

Metchosin Arts & Cultural Centre Association

2023 ANNUAL GENERAL MEETING

Thursday, August 10, 2023, at 7:00 p.m.

MINUTES

Attendees: Chris Van de Water (chair), Gail Nash (recording), Betty Hildreth, Nicky Nadeau, Charmaine Welch, Laurie Sthamann (SRC), Pete Brown, Janet and Jim Parker, Janet Gray, Ellen Desjardins

- 1 **Call to Order:** 7:09 p.m.
- 2 **Adoption of the agenda** as augmented: moved by Nicky CARRIED
- 3 **Approval of the AGM minutes of September 28, 2022:** moved by Betty, CARRIED
seconded by Charmaine
- 4 **Business arising from the minutes:** NIL
- 5 **Reports:**
 - (a) President: Chris reviewed events and projects from the previous year. *(full manuscript attached)*
 - (b) Nicky described the makers markets so far, and her plans for future ones.
 - (c) Treasurer (financial statements attached)
The statements and budget were circulated to all members by email before the meeting. Gail reviewed them and answered questions. She then presented the draft budget for 2023-2024 and the rationale for some of the figures.
Motion to approved the financial statements and budget as presented: moved CARRIED
by Charmaine, seconded by Laurie
- 6 **Election of Officers:** chaired by Betty, who spoke about the current portfolios and volunteer coordinators for various tasks. Suggested slate:
 - (a) President – Chris Van de Water [incumbent]
 - (b) Vice President [new] and Liaison Director [incumbent] – Betty Hildreth
 - (c) Secretary-Treasurer – Gail Nash [incumbent]
 - (e) Director – Charmaine Welch [incumbent]
 - (f) Director – Nicky Nadeau [incumbent]
 - (g) Director – Janet Parker [new] who will manage the POV galleriesThere were no further nominations. Motion to approve the slate as presented: moved by Charmaine, seconded by Janet Gray CARRIED
- 7 **Any other business:**

Janet Gray said how much she appreciates the work done by MACCA.
- 8 **Adjournment:** 7:58 p.m.
Motion to adjourn made by Chris CARRIED

A social meet and greet with refreshments followed.

President's Report – August 10th, 2023

Good evening Ladies and Gentlemen. My name is Chris Van de Water and I am President of the Metchosin Arts and Cultural Centre Association (MACCA). Also on the MACCA Board are: Betty Hildreth (Acting Vice President), Gail Nash (Secretary/Treasurer), Nicky Nadeau (Director), Charmaine Welch (Director). We also include Amanda Wilmshurst as Paint and Finish Coordinator. Recently retired are Art Brendon and Heather Hood.

MACCA has entered a new phase of maturity. We have increasing recognition and credibility in the Greater Victoria Area, the West Shore in particular.

MACCA is embracing this new paradigm by continuing to reach out to the neighbouring Art Societies with a spirit of collaboration and cooperation in bringing local artists together.

Exciting events are taking shape in the West Shore, with plans being made to generously fund the Arts. A high-end Arts Centre with a performing theatre is being planned as the ultimate goal. In contrast, the Metchosin Arts and Cultural Centre Association is a living example of a successful grassroots organization, one which nurtures and encourages local art. For example, the very successful Sooke Arts Exhibition has numerous MACCA connected artists accepted to show their work. Our valued tenant, the ArtPod gallery, headed up by Diana Smith, has been instrumental in encouraging artists.

Improvements made by MACCA to this 1914 building during the last year is highlighted by Art Brendon's Sun mural painted at our front entrance. It gives the Arts Centre a wonderful entrance experience when entering.

Furnace technicians came last October 28th to winterize the furnaces and found that the two furnaces heating a lot of this building had holes burned in the heat exchangers, and for our safety, turned them off forever. Flue gases could enter the heating ducts and fill into the rooms. We were pretty cold, using portable heaters where possible without throwing breakers. Three cold weeks later, with the District still dithering, we went ahead and made a \$3,600 down payment on the furnaces and we had new furnaces within a week.

CRD Water toured the building and had us install a backflow preventer where the water line enters the building. The water going through the school's pipes picked up a very trace amount of lead, testing showed. Non-potable water signs went up above all the sinks, but later, three out of five sinks had lead filters installed so now it is safe to drink from those three sinks.

MACCA is always either planning or performing building upgrades. Amanda Wilmshurst has been painting various walls and rooms as required, inside and out. Most of the Point of View walls are going to get new paint in a week or so, and the front of the building is due for new paint.

Renovations are being done right now in the upstairs ladies washroom - a new vanity, toilets, paint and flooring. So the building maintenance keeps us busy with leaking toilets, light and electrical breaker problems, roof leaks on Christmas Eve, flooding during torrential rains, alarm issues, fall leaf clean-up, frozen pipes, and on and on.

President's Report – August 10th, 2023

MACCA hosted a number of events during the last year. Nicky Nadeau and Amanda Wilmshurst organized a Makers Market last September 30th in front of our Centre with about 30 vendors – music, corn sales, puppy corral, communal paint-in, and chalk art.

MACCA wanted to use the gym for a Christmas Market. After an eternity of negotiations with Nicky and the various parties, the way was finally cleared for MACCA to use not only the gym, but also the two adjacent classrooms. Over 60 local artisans vending their unique and quality handcrafted products, and a total open house in the Arts Centre, made this a historic event for Metchosin.

We had a great July 1st afternoon market with about 30 vendors and live music, including the Beecher Bay Drum Band. The strong winds were a hindrance but perseverance won out and we had another great community event.

We also hosted a successful Repair Café. Repair Cafes are a world-wide phenomenon and MACCA looks forward to hosting more of these.

In closing, I would like to thank all the volunteers for another successful year operating our Arts Centre. It cannot be done without a lot of teamwork, and so we forge on.

Thank you.

Metchosin Arts & Cultural Centre Association

BALANCE SHEET

as of 2023-06-30

ASSET

Current Assets

Petty Cash	\$	89.36	
Coast Capital Chequing Account	\$	42,441.38	
Coast Capital Project Account	\$	1,586.00	
			<u>\$ 44,116.74</u>
Total Current Assets			<u><u>\$ 44,116.74</u></u>
Outstanding cheques	-\$	612.13	
TOTAL ASSET			<u><u>\$ 44,728.87</u></u>

LIABILITY

Long Term Liabilities

Tenants's damage deposits	\$	1,123.10	
Total Long Term liabilities			<u>\$ 1,123.10</u>
TOTAL LIABILITY			<u>\$ 1,123.10</u>

EQUITY

Retained earnings	\$	43,605.77	
TOTAL EQUITY			<u>\$ 43,605.77</u>
LIABILITIES AND EQUITY			<u><u>\$ 44,728.87</u></u>

Generated July 20, 2023

NOTICE TO READER

As Treasurer, I have compiled the balance sheet of the Metchosin Arts & Cultural Centre Association (MACCA) as of June 30, 2023, and the statement of income and expenditure for the fiscal year up to that date. No audit has been performed by a reviewing authority. These statements were approved by the MACCA directors on July 31, 2023. Readers are cautioned that these statements may not be appropriate for their purposes.



Gail Nash, Secretary-Treasurer
July 31, 2023

Note 1:

In December 2022, a very successful two-day “Makers’ Market” was held in the gymnasium and adjacent classrooms. The Seniors’ Resource Centre provided a quiet place to sit and enjoy seasonal refreshments, by donation. Most of the participating “makers” donated \$25 each for their tables. This resulted in an unbudgeted boost to revenue.

Note 2:

During the same two days in December, a sale of art-related supplies was held in the DIY Studio. The supplies were donated by the family of long-time Metchosin resident and artist Blanche Cole. This, too, augmented MACCA’s income.

Note 3:

MACCA hired a web designer modernize and increase functionality of the website. This included an online booking calendar for the DIY Studio.

Note 4

More events were held this season, with expenses covering advertising, consumables, performance fees and the like.

Note 5:

Grants-in-aid were provided for the following:

- \$500 to Hans Helgeson Elementary School for art supplies, resulting in a show of children’s art in June 2023;
- \$300 sponsorship to Parisien Café in June 2023;
- \$1000 to the City of Langford to support the Change-Makers Gathering Festival June 10, 2023;
- \$3000 to support the upcoming Metchosin Community Day in September 2023.

Note 6:

The largest expense for building improvements was the 20% deposit paid by the MACCA for two new gas furnaces. The original furnaces stopped working during the coldest part of November 2022, so the MACCA directors obtained price quotes on replacements and paid the 20% deposit to speed up the replacement and make the art centre comfortable again. The District of Metchosin paid for the remainder of the cost. Funds were put aside toward the cost of installing a chair lift to the inside staircase. That project ended up being postponed because the District of Metchosin may be able to obtain a grant to cover the project. We expect to expend the funds in 2023-2024 on renovation of the upstairs women’s washroom, with an expected cost of \$5000 to \$6000.

Metchosin Arts & Cultural Centre Association

Income Statement to June 30, 2023

(fiscal year July 1 to June 30)

REVENUE

Revenue

Studio rental income	\$	27,533.00	
DIY Community Studio income	\$	8,075.00	
Rental Revenue			\$ 35,608.00
Memberships	\$	175.00	
Donations	\$	879.66	
Coffee room	\$	78.00	
Misc. sales	\$	25.00	
Makers' Market donations (Dec) ⁽¹⁾	\$	1,444.30	
Cole family (art supplies) ⁽²⁾	\$	767.45	
WSAC grant for April concert	\$	1,000.00	
April trio concert	\$	1,149.25	
Repair Café donations	\$	320.25	
General Revenue			\$ 5,838.91
NET REVENUE			\$ 41,446.91

Restricted use funds

Tenant damage deposits	\$	203.50	
Net restricted use income			\$ 203.50

TOTAL REVENUE

\$ 41,650.41 *

***NOTE: the actual operating revenue for day-to-day purposes is Net Revenue, not Total Revenue**

EXPENSE

General & Administrative Expenses

Cleaning - wages	\$	3,011.32	
Garbage and recycling	\$	472.52	
Operational supplies	\$	2,098.93	
Office Expenses	\$	588.71	
Petty cash expenses	\$	30.85	
Society Act annual report	\$	40.00	
Insurance	\$	783.00	
Memberships (ArtsBC)	\$	80.00	
Internet ⁽³⁾	\$	1,418.18	
Events ⁽⁴⁾	\$	6,260.55	
Grants, bursaries ⁽⁵⁾	\$	4,800.00	
Maintenance & improvements ⁽⁶⁾	\$	6,239.27	
Utilities (common costs)	\$	7,999.92	
POV galleries	\$	240.36	
Miscellaneous	\$	80.00	
Total General & Admin. Expenses			\$ 34,143.61

Restricted Use Funds (grants)

Damage deposit return	\$	151.00	
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Total Restricted Fund Expenses \$ 151.00

TOTAL EXPENSES \$ 34,294.61

NET INCOME/LOSS \$ 7,355.80

Metchosin Arts & Cultural Centre Association

**Comparative Budget
2023-2024**

July 2023 -
June 2024
budget

July 2022 -
June 2023
ACTUAL

REVENUE

Revenue

Rental Income	\$ 28,800.00	\$ 27,533.00
DIY Community Studio income	\$ 8,100.00	\$ 8,075.00
Memberships	\$ 150.00	\$ 175.00
Interest income	\$ -	
Donations	\$ 750.00	\$ 879.66
Makers' Market donations	\$ 1,500.00	\$ 1,444.30
Cole family art supplies sale	\$ -	\$ 767.45
Ivy Kent Art Auction	\$ -	
Repair Café donations	\$ 250.00	\$ 320.25
WSAC grant for April concert	\$ -	\$ 1,000.00
April trio concert	\$ -	\$ 1,149.25
Events	\$ 500.00	
Misc	\$ 500.00	\$ 103.00

Normal income \$ 40,550.00

Reimbursement from DoM	\$ -	
Total Revenue	\$ 40,550.00	\$ 41,446.91

Restricted use funds

Tenant damage deposits	\$ -	\$ 203.50
Net Restricted use income		\$ 203.50

TOTAL REVENUE \$ 40,550.00 \$ 41,650.41

EXPENSE

General and Administrative Expenses

Cleaning	\$ 3,000.00	\$ 3,011.32
Garbage and recycling	\$ 500.00	\$ 472.52
Office expenses	\$ 600.00	\$ 588.71
Societies Act annual report	\$ 40.00	\$ 40.00
Petty cash expenses	\$ 20.00	\$ 30.85
Operational supplies	\$ 2,200.00	\$ 2,098.93
Insurance	\$ 1,000.00	\$ 783.00
Liability insurance: Repair Café	\$ 500.00	
Memberships (Arts BC)	\$ 125.00	\$ 80.00
Internet (website)**	\$ 510.00	\$ 1,418.18
Events	\$ 10,000.00	\$ 6,260.55
Grants, bursaries	\$ 4,000.00	\$ 4,800.00
Maintenance & improvements	\$ 10,000.00	\$ 6,239.27
Utilities (common costs)	\$ 8,000.00	\$ 7,999.92
POV supplies	\$ 400.00	\$ 240.36
DIY Booking Coordinator fees	\$ 750.00	
Miscellaneous	\$ 100.00	\$ 80.00

Total General & Admin Expenses \$ 41,745.00 \$ 34,143.61

Restricted use funds

Return of tenant damage deposits	\$ 151.00	
Total Restricted Use Funds		\$ 151.00

TOTAL EXPENSES \$ 34,294.61

NET REVENUE -\$ 1,195.00 \$ 7,355.80

*NET REVENUE not including restricted funds \$ 7,204.80