

Proposal for the Formation of the

HALTON HILLS CULTURAL ROUNDTABLE



The Gallery, Halton Hills Cultural Center

April 22nd, 2009

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April 22nd, 2009, 7:30 – 9:30 p.m.

Background

As one of the key outcomes of the Cultural Symposium of January 17-18, 2009, the participants said there is a need to create an organization that will be representative of the cultural community in Halton Hills and provide cultural strategic leadership.

For details of the outcomes of the Symposium (funded by the Ontario Trillium Foundation), see <http://www.hhculturejourney.com/index.html>.

Since 2007, the ***Advocacy Committee for an Arts, Culture & Heritage Action Plan*** (ACHAP) has been leading the community-based effort to develop a cultural vision and action plan for Halton Hills, including organizing the Symposium. At the Symposium, the Advocacy Committee recognized that it has no “official” status, and undertook to create such a properly constituted organization to take over the function that the Committee has been playing to date.

The purpose of this document is to present a ***Founding Document*** so that, at the public meeting of April 22nd:

- the basic elements of such an organization can be agreed to
- the organization can be officially launched

Once formed, it is intended that the Roundtable will review and formalize this document into its working terms of reference.

Proposed Name

It is proposed that the name of the organization will be the “***Halton Hills Cultural Roundtable***” (HHCR). This is intended to reflect two key principles, namely:

- the organization is meant to be broadly representative of the wide range of cultural resources and activities in our community
- culture is defined broadly to include the visual and performing arts, built and natural heritage, and other dimensions of culture such as sports

Representation

It is important that this body have legitimacy and recognition in the community, and yet it should not be so large that it becomes unwieldy. Accordingly, it is proposed that the Roundtable be initially formed with about 12 to 14 members, and that it have representation from the following categories:

- Individual visual artist/group representative (1)
- Local heritage representative (1)
- Natural heritage representative(1)
- Sports representative (1)
- Individual performing artist/group representative (1)
- The Town of Halton Hills – Council and staff (2)
- Education: school performing/visual arts/environmental/heritage programs (1)
- Independent community leaders (e.g. service clubs, professional networks, patrons of the arts) (1)
- Cultural businesses/network organizations (3) (e.g. restaurants, B.I.A.'s, Chamber of Commerce, tourist sites)

In order to provide continuity, several members of ACHAP have agreed to serve on the initial membership of the HHCR.

Basic Principles

The Roundtable will specifically:

- 1) be “community-based”, self-managed and set its own agenda
- 2) seek community input on a regular basis with respect to cultural matters, and be responsive to those needs in setting priorities
- 3) raise funds from sponsors, memberships, and government grants when required
- 4) have an “entrepreneurial” approach, primarily acting as a catalyst to facilitate initiatives by community groups but also having the ability to undertake projects
- 5) work through partnerships, seeking to marshal all the energies of our community
- 6) seek to partner wherever possible with the Town’s plans and programs, including those relating to sustainability and economic development

Term of Office

Membership on the HHCR will strive to balance continuity with renewal. Accordingly, in its initial stages half of the members will have a term on the Roundtable of one year and the other half of two years. This will ensure both a continuation of organizational knowledge along with opportunities for new input to occur. The Roundtable can then consider how many terms members can serve.

Officers

The Roundtable's officers will be the Chair, one Vice-Chair, a Treasurer and a Secretary who will serve for a 2-year term. The officers will act as the managing and coordinating group between monthly meetings of the full Roundtable. The officers will be elected by the HHCR members at its first meeting, and thereafter every two years.

Committees

The Roundtable will not have a permanent formal committee structure, but will operate by constituting working groups for specific projects as required. These working groups will include extended members of our community with that particular interest and/or skill set.

Records

The HHCR will keep minutes of its meetings and decisions, and these will be made available on a monthly basis on the organization's website along with other relevant information at <http://www.hhculturejourney.com/index.html>.

Staff Support

While the Roundtable will start up and operate initially based entirely on volunteer effort, an early priority will be to find a way to have at its disposal at minimum a part-time paid support person with the responsibilities of:

- Volunteer board/committee support
- Project coordination
- Event/community meeting coordination
- Stakeholder communications
- Research and report writing
- Financial management
- Other tasks as required

Remuneration

Members of the HHCR will be volunteers, serving without remuneration, but may be reimbursed for some "out-of-pocket" expenses in carrying out the business of the Roundtable.

Frequency of Meetings

In its first year of operation the HHCR will meet approximately once a month, or more frequently as required. Quarterly broad network meetings will also be held which will provide opportunities for reporting back to our network and getting input on specific projects.

Initial Agenda

The Roundtable's agenda for the first 12 to 24 months will include:

- Developing a robust ***governance framework***, including writing a Constitution & Bylaws, and a vision and mission statement
- Opening the necessary ***bank accounts*** to receive and manage the money already left in trust with the Advocacy Committee
- Exploring ***incorporation*** so that the Roundtable can enter into contracts, conduct business, and obtain grants
- Applying for ***registered charity*** status once incorporated so that it can issue charitable donation receipts for tax purposes
- In one year's time (and annually thereafter) holding a ***Cultural Summit*** with broad community participation. The purpose of the Summit will to provide an opportunity to hear the views of the general public, review achievements, and define priorities for the coming year.

Initial Work Plan

From the previous work of the Advocacy Committee and the outcomes of the Symposium, the HHCR's initial work will include:

- Assisting in the development of an integrated ***internet-based capability*** (portal) including i.e.: database; cultural activities calendar; marketing/ticket sales; communications
- If received, implementing the terms of the ***Ontario Trillium Foundation grant*** that the Advocacy Committee applied for – mostly funds for a support staff for 2 years
- Leading or participating in a ***cultural branding exercise*** to identify how to best present the community's cultural assets to the broader public
- ***Contributing to the Town's process*** to develop its own cultural policy and articulate the nature of the relationship with the Town, including "in kind" support
- Ensuring that a ***cultural inventory and mapping*** are completed
- Following up on the initiative begun at the Symposium to plan for a ***Cultural Festival***
- Developing mechanisms to facilitate information exchange, networking and **collaboration**