, local governments support culture through the development of cultural plans and policy development, financial support through grant programs, facilitation, coaching and service support for our artists and arts organizations, and facility management through our cultural centres, galleries and museums... to just name a few.

As a sector we've been successful at demonstrating the importance of culture for livable and happy cities. We know it good for our health and wellbeing, it's good for business and attracting investment and people into our communities, it's good for civic pride and the care we take in the places we call home. So now more than ever we need an organization like CCNC to provide original research, to arm our members with the knowledge and best practice they need to realize your community's creative potential and build creative capital.

So how can CCNC support you?

For the last year, we have been cleaning up our house and getting it in order. The approval of our human resources and financial policy provides a strong backbone for us organizationally so we are stable and sustainable in delivering on our mandate.

We are continuing to review our IT and digital platforms so we can continue to work smarter not harder and be future ready in our delivery of services using the latest technology and software. We look forward to building a stronger relationship with provincial and federal partners so that our members are equipped with the latest information, best practice and policy development in the digital age.

We are always seeking new partnerships across the country including a new partnership with McEwan University in Edmonton to provide learning opportunities for our members from the comfort of your office. An added benefit to offering webinars and live streaming is the ability to offer more learning opportunities for members that cannot attend our annual summit.

As we enter year two of the Strategic Plan with a skilled and passionate staff and board, I know we are poised and ready to undertake, improve and build on our current and new initiatives. I encourage members to reach out to staff and board and join a committee, participate on our list serv, attend regional meetings and summits and of course through your renewal of your membership each year. On behalf of the board, I want to thank you for your ongoing support of the Creative City Network.

CCNC has been very good to me during my term as President and I want to thank my fellow board members for all your hard work over the last several years and the support and guidance you provide the organization and to myself. You are in very good hands with Kelly Jerrott who will be our incoming President as I step into the Past President role. I wouldn't be here if Elena had not encouraged me into a leadership role with the organization and I have learnt so much from working alongside her on the board and several task forces and committees. It's been a highlight of my career to work for this organization and work alongside so many talented and inspiring cultural leaders from across Canada.

Thank you and I look forward to seeing you in Mississauga next year.

b. Report from the General Manager

Good morning. I hope you are finding this summit's programming to be inspiring and provocative as well as having a chance to explore the many enticing ingredients that make Halifax such a vibrant city.

It's my pleasure to both re-connect with so many members and meet new members at our national Summit. I joined CCNC in 2013 as the new Member Services & Communications Coordinator, and I am excited to be taking on the new challenge in my role as General Manager. I am also delighted to be in Halifax, for the first time, for my third Creative City Summit. I would like to take this opportunity to welcome Viahsta Yuan, CCNC's new National Events & Communications Coordinator. She joined the organization a month ago, and had to hit the ground running with only a month to go until the Summit. She is an integral part of the CCNC team.

I'd like to thank our Host Committee, the Halifax Summit Planning Committee, and the Halifax Regional Municipality for making my third summit such a rewarding experience, and I look forward to hearing feedback from the delegates. It is your feedback that leads to our overall programming and ensures the success of our annual Summit.

I would also like to thank the board of directors for their continued support as I've taken on this new role with CCNC.

At our AGM, we have a chance to look back at our previous year to reflect, and in the case of 2016 – 2017, to celebrate the many highlights beginning with the Surrey Summit. From the talented and diverse groups performing at the Welcome Reception, to the Study Tours that showed us all that Surrey has to offer, Surrey definitely rose to the challenge and brought to life the theme of Bridging Cultures and Building Communities. We also launched the Awards

Program, and I would like to thank Diane Thorpe for her hard work and dedication to making the program such a success.

At the heart of CCNC is its members. By hosting an annual summit we have the privilege of showcasing a member municipality but equally important is the opportunity to bring our members from across Canada together to connect, learn and share. With that in mind, we also acknowledge that attending the annual Summit is not possible for all of our members. Our member news, members' portal, and listservs are vital links for our members to connect and learn throughout the year from across the country. In an effort to offer additional opportunities for our members, we have recently partnered with MacEwan University to facilitate a web streamed presentation by John Howkins, free of charge, to CCNC members and continue to explore regional meeting opportunities for our members.

A network is about the conversation: Starting it. Continuing it. Taking it to new and exciting places. With a strong financial picture, I look forward to working with Viahsta, the board, and our members as we continue to grow and expand the network.

c. Report from the Treasurer - Ali Sabourin

The financial statements (Appendix A) have been prepared by Tompkins, Wozny, Miller & Company and the Fiscal Year end is March 31, 2017.

As you will notice in the financial statements, the statements were subject to a Review Engagement, which is a statutory requirement.

Overall, the CCNC was in a stable phase of development, and at the start of the fiscal year, the Board approved a deficit budget of approximately \$14,305.

In the end, the overall 2016/2017 performance showed a surplus of \$ 22,600.

The Positive Variance of ~ \$ 36,900 is mainly due to:

- A strong summit in Surrey, which included exceeding sponsorship targets by \$ 20,000
- Underspensing on wages (gapping of \$ 26,000)

Major 2016-2107 initiatives supported in the budget include:

- Year Two of the Awards program
- Delivery of the Surrey Summit
- Municipal Pilot Year in the Cultural Statistics Strategy
- Successful Regional Meetings hosted in Ontario, Alberta and BC

More good news is the organization is still considered financially stable and healthy:

- We have a healthy level of membership renewal (increased by ~\$ 10,000 year over year)
- Donations are stable at \$ 2,100
- We continued the strong trend of full capacity summits over the last 5 years (from Victoria to Ottawa to Hamilton to Kelowna to Surrey)
- Our net assets are very healthy at \$ 74,333.

Motion: *To approve the Financial Statements of the year ending March 31st, 2017 as prepared by Thompkins, Wozny, Miller & Co.*

Made by Angie Veilleux, City of Brandon, MB
Seconded Kent Gallie, City of Surrey
Carried.

Motion: to appoint Tompkins, Wozny, Miller & Co. as the accountant to prepare the Review Engagement for the year ending March 31, 2018.

Made by: Elena Bird, City of Toronto
Seconded by: Angie Veilleux, City of Brandon, MB
Carried.

6. Election of the Board of Directors

Slate of 2016-2017 board nominations provided by Gillian Hards – refer to **Appendix B.**

Gillian called for Nominations from the floor three times. No new nominees stepped forward.

Motion: *To accept the slate of nominations, as recommended.*

Made by Nina de Vaal, Town of Oakville
Seconded by Kent Gallie, City of Surrey
Carried.

7. Other Business

Motion: to Approve and Ratify all accounts, contracts, proceedings, elections, appointments, payment of monies as set forth in the regularly circulated Minutes of the Board of Directors meetings.

Made by Nina de Vaal, Town of Oakville
Seconded by Astero Kalogeropoulos, City of Waterloo
Carried.

8. Adjournment

Motion: *To adjourn the meeting at 8:40 am.*

Made by Sarah Iley, City of Calgary
Seconded by Elena Bird, City of Toronto
Carried.

Minutes prepared by: Sarah Douglas-Murray, Secretary of the CCNC Board.