

## REPORT OF THE DIRECTOR/CURATOR: December 2022

Chad Riley

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December is a busy month as usual with the Christmas Artist Market, increased visitor traffic, a holiday Art Supply sale, then preparing for the holiday closure, year-end/new year turn-around for the financials, budget and programming.

### Administration + Finance

- **Insurance:** the renewal with the broker Ives/Navacord for Heartland came in approx. \$300 more than the previous year (not including adjustment and limit increases on the coverage based on increased art supply inventory, equipment and the collection. I met with our broker adjusted the coverage and asked for a revised estimate from Heartland and a second estimate from Intact. Will renew with whomever is cheaper offering the suitable coverage.
- **Investments:** the Libro investment was withdrawn and closed. The funds of approx. \$17,000 were deposited with RBC. These funds will be used to set up a new investment with RBC to secure a VISA card. Awaiting investment options from RBC.

### Events + Programs

- **Mill St. Markets:** awaiting funding and approval from the municipality to move forward.
- **Arts @ the Marina:** proposed changes for the 2023 event with new spaces, fees, times. To be discussed as an agenda item.
- **Bright Spots:** as the Uni-Fab estimate of \$9,285 is \$3000 over budget this project is on hold until the LAC receives other grants, or funding to cover the costs.
- **Bid or Buy Now:** artwork from the collection that is not of significant monetary value, or collection worth, ie: cultural or historical interest to the LAC, has been put in an exhibition to sell again as was done in 2020.

### Grants, Fundraising + Sponsorship

- **Annual Appeal:** has conclude for 2022. It did well, the treasurer may have an update, but an estimate would be around \$1,000.
- **Rotary Club of Leamington:** has agreed to sponsor the Juried Student Art Show again in amount of \$2,000. They have also agreed to donate between \$1,000-1,500 for the continued use of the Community Meeting Space for 2023.
- **Donald Waffle:** has made the 2023 donation for \$5,000 for the gallery sponsorship naming rights. This is the 3<sup>rd</sup> year of the 5-yr term and the final year for the monetary donation totaling \$15,000.
- **Tourism Relief Fund:**
  - **Invoices and Advances:** a new draft budget was submitted to reallocate funds to cover patio overages.
  - **Patio:** 12 contractors have been contacted to-date. Many are too busy to give an estimate and of those who have, they are all over budget. Awaiting one revised estimate which may be promising.
  - **2<sup>nd</sup> grant:** a second TRF grant was submitted for \$200,000. Awaiting outcome.
- **Canada Summer Jobs:** the grant application was submitted for approx. \$30,000 for 3 positions this year as opposed to 2 in previous years. The request was for 2 Visitor Services & Gallery Attendant (front desk) and 1 Events & Programs Coordinator, each for 16 weeks each (the max.)
- **Chances Gaming Lounge:** have been contacted twice to inquire about getting on the BINGO list, have not received a reply.

### Marketing + Advertising

- **Website:** still fine tuning the website. Have engaged Cowlick studios (our previous tenant now a division of Speedprint) to assist with more technical aspects.

## Human Resources

- **Visitor Services & Gallery Attendant:** Kendra will have completed her 3mo. probation Jan 20
- **LDSS Co-op Student:** Cassidy Blatz is finishing her placement on Jan 20. For semester 2 Karson Degoe will be coming on Feb 14.

## Capital

- **BIA Office:** The office is ready and awaiting the BIA. I patched drywall, relocated previous tenant's router and the co-op student has painted the majority of the room. Awaiting a signed rental agreement and proof of insurance from the BIA.
- **Banners:** were taken down on January 1 after the winter storm which comprised their integrity. This project will be reviewed with Speedprint in the spring when the weather is more favourable.
- **Exterior Front LED Sign:** was taken down in December and returned to the fabricator Everest in Toronto for re-inspection was returned and re-installed on Jan 11. The electrician worked on connection and CAT cabling on Jan 13
- **Streetscape Proposal:** the reverse angle parking in front of the LAC will go before council soon. It was discussed at the last BIA meeting who were in support as it adds 26 new parking spaces.
- **Flood Sensor:** Security One is scheduled for Jan 20 to install 2 flood sensors for the collections room and link to the monitored alarm system. This in addition to the self-monitors Ring alarm floor sensors.
- **Elevator Lights:** Terry Symons approved the replacement of the ceiling in the elevator. The new ceiling from Otis will be from Mad Elevator and will feature a similar stainless steel finish with 4" pot LED lights.