Nanaimo Chapter 2025

February 1 - AGM

35 YEARS OLD AND GOING STRONGER THAN EVER

NFCA Membership Meeting February 1 2025

- Welcome and Board Members Intro
- New members and members news
- AGM
- Update from the Workshop Lead, Marilyn
- Update from the Demo Lead, Eileen
- Update from the VICC Fundraiser
- New news: Fine Art Show 2025
- New News: Awards on March 1
- New News: Ladysmith Art Gallery Fundraiser Sept 18 to 20
- Break and Art Supply Sales
- Draw for prizes- get your name in the box
- Next meeting March 1

2025 ANNUAL GENERAL MEETING

NANAIMO CHAPTER OF THE CANADIAN FEDERATION OF ARTISTS.

February 1, 2025, Nanaimo Regional Library, Nanaimo

AGENDA

- Chair: President Charlotte Mougeot
- Recorder: Secretary Carol Webber

1. Call to order

2. Business

   a. **Approval of 2025 AGM agenda**

   b. Approval of 2024 AGM minutes

   c. Presidents Report

   d. Presentation of Financial Year End report

   e. Nominating Committee Report (Motion to accept 1st and 2nd)

   f. Election/appointment of NFCA Board of Directors

   3. AGM Adjurnment

2024 President Report

2024 was the 35th anniversary of our group and was a year of growth: 106 member registrations, threes workshops, many demos, two new fundraising initiatives and a very successful annual Fine Art Show. Our website got a makeover and saw a lot of traffic. Our team prepared several guidance documents that will make the job easier for future board members.

The Chapter can face 2025 in a solid financial situation a reserve of two years' worth of partial operational costs. Registration fees can remain low, and workshops and demos can be planned without risks and the Fine Art Show can proceed. We are in an enviable financial position.

Many members of our Chapter have made significant contributions to our group. I cannot mention everyone that contributed. Volunteers do many tasks such as setting up the meeting room without being asked, bringing treats, chatting with newcomers, all those small things are appreciated. The board of directors, on behalf of the entire Chapter, is grateful to those who take on many small and big roles to ensure a lively, welcoming, and meaningful operation of the chapter

OUR CHAPTER CONTRIBUTED MORE THAn 500 HOURS OF VOLUNTEER WORK

OR THE DELIVERY OF ALL PROGRAMS. WHAT A TEAM! THANK YOU.

<u>Members with new status!</u>

This year, Trudy Broadley and Dominik Modlinski achieved Associate Status. Claudia Lohman and Brenda Matsen have achieved Signature Status. Anne Sedola achieved her exhibiting status in November 2024 and Janene Grey achieved hers in January 2025. Congratulations again

Our fantastic board members!

Marilyn Strongitharm: not just two but three workshops and found us a GREAT venue for all our workshops! lined up two workshops for 2025 Marilyn also led, as she has done in the past, our silent auction this year including the use of her basement for storage and the support of Jim!

Carol Webber: we now have an updated Policies and Procedures Manual and bylawd and more efficient Board Meetings, membership tracking, problem solving and welcoming new members, kept our meetings organized and running smoothly.

Janene Grey: Prepared documents to help the transition of new board members and shepherded our group all year. hours of work particularly with the FAS financial tasks, for sorting out Zoom, a credit card and the Square payment processes and or the many hours of research sorting out options for our group and dealing with issues as they came up.

Kathy Galvin: was the voice of experience and reason. Was my very own advisor and reviewed of many documents during the Fine Art Show, took on many tasks such as the research into the Vic Wilson Award and with Lavern H., put together an improved award process and handled awards for 2025.

Trudy Broadly was super helpful with the FAS show and handled the big job of sponsorship tracking, sponsors recognition and thanks, volunteer coordination and was on site most days.

Brenda, as past FAS Chair and Past President was very helpful during the show, took on many tasks and was on site most days to handle whatever came her way.

Many other members stepped up and helped a lot, I wish I had an entire hour just to thank them. I hope everyone feels appreciated and enjoyed the volunteer appreciation draw during our December meeting.

Karen P. prepared all our newsletters for the past years as well as the contributions to Art Avenue.

Susanne A. re-furbished our website and diligently updated our Facebook postings, improved the look of our website by adding an Art Gallery, revised the Members Resources Tab and many postings. She created user friendly documents on how to Upload Biographies and how to Renew Membership, provided a monthly website traffic report to the BOD, and many other tasks related to the use of Square and Wix, helped with marketing and publicity.

Kathleen S., lead the new initiative of getting a licenced 50/50 draw. The rules and regulations of BC Gaming License are significant, and her and her team have put in hours of work to satisfy these rules. A huge thanks to Kathleen, Carol, Janene and Lorna B. for their hours of work to make this happen.

Artworks at the Vancouver Island conference Center. Initiated in spring 2024 as a fundraiser, approximately 25 to 30 artworks were displayed in the main hallway of the conference center, during four sessions of approximately two months each. I plan to continue this in 2025.

The 2024 Nanaimo Fine Art Show

A stunning collection of artworks beautifully displayed. We received 205 submissions, 90 qualifying pieces (for those interested in reaching the Associate status) and 35 additional paintings. The jurors were terrifically impressed. Chaired by myself, I was surrounded by a group of experienced helpers which made the delivery of the show itself a fairly well oiled process. It seemed to me that all involved had a good time and a rewarding experience.

Building on past show successes and with new ideas, the show was busy and well received. We have a new card display that was very successful, and the silent auction was awesome. The Daily Draw paintings were beautiful, with a total of seven donations. We now have more than 1200 new email addresses to enter in our database for future show invitations.

The attendance was over 1,800 (around 1,809 plus a few visitors that were not counted). Twelve paintings were sold. Sales of cards, silent auction items and paintings were super good and the show raised about $6,800 this year. Well done, everybody.

As president, I am pleased to see such energy and such positivity in our group. I am super pleased to see our Chapter is a very solid financial situation and to see new members, sponsor level members being involved.

And of course, I am humbled and impressed to meet you all and to see the diversity and excellence of artwork produced by our group. I can’t thank everyone who help in so many ways, big and small.

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Nanaimo Chapter - Federation of Canadian Artists

Profit and Loss

anuary - December 2024

	Total
INCOME	
Fundraising & Donations	
Card Sales	698.00
Donations	2,549.20
Fundraising	931.00
Silent Auction Income	4,563.00
Total Fundraising & Donations	**8,741.20**
Grants Recieved	2,200.00
Membership Revenues	3,249.00
Registration Fees Received	1,880.00
Sales - 50/50	4,205.00
Sales - Fine Art (paintings/pieces)	10,225.00
Workshop Revenues	10,537.25
Total Income	**41,037.45**

EXPENSES	
Accounting / Bookkeeping / Professional Fees	2,000.00
Advertising/Promotional	1,564.07
Artist Payouts	6,971.40
Arts Council Membership Fees	55.00
Bank charges	610.91
Dues and Subscriptions	1,065.83
Equipment Purchase	187.15
Food & Drink Expenses	404.55
Guest Artist Fees	5,885.00
Insurance	1,170.00
Juror Fees	180.00
Member Appreciation	788.63
Office/General Administrative Expenses	118.91
Printing	1,660.38
Prizes	3,079.71
Rent Expense	748.49
Rent or Lease of Buildings	4,341.79
Supplies	293.58
Uncategorized Expense	70.30
Website	274.51
Amortization	900.00
Total Expenses	**32,370.21**
PROFIT	**$8,667.24**

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BOARD OF DIRECTORS AND AREAS OF RESPONSIBILITIES AND END OF TERM

#1 President Executive	Charlotte Mougeot	Feb. 7 2026
#2 Vice-Pres Executive	Kathleen Stuart	Feb. 7 2026
#3 Treasurer Executive	Vacant- with bookeeping help	Feb. 6 2027
#4 Secretary Executive	Jenny Adams	Feb. 6 2027
#5 Newsletter/AA	Jo Willems	Feb. 6 2027
#6 Workshops	Vacant- mostly for 2026	Feb. 6 2027
#7 FAS Chair	Vacant	Nov. 30 2025
#8 Social Media	Brenda Brown	Feb. 6 2027
#9 Member at large	Trudy Broadley	Feb. 7 2026
# 10 Fundraising	Laura Barnes	Feb. 6 2027
#11 Member at large	Kathy Galvin	Feb. 7 2026
#12 Demo	Eileen Williamson	Feb. 7 2026

Tasks that can be handled by non-board members - great jobs for new members

Webmaster - New		Feb. 6 2027
Membership tracking and welcoming	Carol Webber	Feb. 6 2027
Sunshine Cards	Sharon Stone	Feb. 6 2027
Assistant to the treasurer - New Bookeeping help		Feb. 6 2027
Fine Art Show Co Chair	Brenda Brown	Nov. 30 2025
Treats Coordination	Kathy Galvin	Dec. 2025
Grant Writing	Marina Wright	November 2025
Help with getting coffee to meetings	Janene G.	December 2025
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Treasurer: Executive Position A good job for a newcomer comfortable with basic budget skills

- **Attends Board of Directors meetings once a month via zoom**
- **95% of all transactions are done on line- there is no running around with cheques**
- **Plans, reports and manages costs and revenues of the NFCA, and oversees the bookkeeping of the accounts. Prepares a short update of the financial report for each meeting. Has signing authority on the bank accounts**
- **Provides support to the FAS chair in the financial aspects of the show. This task is more demanding in terms of time- so before, during and after the FAS, there is a greater demand on the treasurer. Past treasurer might be around to help.**
- **Some understanding of budgeting and online bank transactions. We are hoping to have an assistant treasurer to help.**
- **Technical equipment: a computer is much better than a tablet to deal with various documents.**
- **Average monthly hours: 4 to 6 with a greater demand at the end of the year to complete the annual budget and just before and after the FAS.**

Workshop Coordinator - A good job for a newcomer

- **Please note that two workshops for 2025 are already well planned. Marilyn S. has all the information, location and dates sorted out. A venue has been selected for workshops including 2026 workshops, based on venue availability.**
- **Attends BOD Zoom Meetings, Plans a range of 1 - 2 workshops per year (for 2026 and early 2027).**
- **Ensures that a contract , in the form provided in the Workshop Manual is executed by the guest artist/instructor.**
- **Liaises with the Treasurer and Digital Media Lead as needed for support for Square payments**
- **Hours: 1.5 to 2 hours for zoom BOD meetings every month , and in 2025, 3 to 4 hours per workshop, planning for 2026?? Possibly 8 to 9 hours for each of the two workshops.**
- **The workshop coordinator does not have to attend workshops or host the guest artist. Other members of the Chapter can step up for this.**

2025 Fine Art Show Chair

- **Without a chair, there will be no show. There is a lot of help available and our documentation of tasks is improving every year. There is no way around, this is a big job, but with lots of helpers. The Past Chair helps things started. However, I can speak from experience, it is highly satisfying and I got so much help! There are a lot of templates now developed to make the work lighter.**
- **Attend BOD meetings and Chapter meetings, update both the BOD and Chapter**
- **Communicates with FCA and with the membership**
- **Organize FAS planning meetings and coordinate all tasks (delegate as much as possible)**
- **Many who helped in 2024 will likely help in 2025 so that is a very good start.**
- **Hours: depends on the help available. Would start ASAP**
- **Venue is booked, application to FCA is done, poster is done, draft budget done, grant from the city done.**
- **Technical equipment; a computer rather than a tablet.**
- **Brenda Brown has already stepped up as Co Chair, Charlotte will help get things started and provide lots of guidance**

Nominations/volunteers

Treasurer

Workshops

Fine Art Show Chair

_____

Non board positions

Assistant treasurer/bookkeeper

Hep with picking coffee for meetings (2)

NFCA Membership Meeting February 1 2025

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- ~~New members and members news~~
- ~~AGM~~
- **Update from the Workshop Lead, Marilyn**
- **Update from the Demo Lead, Eileen**
- **New News: Awards on March 1**
- **Update from the VICC Fundraiser**
- **New news: Fine Art Show 2025**
- **New News: Ladysmith Art Gallery Fundraiser Sept 18 to 29**
- **Break - Art Supply Sales**
- **Draw for prizes- get your name in the box**
- **Next meeting March 1**

Mark your 2025 calendar! Take a copy of the calendar of events

- Sharon Lennox Demo on March 1
- Zann Hemphill Demo on April 5

Upcoming Workshops - Registration is open for both

- Lalita Hamill will be back with another wonderful 2 day workshop

March 15th and 16th 2025

- Doug Swinton from Calgary will present a 2 day workshop

April 26th and 27th 2025.

Awards for our super volunteers

Kathy Galvin and Lavern Hillier have revised and updated our award process.

The new process will be implemented in 2025.

On March 1, 2024 Awards will be given to several of our members, including the **Vic Wilson Award**, a long tradition of our Chapter (since 2006).

Several Certificates of Appreciation will recognize members who contribute to the operation and vitality of our Chapter. Many of our members contribute in smaller, less visible ways. We will acknowledge and celebrate their important and valued contributions annually through the presentation of a frameable certificates.

2025

NANAIMO FINE ART SHOW

NOVEMBER 13 – 16

10 AM – 5 PM

VANCOUVER ISLAND CONFERENCE CENTRE

80 COMMERCIAL STREET, NANAIMO

Federation of Canadian Artists Nanaimo Chapter

www.Nanaimofca.com

The 2025 Nanaimo Fine Art Show

- Submissions to open on August 15 and to close on October 20, 2025
- In take and set up: Nov. 12, 2025
- Dates: Nov. 13 to 16, 2025
- We have received a city grant of $2,808.
- Same size requirements as last year and same cost- we will not increase costs
- Fifth small painting submission as a free submission
- Award Event on the first day of the show but from 4 pm to 6 pm
- Keep the same templates for all advertising and files
- Application to FCA done but not delivered

2025 VICC Fundraiser Five Sessions in 2025

Artwork is displayed in the main hallway of the Vancouver Island Center for approximately two months, This is not a juried show and is a fundraiser. The hanging fee is $10 per piece per session, to be paid in cash during intake. Open to all members of any level.

The VICC handles all sales and charges a **10%** commission

Up to 20-25 submissions will be accepted on a **first come, first served basis for each session.** No restrictions as to where the painting has been shown before. Keep in mind that this is a large space and medium to large paintings show better.

You can submit anytime until the end of submission date or until the session is full.

•Send your name, painting title, size, medium and price with the session you want to participate to. You can participate to as many sessions as you want.

•Send to cmougeot@srmconsult.com, and confirm if you want to volunteer (from 9.30 am to 11 am) on one of the days at VICC.

•If there are not enough registration for a session, you might be asked if you want to submit another painting.

•Up to three volunteers will be needed on each day and these three volunteers will hang for free

We have permission from FCA to use this as an NFCA fundraising event but not a show

Submission ends on or as soon as session is full	In- take at 80 Commercial Street 10 am	Out-take at 80 Commercial Street – 9.45 am
	Session 1	
Feb. 9	Wed. Feb. 12	Wed. April 9
	Session 2	
April 5	Wed. April 9	Wed. June 4
	Session 3	
May 30	Wed. June 4	Sept.3
	Session 4	
August 29	Sept.3	Nov. 5
	Session 5	
FAS pause	Nov. 16 (FAS closure)	Jan. 14 2026
Days can vary slightly if VICC is too busy to have our group work on a specific day		

Brushstrokes
a fundraiser by the
Nanaimo Chapter-Federation of Canadian Artists

Where: Ladysmith Art Gallery , When: Intake Sept. 18 Show: Sept 19 to 29

Hanging cost: $ 5 for small works, $15 for medium size work. Size definition TBD

Commission: 13% taken by NFCA, no commission taken by LAG

Who and what: any member, including sponsor level members, can submit two medium size, or medium and two small pieces- or two small pieces- or just one.

This may change depending on response. Any artwork shown anywhere before can be submitted. The Gallery can display up to 40 to 45 medium size pieces and 40 to 50 small pieces. First come, first served, no jurying, original artwork only. Paintings on wood or rock can be displayed on small tables.

Volunteers will be needed before and during the show. Art cards from the NFCA supply will be sold.

Submissions will be open soon- with a commitment to keep spots, with titles, sizes and price to come by May 29--- TBD.

N.B. We have permission from FCA to advertise this as an NFCA fundraising event but not as a show.

Reserves	
2026	2027
$ 4,527.00	$ 4,708.00

Nanaimo Chapter Federation of Canadian Artists

Proposed Combined Budget for Year Ended December 31, 2025

	Note #	Gen/Admin	Gaming (50-50)	FAS	Workshops	Total
Revenue						
Prepaid Expense (rental paid in 2023)						-
Fundraising	1	$ 400	$ 2,103	2,000		**4,503**
Card Sales				400		**400**
Donations				300		**300**
Silent Auction				2,500		**2,500**
Grants	2			2,200		**2,200**
Membership Revenues	3	$ 2,665				**2,665**
Registration Fees				1,600	$ 7,000	**8,600**
Sales - Event/Gala Ticket Sales						-
Sales - Fine Art (paintings/pieces)				3,200		**3,200**
Hanging Fees						-
Total Revenue		$ 3,065	$ 2,103	$ 12,200	$ 7,000	**$ 24,367**

Expenses										
Accounting / Bookkeeping / Professional Fees	**1**	$	1,920							**1,920**
Advertising/Promotional						1,500	$	-		**1,500**
Artist Payouts						2,176				**2,176**
BC Arts Council Membership Fees		$	55							**55**
Bank charges		$	30			40				**70**
Dues and Subscriptions	**2**	$	1,310							**1,310**
Fundraising	**3**	$	400							**400**
Equipment rental/purchase	**4**	$	600			150				**750**
Food & Drink Expenses	**5**	$	100			400	$	100		**600**
Guest Artist Fees	**6**	$	600				$	1,700		**2,300**
Insurance	**7**	$	148	$	1,058					**1,205**
Juror Fees						$ 180				
Lodging Fees										**-**
Member Appreciation	**8**	$	400			300	$	150		**850**
Music & Entertainment										**-**
Printing						1,000	$	-		**1,000**
Prizes						650				**650**
Purchases										**-**
Rent Expense	**9**	$	190							**190**
Rent or Lease of Buildings	**10**	$	-	$	1,045	2,900	$	400		**4,345**
Repair and maintenance		$	50							**50**
Square Fees						100	$	100		**200**
Supplies		$	200			400				**600**
Supplies Decorations						100				**100**
Travel & Fuel							$	1,000		**1,000**
Amortization (non-cash expense)	**11**	$	900							**900**
Total Expenses		**$**	**6,902**	**$**	**2,103**	**$ 9,896**	**$**	**3,450**	**$**	**22,171**
Net Profit(Loss)			**-3,838**		**0**	**$ 2,304**	**$**	**3,550**	**$**	**2,196**