



2021 Annual General Meeting Minutes

Date: August 23, 2020 Time: 7:00 pm

Online Via Zoom.

Present: Anne Beer, Rebecca Rivard, Wes Foster, Teajai Travis, Aimée Dunn, Colleen Mitchell, Irene Moore Davis, Ninia Sotto, Martin Deck, Peter Hrastovec, Gord Grisenthwaite, Stefany U., Martin Deck, Mary Popovich, Ellie Cspregi (Note Taker). Board president and meeting chair: Sarah Jarvis
Special Guest: City of Windsor Youth Poet Laureate, Alexei Ungurenașu

Agenda:

I. Approve 2020 AGM Minutes: Moved by Teajai Travis and seconded by Wes Foster. Carried.

II. Election of Recording Secretary: Ellie Cspregi volunteered. Thank you! Approved.

III. Poetry Reading by Windsor Youth Poet Laureate **Alex-Andrei (Alexei) Ungurenașu**. A lively question and answer session followed.

IV. Annual Reports:

- a. BookFest / Festival du Livre 2021 announcement by Colleen Mitchell, chair, Planning Committee. The Festival takes place online only October 14 – 17. The program is very diverse with a full presentation of Indigenous authors (including the Parliamentary Poet Laureate!) as a headliner on Saturday evening. We are celebrating the 20th Anniversary of literary festivals in Windsor.
- b. President's Report by Sarah Jarvis (see below)
- c. Financials Report presented by Treasurer Ninia Sotto. The financials were shared on the website and via screen share. BookFest was our biggest expense last year, and because it was online, we did not have to pay for travel, rental or catering. We gave the authors an extra \$100 to their fees instead as grantors were asking organizations to ensure that artists would be compensated for lack of book sales and other opportunities. The committee did not charge the public for access to the presentations. We had also deferred the Ontario Arts Council grant (\$8400) until 2021 with permission from our Programming Officer. We received a grant from Canada Council for the Arts (\$5000) to promote our events digitally. We received our regular Canadian Heritage CAPF grant (\$7000) for this year. Ninia noted information from a 2015 treasurer's report that as Literary Arts Windsor relies on a personal credit card for online payments as our bank will not allow us to have a corporate card. Sarah Jarvis used hers, and last year expenses accrued to over \$1300 which were not reimbursed as funding and income were uncertain. The organization needs to fundraise a certain amount or allow the Festival to make a small profit in order to cover admin costs such as the mailbox rental, Zoom fees, promotional costs, and other incidentals.
 - i. Discussion: Sarah added that memberships are also down as they are usually collected at BookFest.
 - ii. Sarah offered thanks to Ninia for successfully negotiated e-transfers for the authors instead of cheque fee payments.
 - iii. Motion to accept 2020 financial report: Ninia Sotto; Aimee Dunn, seconded. Carried.



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- d. Membership updates – Motion will be put forth to discuss proposed changes to the Membership Package.
 - i. After discussion and review of the By-Laws, it was decided that the AGM could direct the board to recommend new membership rates and consult the Festival Planning Committee for recommendations. Update: the Planning Committee has recommended that a lower membership fee be implemented - \$20 or \$25 which allows access to LAW events throughout the year, but not the Festival – membership rates to be determined. Hopefully, this will simplify the ticketing process for the Festival. Colleen mentioned that the committee hoped to have only one access fee to the Festival. It was confusing at the Festival to account for members' access to individual festival events or the whole festival. We had already set precedent by charging extra for catered events such as the Books & Brunch. To be reviewed at the next Board meeting. (Membership form will have to be updated.)
 1. Motion by Colleen Mitchell that Literary Arts Windsor AGM delegate the setting of the membership rate to the Board of Directors. Seconded by Rebecca Rivard. Carried.

V. Appoint auditor for following year: Janice Hogan from Alpha Business for bookkeeping and Gordon B, Lee for accounting. Motion by Aimee Dunn, seconded by Teajai Travis. Carried.

VI. Nomination and Election of Officers for 2021 Board

Current slate:

President: Sarah Jarvis: elected 2019 to 2022 (also cheque signer)

Treasurer: Ninia Sotto Elected to 2023. (cheque signer)

Recording Secretary: Open – needed for AGM

Directors: up to six directors

Directors to 2021: Terrance (Teajai) Travis (also cheque signer)

Directors to 2022: Aimee Dunn, Rebecca Rivard

Directors to 2023: Peter Hrastovec (second term)

Directors to 2023: Emily Anderson, Wes Foster

One position open:

Discretionary three additional directors elected at AGM:

One Director to 2021: Colleen Mitchell, BookFest Windsor chair [update: Colleen has stated her intention no to continue as Festival planning chair after this coming event. She stated that she feels that an organization benefits from new ideas and leadership on a regular rotation. Colleen expressed gratitude for the opportunity to expand her love of books and reading this way. I'm sure everyone will join me in expressing gratitude to her for her organizational and community relations expertise and for her time over the past three Festivals. Thank you, Colleen!]

One Director to 2024: Alex-Andrei (Alexei) Ungurenaşu. Moved by Wes Foster and seconded by Peter Hrastovec.

No further nominations.

Motion to close nominations and accept the current slate: Peter Hrastovec. Aimee Dunn, seconded.

VII. Other business:

- a. Irene Moore Davis, chair of the Festival Programming Sub-committee, shared highlights of authors to appear at the Festival this year. A wonderful diverse slate. Thanks to her and to the sub-committee.



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- b. Sarah offered thanks to Kim Conklin Hutchinson, founder of the podcast All Write in Sin City whose aim is to help promote BFW authors with a full-length audio interview, and short video promotions. (Irene and Sarah are both members of this podcast as well. Thanks to Irene for also helping to schedule those interviews with BFW authors
- c. Ninia kindly offered thanks to Sarah for introducing her to the treasurer duties this past year.
- d. Alexei thanked the board for the invitation to read and is excited to work with us. Sarah mentioned that Literary Arts Windsor is eager to work with the city's Poets Laureate.

VIII. Motion to close. Moved by Aimee Dunn and seconded by Ninia Sotto.

Appendix: President's Report Literary Arts Windsor 2021

It's the 20th Anniversary of BookFest / Festival du Livre this year (known as Festival of the Book back then), and the brave souls who carved out amazing programmes in the days of confirming authors, travel, and venues by letter and phone are on my mind a lot. I'm sending out thanks to Lenore, Dan, Anne, Martin, Lois, Betty, Jean, and so many more. I send out thanks to all who have kept this great literary achievement going in the intervening decades.

As part of our anniversary, we're looking for graphics and photos from any years, but particularly the first year, 2001, if anyone wants to search their archives!

This year, we have applied for two grants with Canada Council for the Festival and have two which are carried over from last year from Canadian Heritage: Canada Arts & Performance Fund which runs at two years, and Ontario Arts Council, which was deferred from last year as we switched our events to digital. The CAPF grant has recently added a top-up of 10% of our approved funds. We were unsuccessful with a different digital grant application in partnership with the Essex County Black Historical Research Society this year – I imagine that the competition was fierce! And at the time of writing, we are waiting for results for the Canada Council project grant.

In order to build awareness about the charitable organization of Literary Arts Windsor, we hosted two wonderful stand-alone online events this year with authors Danielle Younge-Ullman with help from The Writers' Trust of Canada, and Ontario's First Poet Laureate, Randell Adjei, with help from the Rotary Club of Windsor-Walkerville and others. These will be available for viewing on our YouTube account.

We are also working on the branding for Literary Arts Windsor, with changes to our website, and a new Literary Arts Windsor Facebook page.

Fundraising for such events and for our operating costs is vital as membership is down – mainly because we haven't had smiling faces at our various venues encouraging people to join!

I'm very grateful to the current board for their attention, online presence, and thoughtful ideas during this incredibly weird time in all of our history. I'm looking forward to new ideas from the incoming board and send out thanks as well to the Festival Planning Committee for their work, which is the lion's share of our volunteer time.



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This is the last year of my term as President, and for health reasons, I will not stand again for the position next year, so I look forward to your help recruiting someone who is qualified, represents the community, and brings energy, new ideas and lots of schmoozing power! I've been surreptitiously downloading historical and procedural information to various members – and I'm grateful to them for their eagerness and diligence as they learn. In the short-term, I particularly would welcome the reinstatement of the role of secretary with the board to continue this process.

Respectfully submitted,

Sarah Jarvis

President, Literary Arts Windsor: Promotion, Publishing, Performance.

August 2021