

**CIRCLE CRAFT COOPERATIVE**  
Minutes of Annual General Meeting  
Wednesday | June 3, 2020

---

Board present by video: Liz de Beer, Emil Fung, Greg Kawczynski, Jo Ludwig, Lorna Moffat, Kaarina Talvila (Chair), Nancy Walker  
Board absent: Rudi Diesvelt  
Office staff present: David Camisa, Cathy Church, Rossanne Clamp, Andrea Sanders

The Chair called the annual general meeting (AGM) to order at 3:07pm.

1. Approval of Agenda

**MOVED and seconded** To adopt the June 3, 2020 AGM agenda as circulated.

**CARRIED**

2. Approval of Minutes

**MOVED and seconded** To adopt the April 24, 2019 AGM minutes as circulated.

**CARRIED**

3. Presentation of Financial Statements

Kinder Sidhu of Kinder Sidhu & Associates (KSA) presented the financial statements. He noted that KSA gave a clean opinion—the highest opinion possible—and then proceeded to review significant items on each page.

**MOVED and seconded** To approve the audited financial statements as presented.

**CARRIED**

4. Appointment of Auditors

**MOVED and seconded** To re-appoint KSA as auditors for the next financial year.

**CARRIED**

5. Report from Kaarina Talvila, Board Chair

The Chair provided an overview of Circle Craft's position at this time, given the impacts of COVID-19:

- Circle Craft was in a strong financial position last year and was planning new initiatives and 50<sup>th</sup> anniversary celebrations
- There is more enough money in the bank to cover operating expenses for one year
- The store has been closed for 2.5 months, and there is no way for the market to take

place in its usual form this year

- The store is now open at reduced capacity, and managers are working on initiatives to adjust business to new realities
- Circle Craft will survive but will have to shift from relying on the market—a single, large, in-person event

The Chair responded to questions on the 2019 reports:

- Does the gallery always run a deficit?
  - Yes, and the market's revenue covers it. The store manager, Cathy, was on track to increase sales. Cathy noted that the store's business model differs from a regular for-profit business: Circle Craft pays artists as much as possible, and artists set prices, so the store is not optimizing profits like a regular store.
- Why don't we sell online?
  - The Chair indicated that this would be addressed later in the meeting.

#### 6. Management and Committee Reports Q&A, COVID-19 Response

**Market:** Rossanne noted that the 2019 market was consistent with previous years, and that the 2020 market is in a precarious situation. She outlined the situation with the market's usual venue, the Vancouver Convention Centre (VCC):

- Conventions are classified as phase four (post-vaccine) events
- If the market can be classified as a retail event, it may be able to run at VCC
- If that classification is approved, VCC will provide additional safety guidelines for events
- Once those guidelines are available, Circle Craft can determine whether it will be viable—both for vendors and Circle Craft—to run this year's market at VCC

Andrea described the alternatives that are being investigated in the meantime:

- A smaller-scale market in VCC's east wing
- An open-air market at a venue like VCC's plaza, central library, Robson Square, etc.
- A summer 2021 show

Rossanne and Andrea responded to questions:

- Will a virtual market be considered?
  - An online market has been run in previous years and will be expanded this year.
- Are smaller options on the table, like a members-only show?
  - Yes—now is the time to try out models that will work for artists and shoppers.
- Is there an appetite for spending money to sell and shop at a market this year?
  - Managers share this concern and will find an option that works for artists and shoppers.

**Store:** Cathy presented on the store's position and future plans for an online store:

- Many projects underway for 2020 will be delayed to 2021, including exhibitions
- Measures to reduce the risk of COVID-19 exposure for staff and shoppers include

- masks, plexiglass, packaging, and appointments for members to discuss inventory
- The store's first day back saw \$700 in sales
- The store's opening will now be advertised, and staff will be updating merchandising
- Cathy and Rossanne are developing an online store that will provide a space for members to sell should the store need to close again. Online stock will be separate from the in-person store, with items that are more production in nature and that are easy to pack and ship from a staff member's home

Cathy responded to questions related to the online and in-person store:

- When will the online store be live?
  - End of June.
- Could artists drop-ship from their homes instead?
  - Not at this time, but Cathy will investigate. The online store needs to provide a uniform brand and experience (photography quality, packaging, delivery times, stock, etc.).
- Will members who cannot provide a large amount of stock be able to participate?
  - Cathy will assess items for inclusion individually based on the ability to provide inventory advertised and to maintain consistency in the store.
- Could members provide their own photographs?
  - Potentially, if they are able to meet quality and style requirements.
- Could members without production items sell through the online store if they provided their own photographs?
  - Potentially, but would not be able to be maintained through a COVID-19 resurgence.
- Will the photography quality be the same as the previous online store?
  - No, the photography will be of higher quality.
- How will work from members without production items be showcased?
  - Circle Craft will continue to promote members' work online through social media and the website.
- Are there tags that members should use in their social media posts?
  - Yes, tagging Circle Craft will help with promotion.
- Is the mailing list being used to advertise the Granville Island store?
  - It will be. Cathy waited for a successful soft launch before advertising that the store is open again.
- Are applications for membership open?
  - Nancy, the Selections Committee Chair, shared that the upcoming selections cycle is cancelled, and new members' one-year review is postponed. The next intake deadline is December 31<sup>st</sup>, which will incorporate the online store's needs.

## 7. Election of Directors

The Chair noted that five seats were up for election this year. These seats are filled by acclamation by four incumbents and the only new nominee, Jenny Hildebrand.

## 8. Special Business

**MOVED and seconded** To permit electronic distribution of AGM packages.

**CARRIED**

**MOVED and seconded** To increase the number of board seats from 9 to 10.

**CARRIED**

The new seat will enable the board to recruit a second non-member, preferably with human resources or legal expertise.

## 9. Unfinished Business

None.

## 10. New Business

The Chair invited feedback on the virtual AGM experience. Members shared appreciation for the earlier start time, the ability to participate remotely, and the lower carbon footprint.

Board and staff answered additional questions from members:

- How is Slack going?
  - This is a newly available space for members to build community and share resources and questions. More information is available on the members' portal.
- Could there be a monthly open meeting for members?
  - The Chair will think about this.
- Has there be any progress on recruiting or connecting with potential Indigenous members?
  - Members shared the names of potentially interested artists. Nancy noted that the membership application form for membership is now digital and more straightforward, and she encouraged members to continue spreading the word.

## 11. Adjournment

The meeting adjourned at 4:36pm.