

Sangres Art Guild

BOD Meeting – via teleconference

January 29, 2019

PRESENT: Board Members - Rhonda D., Linnea L., Jan K., Pattie W., Angie A., Terri W., Shu Shu C.

Meeting called to order at 5:20 PM by Rhonda

November minutes – Motion to approve – all in favor

TREASURER'S REPORT – Items for proposed budget for 2019

Advertising – Linnea is researching our advertising at KLZR/Westcliffe, KRCC/Co. Spgs, Colo. Public Radio in Denver (Denver metro prime time/real expensive) but they have different time selections, 'streaming', regular and prime which is the hours of 'work commuting'. Pattie suggested "Westword" publication in Denver. Linnea will continue to research. There is already \$400 earmarked for underwriting at KLZR. \$1700 will be allocated for additional marketing expense.

Social Media – Jacqueline does Facebook updates. It was decided to stick with what has been done in past. Angie to check with her. Jean K. does lots of self promo – would be a good one to talk to if she returns this year – Terri will check with her.

Scholarship - \$1000.00 is earmarked for scholarship this year. Could be - all goes to one student or perhaps split into two \$500. scholarships. Jan will check with Carrie, Andrew and Sara on possible candidates for this year.

Database – Paul Biron is working on organizing our membership list. He has been training Curt and Alicia on working with the software. \$2000.00 has been allocated to pay Paul. Paul will be getting back to the BOD on a possible recommendation of a 'back-up' system/storage for his/our work on database. Curt is helping Paul with these items. Potential technological updates will be added to the budget.

Arts Hullabaloo – Linnea pointed out that SAG is trying to get 'Rebecca's Fund' to pay for much of this event. If that happens, they do not need more money from SAG beyond what was in the draft budget.

SAG Arts – there were 16+ classes last year. \$2000. was allocated for classes and only \$1300 was spent. Again, \$2000. Is allocated for 2019. Jean K. had the most classes, and if she isn't coming back this year, we need to find more instructors.

Carpet in gallery – Rhonda talked about painting carpet. Terri has been in touch with Mr. Stermer. He is willing to buy the carpet, we need pay for install. Terri suggested 'carpet squares' and a carpet laying party. Carpet installation is in the budget.

Budget summary -- Linnea will make adjustments to the budget per our discussion and send out an email to BOD for approval. Angie, Linnea, Terri and Curt will get together and decide on how SAG marketing money is needed for Hullabaloo, Gallery, SAG Arts and APW. There has been no notice yet of how much money has been donated from the Spirit Campaign.

Linnea reported that we ended 2018 with the highest profit to date. ***Committees and events need to SPEND the money this year, as opposed to last year which was 'below budget' on many events.*** Our largest expense is in marketing, site management and scholarships.

Committee Business

Gallery Manager – Terri reported she is working with Liz on handbook issues. Will be changing the keypad code. Talked more about gallery first floor/flooring. Do we want to leave the glass display cases at front windows or put them back to 2nd floor. They are heavy and need to be moved with dolly and elevator. Their use could be to place small items for current shows or bin art pieces. Terri will decide. Pattie pointed out that carpet tiles be purchased in case of need of replacement to match what is chosen for install. **Liz is holding a Gallery Staff meeting Feb. 8, 1 PM at gallery.** Linnea is going to cover some budget with attendees, other members on BOD encouraged to attend.

Gallery Shows – Angie - News/Radio has lists of shows. Shows have been or are being added to Tourism Board calendar. Linnea said show flyers have been delivered.

Gallery Receptions – Terri - Teresa Farish has shown an interest in hosting this activity. She may not be able to host the May or the end of the year receptions. Angie and Pattie have volunteered to host the May event.

Arts Hullabaloo – Angie wrote it will be a '3 day event' this year. Working with Rebecca's Fund (Linnea and Terri helping with this)

APW – Curt doesn't have a juror as of yet.

Art Encounter – SAG Arts – Linnea says we need someone to volunteer for the Fine Art Calendar chair person next year.

~Rhonda's **TO DO list** on an email to every member – HERE IS YOUR OPPORTUNITY to get involved. Need volunteer for Fine Arts Calendar chair, web site content manager assistant, along with need for Board Members for 2020 (Treasurer and President) - to which current members will inquire of those not present at this meeting, as well as perhaps some future board members. She will request help with carpet install. Linnea will work on defining 'marketing' position ~

Strategic Planning – questions were raised as to whether we can streamline any overlapping issues. SAG also should have descriptions of roles. Linnea will send out a grid – as an example – in which some of the coordinator's roles were described several years ago. **We need JOB DESCRIPTIONS from all committee chairs and coordinators.** We need to check for overlapping of duties.

Art in Public Places – Karen - no report

Membership – no report from Alicia, Pattie will see her on Friday and ask her for an update.

Mural/Set Design Painting for Jones Theater – Lorie B. is heading this committee, has about 10 Ad Hoc volunteers and will be calling them when needed.

Grants – APW has applied and been approved for a \$500. Grant Form the Tourism board. We need a grant writer/researcher. Shu Shu will talk with Bridget to see if she is interested. Jan will also talk with Annie Dawid to see if there is interest.

Schools and Scholarships – Carrie has ordered and has an invoice for \$908.62 for gel printing supplies. It was agreed to cut a check to Custer County Schools, writing specific info in the memo line. This was approved by BOD at Nov. 2018 meeting. Rebecca's Fund will also be giving Carrie money. If she needs more money for supplies in 2019, all she needs to do is ask SAG.

It was agreed to strike the following areas from the agenda at this time - "Programs and Critiques", "Workshops" as they are added to the website as they become available, "Monday Art Group", "Figure Drawing" and "Photography Club".

BOD Positions – Pattie has taken on the Secretary position. Rhonda is moving. Linnea is vacating her position as Treasurer in 2020. We need a President and a Treasurer. Rhonda thinks she could manage her position from afar, but it would be a good idea to look for an interim Prez. It was suggested by Shu Shu that we could perhaps operate with a 'round table' committee of 5 – each with a section of responsibility. Rhonda will hang in there - as long as possible for this year. In the meantime, members will generate interest in these positions. Also, **BY LAWS need to be reviewed** concerning this action item.

Web content manager and assistant – Curt is currently handling this but would like an assistant. We agreed this job needs defining and then advertise it. Our goal is to PULL people into our website.

We need to **address our PRIVACY POLICY** and have it stated on our website. Shu Shu said perhaps Bridget could help us with this policy and guidelines.

Rhonda would like us to **formulate a protocol for 'new ideas and requests'** and how we handle them from here forward. There have been too many individuals involved in decision making with new ideas. There needs to be some guidelines, maybe a small committee, someone to head up that committee and discussion and decisions made in that way.

We agreed that we all liked the review of the committee reports sent out with the agenda - ahead of the scheduled meeting.

Due to the lengthy time of the meeting (close to 3 hours) we adjourned until next month.

Respectfully submitted – Pattie Wall

SAG BOD Meeting Agenda – January 2019

1. BOD Secretary – Need to replace Lorie ASAP! – Pattie Wall?
2. Approve Minutes from previous BOD meeting – there may be a few since we have not met for a few months
3. Treasurer's Report – Linnea
4. Committee Business (discussion of any issues based on status reports/requests):
 - a. Gallery Manager (Terri) - flooring – see details
 - b. Gallery Shows (Angie/Joan) - entry fee – see details
 - c. Gallery Receptions (TBD) - need replacement for Donna
 - d. Arts Hullabaloo (Angie)
 - e. Alla Prima Westcliffe (Plein Air Paint-out) (Curt)
 - f. Art Encounter (Linnea)
 - g. Calendar (Linnea)
 - h. Marketing (TBD)
 - i. PR (Jacqueline)
 - j. Art in Public Places (Karen) - see details
 - k. Spirit Campaign (WMW Community Foundation) (Angie) - see details
 - l. Membership (Alicia)
 - m. Programs / Critiques (TBD)
 - n. Grants (TBD) - CART Banner Grant letter (see Attached)
 - o. Schools / Scholarship (Jan) - see details
 - p. *NEW* - Production Backdrop Support (Curt)
 - q. Web Site Management (Curt)
 - r. Workshops (TBD)
 - s. Monday Art Group (Liz)
 - t. Figure Drawing (Curt)
 - u. Photography Club (Sandi)
5. SAG Business / Other
 - Strategic Planning (Rhonda/ShuShu) – Plan for a plan!
 - BOD Positions – Elected annually per SAG By-Laws, Article V, Officers, Sec 2.
 - i. Current BOD Officer Positions – Re-approve existing? Need to discuss SAG President replacement
 - ii. SAG Treasurer for 20120. Identify now to Linnea can start training.
 - iii. SAG Web Content Manager / Assistant - new official positions
 - SAG Guidelines - See Rhonda's email, Subject: January 2019 SAG BOD Meeting, dtd 12/8/2019
 - i. Privacy Policy discussion
 - ii. Monthly Committee Reports
 - iii. Handling New Ideas and Requests
 - iv. Posts to SAG web site, including Artists Page, Announcements, etc.
 - v. Others?

SAG BOD Meeting Agenda – Details –

SAG Proposals to Discuss – Details and additional info

- Terri - Gallery Mgr – Details: flooring options
 - Dick Stermer agreed to pay for materials if we will handle the install.
 - -Hard flooring or carpet?
 - -Who can do the installation?
 - I'd like to get input , maybe by email, after I meet up with the Stermers after the new year though
 - What about painting the carpet??? (See photos Rhonda sent to BOD)
- Curt – APW updates from previous status report. He used the one he created in December with the following updates: Please use the report I sent last month for APW. The only update is that we were not able to get Skip Whitcomb as our juror, so are looking for other.
- Curt – Entry Fees - SAG Shows - I'd like to request that the entry fees for SAG shows be discussed and decided at the next BOD meeting. They are currently \$8 for members and \$16 for non-members. I propose that they be reduced to \$8 for members and \$12 for non-members, as a way to entice more non-member participation and thus maybe acquire members as a result. The \$16 is just too high, IMHO, for the amount of sales 3rd Street Gallery makes. It is a disincentive in that regard.
Thanks. Curt
- Lori – Art in Public Places - I would like to form a committee of mural painting volunteers to help with theater productions when they call me to paint sets. I would be glad to chair but need people I can call on to help. It fits with our mission to work with other non-profits and could also be considered art in public places, Lol! Lorie
NOTE: Curt Gillespie has volunteered to head up this new committee.
- Angie – Spirit Campaign - I did the letters, got approval, gave Curt info so he could post and get on web, got envelopes, printed the letters and did the mailing.
- CART Banner Grant letter (see Attached PDF)
- Jan - Schools - Other Donations - information regarding Carrie's donation supplies needs still needs to be discussed. Jan

Subject: January 2019 BOD Meeting

Hello fellow SAG BOD members! Welcome to 2019! We have lots to work on this month, with our first BOD Meeting of the new year.

I sent out much of this information in an email to you December 8th 2018. I am recapping the major items again to refresh your memories and adding some new ones. Attached is a package of the Coordinator Status Reports I received. In some cases, I got updates afterwards and those are annotated on the attached agenda for our January meeting.

Our next BOD Meeting is scheduled for **Tuesday, January 29th, at 5:15 pm**. Linnea has suggested that we try to hold this meeting using teleconferencing only. So you can attend the meeting in PJs if you want, at the comfort of your own home! This will give us a good idea on how well this communication method will work for us. If it works, there will be no need for anyone to travel to the 3rd Street Gallery unless they need to use the telephone there (see below, but this is not really a good option) to join our teleconference meeting.

For the January BOD meeting, we will be using Linnea's teleconferencing line (thank you Linnea!) The teleconference phone number is: **302-202-1110**. The passcode to join our call is **803658**. Either Linnea or I will start the call promptly at 5:15 pm.

This teleconferencing phone number is not toll free, but hopefully everyone has a phone where you can call without being charged extra minutes (unlimited calling). If you plan to use a Voice Over Internet phone, experience has shown that it will cut out a lot and you will be very hard to understand, not a good option. If you are concerned about calling in, please let either Linnea or me know and we can discuss other options.

In addition to our regular items based on the monthly committee/program summary reports, we have several other items to discuss at the meeting:

- **BOD Positions Open or Soon to Open:**
 1. **Secretary.** Lorie no longer wants to be on the BOD although she wants to continue staying involved with the APW committee. That leaves the Secretary position open. Pattie Wall is considering taking on this position unless there is someone else interested.
 2. **Receptions.** Donna Ehrhardt is having too many health issues to continue doing this so we need a replacement.
 3. **Treasurer.** Linnea would like to vacate the Treasurer position after this next year (2019), so we need a replacement to officially take over in January 2020. Since this is a critical position within SAG, identifying Linnea's replacement as soon as possible will give that individual time to work with Linnea in order to be better prepared to take over those responsibilities in 2020. Linnea has some candidates in mind, but we may need to think about additional people to consider.

4. **President.** Yes, me! When I volunteered for this position in December 2017 I warned everyone that our ranch would be on the market and, when sold, I would be moving to Emporia, Kansas. That has now happened! I am sort of melancholy about it but this is my next chapter in my life. The timeframe for this is the middle of February 2019. Based on this, I really do not feel that I should continue as the SAG BOD President. We need to discuss options for my replacement at this meeting. Since I will only have one more meeting before we move, I want to be sure to help brief my replacement before I move. It has been an honor to be the SAG BOD President and I have been able to do this because of all of the wonderful people involved. Thank you!
 5. **Any others?**
- **Discussion on the way we are doing business.** The BOD needs to think about creating some guidelines for how we handle new ideas and requests. A good example is the Gift Certificates. Guidelines should include the process of communicating new ideas/needs, assigning someone to lead the effort and determining who should be involved (hopefully limiting it to a total of 3 or so to keep the coordination easier). This should help clarify who gets involved and how and may help eliminate confusion and over-communication. The resulting process can be posted on the web site. Note: Rhonda's email to the SAG membership includes the invitation for all members to email SAG with ideas. This will help us manage the overwhelming onslaught of great ideas from our members!!
Obviously, there may be exceptions to this process but it would be nice if we were able to plan ahead to keep these to a minimum.
 - **Monthly Reports.** Based on some feedback, the creation of these reports and Rhonda's creation of a summary set that is sent to the BOD prior to our monthly meetings seems to be working out okay. However, the BOD needs to get reports from all committees/program coordinators, and not all are being represented in a timely and consistent manner. We need to discuss how to help manage this better. Rhonda emails a reminder each month to all of our Program/Committee Coordinators regarding the monthly reports. The response for this month was very good.
 - **Communications.** Some feedback indicates that our communications to and from members needs to be improved. Rhonda tried to address this some in her December Summary email to the members, but we should discuss if there are other ways to address this.

If there is anything else we need to talk about, please bring it up during the BOD meeting. Since we have not met for several months there is a lot to cover. I hope that we can get through the agenda as efficiently as possible and keep the meeting time reasonable.

Talk with everyone on the call!

Sangres Art Guild (SAG) Monthly Status Report for January 24, 2019

Gallery Manager ~ Terri Wiebke

Committee / Program / Activity Objectives/ summary:

- Set up show/gallery budget
- Arrange for Gallery phone and internet service and credit card service
- Renew sales tax license

Monthly Objectives:

- Answer emails, field phone calls, clean files in office
- Resolve disputes
- Track "missing" sale info
- Updating gallery forms as needed (instructions, intake, bin art, etc)

Completed:

- Continue to use in house mail/communication system.
- Bin Art, any changes? I would like any input from Pattie.
- Revised the Credit Card Information Form.

To Do:

- Follow up with Zakk who is setting up the iMac to be ready when we reopen.
- Continue updating the Volunteer Handbook with Liz.
- Change the coded keypad for the new season.
- New flooring? Carpet squares? Need to meet with Stermer's with plan!
- Plan for display case. Should they be upstairs or leave where they are for bin art?

Issues/Concerns/Comments:

- Discuss flooring ideas & solution. Then I'll coordinate with Stermer's. I'd like to get this decided and completed over our closed months if possible. Then coordinate the installation. Do we want to hire or ask the membership for volunteers?

References / Attachments:

-NA

Objective: Maintain the May through December calendar to keep the gallery staffed with volunteer gallery sitters as the only way to earn wall or floor space on the 2nd floor.

January Monthly Objectives:

1. Contact the 2018 gallery sitting staff to renew the dates of those who selected the same day of the same week each month during the past season.
2. Contact the new gallery volunteers by early Feb to schedule their gallery sitting dates for the new season.
3. Update the Volunteer Instruction manual by the start of the 2019 season.
4. Work with Terri Wiebke to update and restructure the Volunteer Instruction Manual, specifically the Ipad and Bluetooth devices.
5. Prepare for the Volunteer Meeting on Fri, Feb 8, at 1 p.m. at 3rd Street Art Gallery

Completed:

1. Gallery Sitting Dates for all Thurs through Mon have been assigned with the exception of the 2nd and 3rd Sundays of each month and the 4th Sat of each month, May through Dec.
2. FYI There are several new SAG members who have indicated an interest in earning space on the 2nd floor by being a gallery sitter.
3. On Intake Sundays for the "Your Land, My Land," "Happy Trails," "High Peaks," and "Fall Into Winter," shows there will be two gallery sitters, Joan Hewitt and Pattie Wall, who are trained to handle the Pick Up and Intake. Kathy Boulee' and I will handle the Monday Pick Up and Intake for those shows.
4. I assisted Terri in taking photos of the Ipad Paypal program and the Bluetooth device including the various steps in making credit card charges correctly. Terri did all the work and I provided the use of my index finger to which I wish I had applied some moisturizer prior to the photo shoot.

To Do:

1. Contact the remainder of the potential gallery sitting volunteers by early Feb to finish scheduling the gallery sitting dates for the 2019 schedule.
2. FYI. A few gallery sitters will most likely sit the gallery on Wednesdays during the summer months even though we don't advertise being open on Wed. Last summer we were open on some Wed and even a few Tues. No Tues or Wed will be scheduled until all the dates of our advertised schedule, Thursday through Monday, are filled.
3. Prepare an agenda for the Feb 8 meeting.

Need from the BOD:

1. Please attend the Volunteer meeting on Fri, Feb 8 at 1 p.m. Hopefully, we'll be finished in 1 hour.
2. Let me know what the BOD members would like to include on the agenda. It would be good for each BOD members to give a brief introduction and provide any needed information/encouragement to the volunteers. Last year we had a wake-up call regarding the gallery finances. I'd like to include a brief discussion about the costs of operating the gallery including the income and costs for the shows as well as expenses i.e. intake fees and commissions as income; advertising, awards, and reception costs. That information should help the gallery staff to understand the importance of entering as many shows as possible.

The objectives and "Need from the BOD" on my October Monthly Report were met. Thanks to the BOD for their support in establishing the 2019 Show Schedule by the end of last year. Thanks to all who spent their time and expertise to make the brochures and the website pages available for SAG members and the public.

Respectfully Submitted,
Liz VanSomeren

Below is a brief summary, sure I have missed something, but got most of it.

Show Coordinator(s)

Brief Summary from Angela Arterburn

Report since November Meeting:

Sent out emails for Intake and Take Down for Holiday Show

Worked with Monday Morning group to make sure they were okay with handing the show and wall tags.

Worked with Patti Wahl on the Holiday Reception when Donna had to pull out.

Double checked the intake book and the treasurer's book to make sure they were the same.

Created email list for participants.

Answered a few emails and phone calls regarding the Holiday Show.

Filled in when Terri was gone.

Set up voting for People's Choice Awards

Tallied the votes.

Tallied up the Votes for New SAG Board members.

Helped Terri hand out the awards and distribute the checks.

Gave Holiday Show summary to Rhonda and Jacqueline.

Publicity Coordinator(s)

Brief Summary from Angela Arterburn

Call to artists info given to Jacqueline for FB posting.

Did PR releases and took pictures for papers, also got info to Jacqueline so she could post on FB.

Did display ad for Tribune.

Arranged with Tribune to attend Holiday Show and take photos.

ARTS HULLABALOO

Brief Summary by Angela Arterburn

Summarized 2018 Arts Hullabaloo.

Attended a meeting via phone January 24th on 2019 Arts Hullabaloo and have set up:

- ~Making it a 3 Day Event – Friday, Saturday and Sunday
- ~Chalk Art Demo – Professional Brought in
- ~Chalk Art – 2 days – allows for kids and APW to participate
- ~Work with Rebecca's Fund in supporting the Childs Art aspect to Hullabaloo
(Linnea and Terri handling this portion with Rebecca's Fund)
- ~Kite Making and Kite Demos along with Kite Contest
- ~Gallery Art Walk
- ~Possible Pancake Breakfast

SAG 2019 Calendar

By Angela Arterburn

I have been posting the SAG events on the Community Calendar. It does not go up immediately. Someone had posted May only and I had it taken down as it did not have the correct dates and also listed each day as a reception. It is now up and correct.

As of tonight, July's show is also finally posted and up. Again I have to work with the Calendar Admin on this. The reception day is fine (July 6). Once you click on that date, the internal info is fine, BUT whoever did the final post, DID NOT USE my info I had submitted and the internal info is for the Calendar Show, not the Your Land, My Land Art Show. I know this sounds confusing, but frustrating on my end. Jan Lee is the main person doing the final submission posting and she is out of the Country. Rene Smith from the Chamber fills the void. I will be at the Chamber Office tomorrow (Saturday) to get it cleared up.

Will get the rest posted once I have talked with her.

I have also given the updated 2019 Calendar Show info to the people from CART who do the Discover Guide (Kathy Reis and Jan Lee). Told them to disregard any previous list they might have received. I also told them I would get ARTS Hullabaloo info to them ASAP once we have confirmed the dates, etc.

Sangres Art Guild (SAG) Monthly Status Report for:

Alla Prima Westcliffe (plein air paint-out)

Status Date: [December 18, 2018](#)

Coordinator: **Curt Gillespie** ([changes from last month are in blue](#))

Committee / Program / Activity Objectives/ summary:

[Prepare for the 13th annual plein air paint-out, September 21 – 28, 2019.](#)

Monthly Objectives:

Establish and refine schedule of activities, awards, sponsors, costs and rules for the competition. Arrange for the logistics of it all. Coordinate with San Isabel Land Protection Trust, re: dovetailing with Art for the Sangres. Coordinate with Arts Hullabaloo, re: art in the park on September [28](#).

Completed:

- [No progress since last report](#)

To Do:

- Summarize finances and 2019 APW budget – to be done after end of year.
- Upload pictures of APW to web site

Issues/Concerns/Comments:

None.

References / Attachments:

[None.](#)

Report

Sangres Art Guild (SAG) Monthly Status Report for **SAG Arts**

Status Date:

January 25, 2019

Coordinator Name:

Linnea Laurila

Committee / Program / Activity Objectives/ summary:

Conduct subsidized art classes for kids and adults.

Work with Rebecca's Fund to gain funding for kids' classes

Monthly Objectives:

Preschool class

Complete video classes

Completed:

Held 3 preschool classes so far. Only 4 kids attending, but good feedback from moms. CCKC continues to market for us.

Completed Character Design video classes. At least 2, maybe 4 students will send their characters to Aaron for a critique.

10 Instructor led classes completed in 2018:

- 1 class Jere Duran, weaving

- 5 classes Jean Krueger, watercolor and/or pastel

- 1 kids class Lorie Batson, animal drawing

- 1 kids class Jeanene Parker, watercolor

- 1 adult class Lorie Batson, Drawing from Life

- 1 class Karen LeBlond pottery

Reimbursement for Character Design video classes and remaining Animation expenses from Rebecca's Fund complete.

Adult classes will come in under budget for 2018 by about \$700.

Report

Upcoming:

- 1) More Preschool classes
- 2) Anatomy video classes
- 3) Art Camp in conjunction with the Theater Creativity Camp is scheduled for July 1-12. Teachers being recruited. Budget submitted to Rebecca's Fund. Posted to SAG website
- 4) Adult (16+) classes. Schedule posted on web
- 5) Follow-up with Aaron Blaise on kids Character Designs

To Do:

Confirm all the instructors for Art Camp

Request Rebecca's Fund reimburse for preschool

Determine budget for SAG Arts

Issues/Concerns/Comments:

Hope to request another \$2000 for SAG Arts in 2019 to pay instructors + \$500 extra for marketing

Determine how much funding we'll have from Rebecca's Fund

References / Attachments:

See SAG website

Report

Sangres Art Guild (SAG) Monthly Status Report for
SAG Fine Art Calendar

Status Date: January 23, 2019

Coordinator Name: Linnea Laurila

Committee / Program / Activity Objectives/ summary:

Produce and Market the SAG Fine Art Calendar as a fund raiser for SAG

Monthly Objectives:

Finish securing current and new sponsors

Completed:

Looks like we might have lost 2 sponsors that need to be replaced.

Marty Brens confirmed as juror

New marketing brochure in conjunction with 3rd Street shows designed and sent for print

Prospectus posted

To Do:

Collect all payment

Get quote from printer

Issues/Concerns/Comments:

Would like to find a new chairperson to take over for Linnea

References / Attachments:

NA

Reminder for SAG Committee Monthly Status Report - due to Rhonda NLT 1/25/19

Jacqueline Keller <jacqueline.rae.art@gmail.com>

Fri 1/25/2019 6:37 AM

To: Rhonda Denney <rhonda@rhondadenney.com>;

My report:

Went to the website to get info for March entry deadline but no info available. Need that for 2 month ahead deadlines for monthly periodicals. Somebody else is supposed to help out with this part but I don't know who so I will try but am past that deadline. Sporadically posting on FB - need that Calendar show prospectus. Maybe I have an email somewhere about that? Thanks. Getting the liquor license filled out. Terri W is finalizing dates. (Any extra dates to put on the application? Just in case) Regards,

On Tuesday, January 22, 2019, Rhonda Denney <rhonda@rhondadenney.com> wrote:

Hello. This is your friendly reminder that your Committee(s) monthly status report is due to Rhonda this week. Please have them to me no later than Friday, January 25th. I will consolidate them into one report and send it on to the BOD for our BOD meeting on Tuesday, January 29th.

Please let me know if I have missed anyone so I can correct my email distribution list.

Thank you!

Rhonda Denney
Rhonda@RhondaDenney.com

You're receiving this message because you're a member of the SAG Coordinators group from rhondadenney.com. To take part in this conversation, reply all to this message.

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Jacqueline



PO Box 1011 ~ Westcliffe, Colorado 81252
Email: cartcliffs@gmail.com

November 2018

CART has provided banners for Silver Cliff and Westcliffe for the past three years. At this time we would like to encourage you, as a non-profit, to promote events you might be holding in Silver Cliff and Westcliffe by placing banners along Main Street in the towns.

Our hope is each non-profit will consider designing and purchasing a minimum of 8 banners. To encourage your participation, CART is willing to provide a \$200 grant towards this purchase. This grant will be available until January 31, 2019. If you wish to avail your organization of this grant, please let CART know by emailing: cartcliffs@gmail.com

A permit is required, at no cost, to place the banners. This permit may be picked up at the Silver Cliff or Westcliffe Town Halls. The permit states the guidelines that must be followed concerning the size of the banners and how long the banners, if promoting an event, may be displayed. Silver Cliff and Westcliffe Towns will put up and take down the banners, again, at no cost.

We suggest you contact Jan Lee at Mind's Eye Gallery for design and purchase help. Jan's email address is: jan@mindseyegallery.com. CART has purchased banners from Banners.com.

We hope you will participate in this promotion of our towns. If you have questions, please use the email address above.

CART Board of Directors

**Sangres Art Guild (SAG) Monthly Status Report for
committee/ program/ activity Name)**

January 22, 2019

Jan Kraus

Committee / Program

Annual \$1,000 arts program donation to Custer County Schools, normally dispersed during the months of April/May.

Monthly Objectives:

Carrie has been out of the country for a month, and is now in the process of compiling her order.

Completed:

Her trip to New Zealand!

To Do:

As soon as Carrie provides it, present order receipt to BOD and confirm payment check to Custer County Schools.

Issues/Concerns/Comments:

None, other than lateness of her commitment this year. Since she didn't order last spring, this donation should cover 2019. So would that mean we wouldn't approach her again until spring of 2020?

References / Attachments:

none

Sangres Art Guild (SAG) Monthly Status Report for Website

Status Date: 2019-01-25

Coordinator Name: Paul Biron

Committee / Program / Activity Objectives/ summary:

Maintain/improve SAG website.

Monthly Objectives:

- Complete and move the member management functionality from the "CM" site into production
- Work on cleaning up non-member contacts

Completed:

- Member management functionality is now in testing in the "DEV" site
 - still testing the new "family membership" functionality, i.e., assigning one member of the family as the "primary" member, having the membership expiration date for the "additional" members use that of the "primary" member, etc.
 - when a membership expires (not in the 30 day grace period, but truly expired) their page is "unpublished" from the "Our Artists" section of the website
 - when new members are added, they now automatically get a "draft" page for the "Our Artists" section of the website. They still have to complete their page by adding photos of their work, filling out their profile (artist's statement, awards, etc) before the page will be "published"
 - A tool to print out a current membership list (e.g., for show Intake) is now available on the "back-end" of the website. That functionality is limited to those with specific "roles" associated with their website login accounts. That is limited to:
 - Site Administrator (me)
 - Site Manager (Curt)
 - Membership Coordinator (Alicia)
 - Gallery Manager (Terri)
 - Intake Volunteers (Liz and Kathy)
 - A tool to generate "mailing labels" for every one we have verified postal address for (members and non-member contacts)

as well) is now available on the "back-end" of the website. That functionality is limited to those with specific "roles" associated with their website login accounts. I forget who I have given that permission to and don't have time to look it up at the moment.

- First and second passes on cleaning up the non-member contacts is done
 - all current members have been removed from the non-member list
 - all contacts for which we have postal address information have add that postal address run against the USPS "Address Verification" service (i.e., so we know whether USPS can actually deliver mail to the address...or not)
 - contacts whose "name" implies more than one person (e.g., with names like "Fred and Wilma Flintstone") have edited such that their name implies only one person (e.g., either "Fred Flintstone" or "Wilma Flintstone")...based on the email address if possible to select the correct person. This will make it easier in the future to move data between the member list and the non-member contact list
 - For example, if "Fred Flintstone" becomes a member we can just copy all of the existing information we have in that contact into a "member" record without having to "re-key" it all

To Do:

- Need to work with Alicia to confirm the membership expiration date of ~10 members, it seems they are incorrect
- Once the testing in "DEV" is completed, move the membership management functionality into the "Production" website
- I've recommended (to Curt) that contacts for which we have no contact info (e.g., no email address, no phone and an unverified postal address) be deleted. Just waiting for him to get back into town to discuss that.
- One the final contact list cleanup is done, I will do a ONE TIME manual upload of the contact list and member list to MailChimp replacing the current MailChimp list

- Once the MailChimp list is updated, I will work on setting up the functionality to have MailChimp automatically send out email reminders about expiring memberships, etc
- I will also work on functionality to automatically sync the MailChimp list with the website database when ever the information is changed in either location
- I will also work on making it easier to send targeted MailChimp campaigns to specific subsets of the list (e.g., just members)
 - the intent there is to use MailChimp (and **not** Outlook for the personal email account of whoever is sending the campaign) for **all** email communication

Issues/Concerns/Comments:

- With the OFFICIAL version of the membership data now part of the website database, we need to develop a strategy for regularly backing up the database
 - According to the letter of the "Terms of Service" of Lunarpages (the hosting company we use for the website), we CAN NOT store those backups in the filespace we get as part of our hosting plan
 - My initial best guess is that SAG should sign up for an account with one of the Cloud Storage services out there and I will build some automation into the website that regularly (e.g., daily) backs up database to the Cloud
 - Most Cloud Storage services (e.g., Google Drive [1], Microsoft One Drive [2], etc) offer a certain amount of disc storage FOR FREE, and then charge for anything above that. I am researching these plans and will write a report for the BOD with a recommendation when I complete that research

References / Attachments:

[1] <https://www.google.com/drive/>

[2] <https://onedrive.live.com/>