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CITY OF

COQUITLAM



COQUITLAM CULTURAL CENTRE COMMISSION MEETING MINUTES

FEBRUARY 27, 1996

A Meeting of the Coquitlam Cultural Centre Commission convened on Tuesday, February 27, 1996 at 7:35 a.m. in the Committee Room, 1111 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Commissioners Present: Councillor Dave White - Chair, Louise Alston, Gillian Elliott, Kathy Friederici, Charlotte Lonneberg, Beulah Paugh

Regrets received from: Gay Northey, David Secunda, Brian Wallis

Also Present: Donald Acaster

ITEM I - MINUTES

Minutes - January 23, 1996

MOVED BY GILLIAN ELLIOTT AND SECONDED that the Minutes of the Coquitlam Cultural Centre Commission Meeting on January 23, 1996 be approved.

CARRIED UNANIMOUSLY

ITEM II - NEW BUSINESS

1 Vision Statement

The Vision Statement prepared by the Managing Director based on submissions from the Commissioners was reviewed.

MOVED BY CHARLOTTE LONNEBERG AND SECONDED that the Vision Statement for the Cultural Centre be approved and that it be reviewed by the Commission during the first quarter of 1997.

CARRIED UNANIMOUSLY

2 Public Naming Competition

The Commissioners reviewed the names submitted in the Public Naming Competition.

MOVED BY LOUISE ALSTON AND SECONDED that the Cultural Centre Commission recommend to the Mayor and Council that the Cultural Centre Project be named the EVERGREEN CULTURAL CENTRE.

CARRIED UNANIMOUSLY

3 Draft Cultural Centre Policy: Part I

The Managing Director presented the first section of a Draft Policy for review. It was noted that a Policy for the Art Gallery and Art Studios is still being developed.

It was agreed that an Advisory Committee including the Chair or designate and a Human Resources Advisor to assist the Managing Director with recruiting and hiring senior positions was desirable.

A provisional Studio Theatre Rental Rate Structure was discussed.

MOVED BY LOUISE ALSTON AND SECONDED that Cultural Centre rental rates be developed in three tiers: Commercial and private; non-profit groups and organizations; School District No. 43 and the City of Coquitlam.

CARRIED UNANIMOUSLY

4 Construction Update

Construction progress has improved with the return of fair weather. KGK Construction will issue a revised schedule shortly.

5 Restaurant and Lounge Update

Two offers are being reviewed by the Restaurant Consultants, City staff and the Restaurant Committee of the Commission.

ITEM III - OTHER BUSINESS

1 Letters of Authorization for Fundraising

The Commission (through the Managing Director) will issue letters of introduction for fundraising activities by Commissioners as required.

ITEM IV - TABLED ITEMS

- 1 Rental Rate Comparisons from Other Facilities
- 2 Excerpt from *VISIONS* - ARC Arts Council Newsletter, Winter Issue 1996
- 3 Operational Management of the Cultural Centre - Memo from R.D. Hicks
- 4 The Mayor and Council will host a Volunteer Recognition Dinner on Thursday, May 2, 1996 at 6:30 p.m. in the Mike Butler Room

ITEM V - ADJOURNMENT

The Meeting adjourned at 9:10 a.m.

CHAIR

Donald Acaster
Managing Director

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Mayor L. Sekora

COQUITLAM CULTURAL CENTRE COMMISSION MEETING MINUTES
APRIL 23, 1996

A Meeting of the Coquitlam Cultural Centre Commission convened on Tuesday, April 23, 1996 at 8:00 a.m. in the Committee Room, 1111 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Commissioners Present: Councillor Dave White Louise Alston, Gillian Elliott, Kathy Friederici, Gay Northey, Beulah Paugh, David Secunda, Brian Wallis

Regrets received from: Charlotte Lonneberg

Also Present: Donald Acaster

ITEM I - MINUTES

Minutes - March 26, 1996

MOVED BY GAY NORTHEY AND SECONDED that the Minutes of the Coquitlam Cultural Centre Commission Meeting on March 26, 1996 be approved.

CARRIED UNANIMOUSLY

ITEM II - NEW BUSINESS

1 Logo Contest Results

The Commissioners examined the 64 entries submitted in the Logo Contest.

MOVED BY BEULAH PAUGH AND SECONDED that the logo design submitted by Karen and Colin Wilkie be declared the winning entry and that honourable mentions be awarded to Zoe Dyck and Christopher Leitch.

CARRIED UNANIMOUSLY

A handwritten signature, possibly of the Mayor, located at the bottom right of the page.

Donald Acaster will contact Karen and Colin Wilkie to discuss the adaptation of the logo to the needs of the Evergreen Cultural Centre.

Kathy Friederici left the meeting at this time.

2 Evergreen Cultural Centre Policy

MOVED BY GAY NORTHEY AND SECONDED that the Evergreen Cultural Centre Policy be adopted and forwarded to City Council for approval.

CARRIED UNANIMOUSLY

Fees for art exhibitions by community groups such as Art Focus, Port Moody Art Association and Suite "E" will be developed after a Curator has joined the staff.

3 Job Description: Technical Manager / Building Supervisor

MOVED BY BEULAH PAUGH AND SECONDED that the job description for the Technical Manager / Building Supervisor for the Evergreen Cultural Centre be approved.

CARRIED UNANIMOUSLY

The position will be posted shortly with interviews planned for mid-June. The Chair, Louise Alston, Gay Northey, David Secunda and Brian Wallis volunteered to serve on the selection committee.

4 Proposed Agenda for Official Opening

Gillian Elliott recommended, and the Commission concurred, that the official opening include a private reception for donors and dignitaries on Friday evening with the official opening and public activities on Saturday. The open house with public activities could continue on Sunday. The proposed dates, subject to the final construction schedule, are October 18 - 20 or 25 - 27. A committee will be formed to assist staff with preparations for the official opening.

5 D & K Howard donation of *Triptych* by Paul Ygartua

The proposed donation was favourably received and could be accepted into the permanent collection and displayed where appropriate once an acquisition policy is developed. Donald Acaster was asked to discuss the proposed donation and conditions with the Howards.

ITEM III - OTHER BUSINESS

1 Incorporation under the Society Act

Donald Acaster reported that a name approval request for EVERGREEN CULTURAL CENTRE SOCIETY had been submitted to the Registrar of Companies. A special meeting will be called to deal with the application for incorporation as soon as the name request has been approved.

**2 Operational Agreement and Clarification of City Support
for Evergreen Cultural Centre**

Commissioners requested information on the Operational Agreement between the City of Coquitlam and the Evergreen Cultural Centre Society and a clarification of the level of support services that can be expected from the City.

ITEM IV - TABLED ITEMS

1 Application to The Leon and Thea Koerner Foundation

ITEM V - ADJOURNMENT

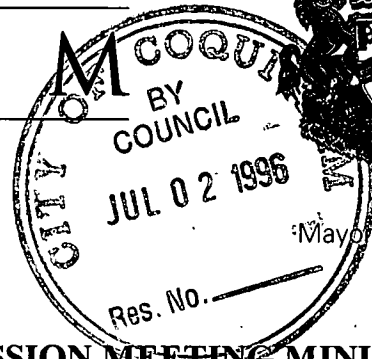
The Meeting adjourned at 9:30 a.m.

CHAIR

Donald Acaster
Managing Director

CITY OF _____

C O Q U I T L A



Mayor L. Sekora

COQUITLAM CULTURAL CENTRE COMMISSION MEETING MINUTES

MAY 28, 1996

A Meeting of the Coquitlam Cultural Centre Commission convened on Tuesday, May 28, 1996 at 8:00 a.m. in the Committee Room, Coquitlam City Hall, 1111 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Commissioners Present: Councillor Dave White, Gillian Elliott, Charlotte Lonneberg, Beulah Paugh, David Secunda,

Regrets received from: Louise Alston, Kathy Friederici, Gay Northey, Brian Wallis

Also Present: Donald Acaster

ITEM I - MINUTES

1 Minutes - April 23, 1996 and May 1, 1996

MOVED BY CHARLOTTE LONNEBERG AND SECONDED that the Minutes of the Coquitlam Cultural Centre Commission Meetings on April 23, 1996 and May 1, 1996 be approved as circulated.

CARRIED UNANIMOUSLY

ITEM II - NEW BUSINESS

1 Evergreen Cultural Centre Naming Policy

Donald Acaster outlined the background for the Naming Recommendation. This policy would be consistent with the plans for Place des Arts.

MOVED BY BEULAH PAUGH AND SECONDED that the Evergreen Cultural Centre Naming Policy be adopted and forwarded to City Council for approval.

CARRIED UNANIMOUSLY

2 Media Release for Opening Exhibition

The Commissioners discussed the details of the proposed exhibition.

MOVED BY BEULAH PAUGH AND SECONDED that the Media Release for the Inaugural Exhibition at the Evergreen Cultural Centre be approved.

CARRIED UNANIMOUSLY

3 George Norris Sculptures

The Commissioners reached a consensus that this matter be referred to the the City of Coquitlam Task Force on Arts and Culture.

4 Technical Operations Manager Applications

Donald Acaster reported that 15 applications have been received to date. The majority are worthy of further consideration and 4 applicants have no previous arts experience.

5 D & K Howard donation of *Triptych* by Paul Ygartua

Donald Acaster reported on a telephone conversation with Dick Howard.

MOVED BY BEULAH PAUGH AND SECONDED that a letter be drafted to the Howards to explain that we are not in a position at this time to receive gifts as the Evergreen Cultural Centre Society is not registered with Revenue Canada. We are still developing policy for the acquisition of works of art for the Evergreen Cultural Centre.

ITEM III - OTHER BUSINESS

1 Meeting of Selection Committee

Donald Acaster requested a meeting for June 5 or 6 (late afternoon) to shortlist the candidates.

2 Next Meeting of Commission

The next meeting of the Commission will be at the call of the Chair. It is unlikely that the Commission will meet on the next regular date of June 25, 1996.

3 ARC Arts Council Service in the Arts Award

Charlotte Lonneberg reported that her nomination of Wesbild Holdings Ltd. and was accepted for an Award.

Gillian Elliott reported that her nomination of the Coquitlam Maillardville Heritage Trust had also been accepted for an Award.

The Commissioners were encouraged to attend the Awards Luncheon at 12:00 noon on Friday, June 7, 1996 (Cost \$13.00)

ITEM IV - TABLED ITEMS

- 1 Rental Policy was approved by City Council on May 6, 1996.
- 2 Vancouver Foundation Application is being considered for a decision in June, 1996.
- 3 Donation from Mayor Sekora was acknowledged.
- 4 Donald Acaster will be Lighting Designer/Director for The Nova Scotia International Tattoo, Halifax: June 17 to July 8.

ITEM V - ADJOURNMENT

The Meeting adjourned at 8:50 a.m.

CHAIR

Donald Acaster
Managing Director