



## Meeting Minutes - Circle Craft

---

**Location:** Zoom  
**Date:** April 19, 2023  
**Time:** Call to order: 5:05pm - 7:07pm

---

### Attendance

Board: Cameron Dougherty, Lorna Moffat, Greg Kawczynski, Tanya Droege, Pen Hsuan-Hsing

Staff: Anna Brancati, Judy Rogers, Bill Sulis, Nicole Bailey

Members: Suzanne Squires, Andrea Roberts, Anna Lee, Lina Cutham, Christiane Fortier, Diane Paterson, Linda Doherty, Jenny Hildebrand, Joann, Diane Zwickel, Diane Paterson, Danny Kostyshin, Chi Cheng Lee, Gillian McMillian, UlrikeBenner, Aelita Aghuzumtsyan, Kaarina Talvila, Adea Chung, Joanna Lovett, Vedrana Serdarevic, Effie Baker, Suzanne Nairne, Martha Casey-Knight, George Knoll, Jo Ludwig, Jeremy Dane Morris, Mary Fox, Helene Bourget, Joanne Andrighetti, Claudia Hayward, Elaine Brewer-White, Minori Takagi, Jeremy Long, Jill Alllan, Nancy Walker

Guests: Kulraj Sidhu

### Agenda Items

Cameron Dougherty, chair of the board, called the meeting to order at 5:05pm

1. Meeting norms; read by Cameron
2. Icebreaker Trivia; 5 questions about Vancouver led by Nicole
3. Approval of Agenda  
Gillian Moved and Lorna Seconded; Carried
4. Approval of Minutes  
Andrea Moved and Greg Seconded; Carried
5. Introductions; Cameron
6. Ends Recap; Anna
  - Following the Carver model of Policy Governance, the board focuses on determining the overarching policies of the organization, the 'ends'. Responsibility is delegated to the GM to establish the 'means' or the implementation of the policies.

- Sell their art
  - Grow as artists - in business and art
  - Engage with other artists
  - Connect with, inspire and educate the larger community
7. GM 1 year operational reflection
- Great year with over a \$1M which was 45% over the previous year and 21% over our target, important to note that the last time we exceeded \$1M was the year 2000
  - Member payouts were \$571, 790 a 50% increase over last year
  - Member in-store Pop Ups were introduced and paid out over \$17K in commission
  - 32 units sold in Non-member exhibits with \$2,194 paid out in commission
  - Success' can be contributed to the dedicated and committed team under store manager Judy with defined targets and motivators in place
  - Proven that Members consistently dropping off product translates to higher sales
  - Retail Chair, Diane Zwickel has been a huge asset on various projects
  - Operations: updated protocols; retail, selections, new member onboarding
  - New, faster POS implemented and allowing email capture
  - Updated member bios and created QR codes for in-store
  - Streamlined member payouts eliminating cheques
  - Robust Marketing Calendar
8. GM 1 year operational forward focus
- Membership Focus; including engagement
  - Continued System Development and Implementation
  - Connecting with young artists; drawing network of external talent to the cooperative
  - People; benefits package reassessment
  - Continue to strive to hit sales targets and build out a robust marketing and events calendar
  - Member training opportunities with the creation of a youtube channel "Circle Craft Member Education Centre (CCMEC)"
  - Launch the member inventory and sales portal, being demonstrated today
    1. Demo of the Member inventory and sales portal
9. Brain Break - Quiz time; How well do you know the coop and its members? hosted by Nicole
- Congratulations to our winners Diane Zwickel, Helene Bourget, and Joanna Lovett
10. Committee reports
- a. Market; Cameron
    - 275 Vendors; 32 Members, 243 non-members
    - More member participation = a higher quality show
    - Fees to participate has stayed the same since 2019
    - 5% increase in profit since licensing to Signatures; \$194,869
    - Survey feedback; 80% will return next year, 90% rated it a 4 or 5 out of 5, and due to demand paper programs will return next year
  - b. Selections; Nancy Walker

- Kudos given to Anna and the office team for streamlining the process' and doing the heavy lifting not only with Selections but this new tool for member inventory access and many other aspects of the cooperative
  - 2022 recap 8 out of 66 applicants were accepted into the Cooperative last year on a 1 year trial
  - 2023 welcomed two new committee members; Minori Takagi and Jeremy Dane Morris
  - Selections process protocols have been created with an additional interview step to take place after the second jury between the GM, store manager and artist to ensure new members will be a good fit and actively engaged in the Cooperative
  - Selections applications and process now taking place twice per year
  - The Selection Committee met this morning for the second jury and has approved 12 candidates moving forward to the final stage
- c. Finance overview; Tanya
- Tanya covered a breakdown of the financial activities that the Chair is responsible for overseeing while clearly defining the employee who's responsible for each of the actual financial tasks
    - i. Presentation of Financial Statements by Kulraj Hundal of Kinder Sidhu & Associates
      - Bottom line is things are looking up, the board and management have done a good job
      - Review of the consolidated statement of the financial position document that was emailed to members prior to the AGM
      - Long term debt 60K is the money given by the Government during COVID (CEBA loan) to be repaid this year at \$40K with \$20K as loan forgiveness
      - What looks like a big jump in salaries and rent from 2021, in actuality is reflecting back to regular rates now that the COVID subsidies have expired
      - Almost broke even last year showing a loss of just \$1870
      - Lease is up for renewal at the end of the year, GM is responsible for renewing
        - Question: So the shop is still not carrying itself?
          - The shop has never carried itself without the subsidy of the Christmas Market but is definitely doing better than it has in previous years
        - Question: How much money do we have?
          - \$216,709 cash in account and \$201,900 in the term deposit
        - Comment: Bit of a skewed view compared to previous financials as the store is now carrying the weight of the gallery, market, board and work of the members where it was previously broken out separately and not reflecting on the store, thus changing the true cost and profitability

- Yes, correct. Statements changed this year to simplify, as requested by the members, for a clean overall number. The store is now covering costs they were not previously solely responsible for

Kuraj left the meeting at 6:22pm

11. Financial summary; Bill

- Year end summary vs 5 year average (precovid years 2015-2019)
- Commission paid to members in 2022 was \$571,790 significantly higher than the 5 year average. Key to note that when looking at the bottom line number in the audit not to consider it as a “loss” for the store rather to remember that this commission paid out is a profit to our members’ pockets and therefore the store contributed that money
  - Question: Does the store pay out the GST to the government or do I?
    - Depends on the artist’s situation. If the artist is not registered for GST the store collects and pays on their behalf but for those artists who are registered and have let CC know the 5% is paid out to the artist and they are responsible to pay the GST on their own

12. Appointment of auditors for 2023

Tanya Moved and Effie Seconded to re-appoint KSA as Circle Craft’s auditors for the next financial year; Carried

13. Benefits of being a CC Member; Pen

- Part of an internationally recognised organization of fine craft
- Discount at the Circle Craft store and to participate in the Christmas Market
- Art displayed and for sale in a prime location in Vancouver with opportunities for Pop Ups and featured in-store events
- Part of a like minded community
- Grow as artists

14. Benefits of being a Board Director; Lorna

- Gain a greater understanding of the Cooperative
- Feel more connected to other members and artists while having a great time
- Not a huge time commitment, easy to balance work, life and board

15. Importance of a Board in a Cooperative Business Structure; Cam

- Discussion on the role of a board in a cooperative and the benefits along with the negative impact if members don’t fill the seats on the board
- The Association must have in accordance with the BC Cooperative Act at least 3 directors
- Without the minimum of 3 Board Directors, Circle Craft Cooperative cannot exist

16. Call for nominations and Election of Directors

- A vote is not required as we have room for 10 Board Members and only have 4 currently
- We welcome and thank Elaine Brewer-White, Effie Baker and Adea Chung for stepping forward as new board members

17. Q&A

- Can we incorporate a mandatory requirement to sit on the board for new members?

- Discussion took place with mixed sentiments. It may not be the right fit for everyone. To enforce a bylaw change with legal wording would need to take place and possibly a vote
- The new Selections process now includes a discussion with applicants about the various committees and volunteer opportunities with the cooperative and in what capacity they would engage
- Congratulations sent out to the board and team for doing a great job by long time member stating “never felt as much positivity on the direction and growth of the coop as in the past year”
- In the Signatures contract it states they are to start a new show within a certain time frame, has there been discussion yet around this?
  - No, not as of yet. Cam will investigate
- When was the last time member dues were raised? Suggested to look into raising them for more cash flow to help the cooperative grow
  - This is something that will be considered and explored
  - Further discussion ensued including suggestions to increase by % based on sales, or volunteer hours could be applied to reduce fees; note currently board member fees are waived
- Comment: We are able to have a non member Director sit on the board
  - Yes, and it has been done in the past and can be very useful to have an expert in a certain area such as a lawyer on the board. We are aware there are services available to help connect boards with Directors and we may explore this option in the future
- Comment: Many hands make light work, encourage more members especially new to step forward and help the board
  - Thank you given to “MVP” Greg for his long term commitment to the board

18. Adjournment; 7:07pm