



Sooke Arts Council

## **BOARD OF DIRECTORS' MEETING MINUTES**

May 20, 2026, at 6:00 pm  
at Sooke Arts Council Gallery

Present: Sherry Robb Deb Schenk Carolyn Hahn  
Linda Anderson Megan Evans  
Absent: Gord Wallace Lynda Slater

### **1. Call Meeting to Order**

Sherry Robb called the May 20, 2026, Board of Director's Meeting to order at 6:07 pm.

### **2. Territorial Acknowledgement**

Sherry did the acknowledgement.

### **3. Introduction of Guest, Rebecca Girouard, SAC gift shop coordinator**

Gift shop will be getting a refresh. Sunday sessions continuing through June, have been very successful. Rebecca will be hosting watercolor sessions. Looking to book private art instruction dates. Open house on June 28 at SAC to encourage instructors and attendees of the Sunday Sessions to give feedback on the sessions. Will do a demographic survey with Beth about visitors to the gift shop for marketing purposes. Call for West Coast art for tourist season. Sunday Sessions will take a break for July and August and will resume in September.

### **4. Confirm Quorum**

With five board members present, quorum was confirmed.

### **5. Approve Agenda**

**MOTION:** Carolyn moved to approve the agenda, seconded by Deb, with all in favour the Agenda was approved.

### **6. Approve April 9, 2026 Meeting Minutes**

**MOTION:** Carolyn moved to approve the April 9, 2026, Meeting Minutes, seconded by Linda A. with all in favour the Minutes were approved.

### **7. Treasurer's Report**

The Treasurer's Report was given by Carolyn. Sunday Sessions (Sept 2025-March 2026) have raised \$3400.

**MOTION:** Carolyn moved to approve the treasurer's report, seconded by Sherry, with all in favour the Treasurer's Report was approved.



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## **8. Committee Reports**

- Gift Shop – Sherry

Going forward, Rebecca to report on gift shop.

- Workshops – Sherry

Sunday Sessions – have been very successful

- Events – Gord – table to next meeting

Secret Garden Tour – coming up June 6&7

Sooke Music Festival – coming up August 7&8

Sooke Fall Fair – table for next meeting

- Featured Artists – Megan

- Megan Evans, May 27-June 28
- Linda Anderson, July 1-August 2
- Possible Art Sale – August 3-30
- Wesley Jobe, September 2-October 4
- Jennie Levesque, October 7-November 8

- Bus Shelter and Seaparc Art

Susan Percival sent out email to confirm that the changeover has happened and that the hardcopy prints can be picked up at the gallery.

- Fundraising – Sherry/Gord

No updates.

- Social Media – Sherry – no updates

- Volunteers – Lynda/Linda – no updates

- Community Art Shows – Linda/Sherry

Time to rotate paintings at Dana Lajeunesse's office.

## **9. New Business**

- Email from Amber Academy – (Carolyn)
  - Linda offered to speak with Keli at Amber Academy to discuss. Carolyn to send a response to Linda for the conversation.
- Lions Club advertising \$75 minimum – (Carolyn)
  - All in favor to advertise in 2027 raffle calendar.



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- Sponsorship for Sooke Fine Arts Show 40th anniversary show. The \$1500 sponsorship can be used by taking \$1000 from budgeted Donations to Others with the remaining as an advertising expense.

**MOTION:** Sherry moved to sponsor the Sooke Fine Arts Show for \$1500, seconded by Carolyn, with all in favor sponsorship was approved.

- Discussion about TAPS Funding and Executive Remuneration (Sherry)  
To formally acknowledge and record that Sherry Robb is receiving remuneration for facilitating community arts classes offered under the banner of the Sooke Arts Council. The Board recognizes that remuneration for services provided in a capacity separate from that of Director is permitted under the Society's bylaws and the BC Societies Act, provided proper disclosure and conflict-of-interest procedures are followed. Formal policies and procedures will be developed and documented to guide future Boards and ensure transparency and governance continuity.
- Governance Policy Development (Sherry)  
Discussion on the development of a formal set of operational and governance policies to be created collaboratively with the involvement of Committee Chairs. These policies will provide guidance and continuity for future Boards regarding governance practices, programming, fundraising, financial procedures, conflicts of interest, and other organizational operations.
- In Lynda Slater's absence her items are up for group discussion:
  - Sunday classes: I believe we should make sure that classes are Paid up in full a week or 2 before the class. Many times the classes are full, but some don't show up. Last week my felted bowl class was full with 3 on the waiting list and 2 did not show up!! We have to correct this.

Suggestion is to simplify by having registration online and to pay online at time of registration. Alternatively, people can register at the gallery and pay there.

- Still need more volunteers as June is very empty and Sundays seem to be most difficult to staff. Idea – we close Sundays and just hold classes. This way we can expand the classes if there is a need. Some of the classes could have had 10 in them. These classes are so popular, I feel our rent could be made just with classes each month. I had 10 people wanting to do my class, we could have done that if we could have had a table set up in the lower gallery. I realise we cannot do a class of throwing paint on canvas but in the long run, I am almost positive we could make more money. Sundays are hard to staff but most Sundays see few patrons and even less dollars. We could even do 2 classes on Sunday 9am-12noon and 1-4pm.



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There will be a call out in the newsletter for volunteers.

10. Confirm Date for Next Meeting: Thursday, June 11 at 5pm at SAC.

11. Sherry Robb adjourned the board meeting at 7:15pm.