

Program Committee Notes for Annual General Meeting. (Susan Parkinson)

On March 22nd I began my volunteer position as the Program Director for the Nicola Valley Community Art Centre (NVCAC) from March 2021 to March 2022

April/May/June 2021. We're busy months

- learning the ropes, organizing program committee meetings
- organizing and tidying up the program space and supplies and becoming familiar with the various committees.
- assisting with the Canadian Mental Health Association art program. (glass art class, setting up for Ros pottery, Shirley's paint class and Jean's drawing session)
- Developing a spreadsheet for Art Centre programs so that all committee members can view online what programs are available as well as when, where and who is running the program.
- Developing a visual wall calendar system so everyone can see what is happening on specific days of the week and what programs are happening in both program space and the Clubhouse.
- Recording events, classes and programs on our google calendar so all members can view.
- Organizing & running 2 sessions of children's Fabric class (quilt squares) that ran in conjunction with the art show during this time.
- Arranging and meeting with artists and organizers in regards to upcoming art classes and events (Marina- "Anime"; Sarah- "Bath Bombs"; Ros- "Pottery"; Diana - "Day of the Bee"; Amanda- art instructor and new program committee member; Val- Farmer's market; and Felicity- city program guide).
- Developing a program guide for Summer City Directory
- Assisting Diana Grimshire (Grimshire Apiary) and organizing the distribution of the bee boxes to various community groups and schools; contacting elementary schools creating a recording system for boxes sent out/returned; organizing display and people's choice voting system; getting prizes organized and distributed to three category winners.
- program meetings to discuss and plan and advertise upcoming programs and classes during the summer months. (Wednesday mornings and a few Friday & Saturday mornings).
- Advertising of programs through various media avenues.
- Developing an organizing system for registration of classes to be used in the gallery/gift shop. With the future goal of registration being online by the Fall.
- Monthly program committee meetings-April 13; May 6; and June 10th
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July/August 2021

- implementation and advertising of the summer children's art program
- Karianne Kroeker (our summer student) did inventory of supplies in the program space, creating a wonderful art piece on the program door as well as assisting and instructing with the Wednesday morning children's art programs.
- Children programs that were done during the summer months- Paper Quilling (instructor: Amanda); Jewelry making (instructor: Karianne); Just Jeans (instructors: Mischelle &

- Kelly); Build a Puppet (instructors: Kelly & Susan); Street Art (instructors: Jano & Karianne); Chalk Pastel (instructor: Amanda); Tie Dying (instructors: Jano & Karianne);
- Adult programs- Joanne Massey's Introduction to One Stroke Painting (combine Aug 5 & 12th class).
 - making adjustments to programs due to fire evacuation alerts/orders and COVID restrictions/regulations. *Mandala workshop was canceled and will need to be rescheduled due to the instructor being on evacuation order due to wildfire.*
 - Meeting with Richard Lepinsky and discussing and organizing a youth music program- youth ages 10-17 years Ukulele program. Ordering of musical instruments, tuners, stands and cases.
 - Meeting with Kelly Reid (Merritt Literacy) to discuss children's art/literacy programs for little ones (age 4-5-6 years old).
 - Kathy and Jen created an online program for being able to register programs online. With the director recording registration in a registration booklet to assist gift shop volunteers when participants come to make the payment for class and/or program.
 - Planning and advertising for the Fall programs
 - Organizing and advertising for Joanne Massey's One step paint sessions
 - Calendar scheduling in program space and clubhouse space usage.
 - Update spreadsheet as well as google calendar
 - Write up to the City Program Directory about the Fall Programs
 - Monthly Program meetings -July 8; and August 5th

September/October 2021

- Implementing and advertising fall programs
- Developing an invoice system for supplies bought for programs/classes
- Meetings with art instructors for upcoming in house programs
- Meetings with online instructor and creating art kits to be purchased in gallery/gift shop
- Update wall calendar with classes, music groups and community groups that have reserved program space and clubhouse on specific days of the week.
- Street Mall-(September 18th) advertising of programs/events and activities
- Adult classes: Introduction to Paper Quilling (instructor:Amanda); One Stroke Paint Class "Pansies & Leaves -online (instructor: Joanne)
- Music programs: Youth Ukulele & Adult ukulele (instructor: Richard)
- Last of the summer children's program- Fused Glass Necklaces (instructor:Susan)
- Fall Children's After School art classes- "Merritt Naturally" (instructor: Jano); Fall Crafts (instructor: Susan); Macrame (instructor:Cindy); Weaving (instructor:Kim & Mischelle); Puppetry (instructor: Susan); Halloween Crafts and Makeup (instructor: Karianne)
- Monthly Program Committee meetings- September 2nd; and Oct 6th (day changed to Wednesday due to after school art program).

