

SAG BOD Meeting Minutes – February 26, 2019

3rd Street Gallery

Present were Rhonda Denney, Shu Shu Clark, Jan Kraus (on conf call)

Linnea Laurila, Terri Wiebke, Pattie Wall, Bridget Dean-Pratt, Angie Arterburn, Annie Dawid - as a guest

1. BOD Meetings for 2019 – Last Tuesday of each month. Do we need a Conference Call number?

There is a free conference calling number at freeconferencecalling.com. To use the external speaker (FOR THOSE NOT PRESENT AT MEETING) you need to do conf. call through Skype, therefore, a computer needs to be available for that software. Rhonda will get us a conference call number for SAG from freeconferencecalling.com

2. BOD Secretary – Pattie Wall? Need potential alternative identified? Pattie will continue. She would like to use the 'recorder' idea. Lorie B was contacted and will donate the recorder she used. Terri will get this from her.

3. Approve Minutes from previous BOD meeting Angie approved, Terri seconded

4. Treasurer's Report – Linnea There is no treasurer's report, Deb M is in Nevada.

5. Committee Business

a. Gallery Manager (Terri) – March/April carpet Terri has been in contact with Mr. Stermer who has approved the carpet install. She measured the gallery today. She is working with Liz V on handbook for this year's volunteers along with a keypad change. Rhonda to mention in letter to members NEED HELP INSTALLING THE NEW CARPET – contact Terri.

b. Gallery Volunteers (Liz) - Had meeting Feb 8th. No issues reported

c. Marketing Committee/PR (Angie/Linnea/Jacqueline/~~f~~Terri/Curt/Bridget) – Should this be a separate item or included within each committee report respectively? This committee has made decisions on half of the funds. We are waiting for information to make decisions for the remainder of the funds, and considering how to spend these funds. Rhonda suggested that we have a report that updates the money spent for marketing, money spent outside of that and money spent internally.

d. Gallery Shows (Angie/Joan) (Note: Teresa Farish will host receptions) - no issues. Zakk is coming on Sat., Mar. 2, to take photos of intake pieces.

e. Arts Hullabaloo (Angie) - Kite demo – she will set up with the owner of Rocky Mountain Kite Assoc and his wife and one more couple to come do the kite demo. BOD agreed to pay their overnight fee. Shu Shu will contact the Chalk Guy, who will do 2 days of activities. He works on 'tar paper' in case of inclement weather.

f. Spirit Campaign (WMW Community Foundation) (Angie)

- Thank You Card assignments distributed 2/23/19 by Rhonda

- Attendees for WMVCF Connections meeting - Terri, Angie and Linnea attended. They were encouraged that the focus was on those organizations that work together and enhance one another and it was noticed that SAG already does a lot of this. The value of ARTS in the community is that without the ARTS, there would be no economy. It was discussed that it's important that someone from SAG goes to each of these focus meetings to listen.

Rhonda TO DO – Write a letter to the Tribune editor, thanking all who donated a Thank You for donating to this year's Spirit Campaign.

g. SAG Arts (Linnea) no issues, confirmed Art Camp for July. Summer classes are a "GO" and ready for sign-ups.

h. SAG Calendar (Linnea) – Need to think of Committee Chair replacement for 2020! Annie Dawid will accept this position (with Linnea's help) and let us know.

i. Art in Public Places (Karen) – She has sent an email to remind artists of opportunities along with the mention of an addition of a new place, the new Town Hall.

k. Schools/Scholarships (Jan Kraus) Jan has talked with the art teachers at high school. There is one scholarship candidate, Holly Wenger – majoring in music. Terri will find the old scholarship application for SAG, it will be retyped and given to Holly to complete. There are perhaps 2 more possible applicants for scholarships.

l. Web Site Development (Paul) Concerns and Issues – backup for the database. Paul reports he needs to do more research, but he doesn't have time right now. BOD decided that Linnea will update gallery computer by upgrading to full use of Office 365 so it will be up to date for \$69.99. This upgrade will only be available to the 3rd Street computer. Linnea will get back to Curt and Paul.

m. Website Content Manager - (Curt) He would like designated content "owners" of the pages in the website. He appreciates updates and would prefer they are sent in PDF format instead of webpage format. Members should contact Curt if they feel something is needed. They should look over their pages and get him the info that is needed for additions or changes. Not all items need to be continually updated. Persons in charge of pages need to check them every month. Terri stated that committee reports and status reports should be updated on the website. Updates on reports should include specific and critical information and keep the lengthy info in an email and report that coordinator has updated with Curt – mention at bottom what was updated for webpage when sending monthly report to president. Curt would also like an assistant content manager to keep the 3rd Street Gallery page updated, and to act as a back-up content manager.

n. Alla Prima Westcliffe (Curt) - He has a meeting this Friday. Has a juror for show, who cannot do workshop – so looking for a 'workshop' artist.

o. Mural /Set design (Lorie) Eliminate this category from board meetings/include in marketing and keep up with the news after ONE is done and featured perhaps in newspaper by Zakk with credit to the artists and photos. Annie volunteered to be a part of this, someone needs to tell Lorie.

p. Grants – Bridget. **Annie volunteered to help.** Angie shared a Tourism board plan to be a part of a day where Antique shops in Florence are featured as well as galleries in Westcliffe. Will know more soon. **Annie and Bridget will research what grants are out there that we may want to pursue.** March agenda will include these sources found.

q. Sangre Star Festival (Dark Skies) - June 2020 – need a separate chair or part of another committee? This is Dark Skies 5 year anniversary and they would like ARTS to be included in the design of the festival. We need to know more about this to make any decisions so there will be follow-up and we will come back to this in March. **Linnea will get with Deb Adams.**

6. SAG Business / Other

a. Strategic Planning (Shu Shu) – Shu Shu is working with Linnea. A rough draft will be sent and we will need to give input. Look for email.

b. BOD Positions – Elected annually per SAG By-Laws, Article V, Officers, Sec 2. **Rhonda needs to solicit in her all-out membership email.**

- **Need to discuss SAG President replacement for Rhonda**
- **SAG Treasurer for 2020. Identify now so Linnea can start training.**
- **SAG Job Descriptions (see above for Web Content Manager / Assistant)**

1. Review and update all Committee/Program Chair job descriptions Job description needs to be made for Marketing Committee. There is question of who is doing which piece of marketing – ie: Social Media, PR, someone needs to take the lead and there needs to be a team/support. **Terri, Angie, Jacqueline and Linnea will get together to create this job description. Rhonda will send out this decision and get feedback.**

- **SAG Guidelines - See Rhonda's email, Subject: January 2019 SAG BOD Meeting, dtd 12/8/2019 •**

Privacy Policy – Bridget to help? Put on Membership form and other web site pages? Email is not listed on a Paypal membership submission. There needs to be a previous page for membership info prior to the Paypal screen. Members need an opportunity to OPT IN or OPT OUT of sharing of personal info like email, phone, etc. A decision/rough draft will be made by March - **Bridget will attend to with Linnea's help.**

- **Handling New Ideas and Requests – do we need a policy or just handle them? POLICY adopted - Board should be the one to give approval of new ideas and suggested changes. All info needs to be reviewed by the BOD. Persons who come up with ideas need to research them, and bring them to the board which will determine if they will be acted upon. We discussed the idea of offering a door prize to public at reception of a \$25 gift certificate (that are not selling and we have those already printed and ready)**

- **Next SAG Membership Meeting plans. When & What to cover. Decision – Sunday July 28 (Happy Trails Show intake) at 3:00. Offer food - MORE to come – bring ideas to March meeting**

Respectfully submitted, Pattie Wall, SAG BOD secretary

SAG BOD Meeting Agenda – February 26, 2019

1. BOD Meetings for 2019 – Last Tuesday of each month. Do we need a Conference Call number?
2. BOD Secretary – Pattie Wall? Need potential alternative identified?
3. Approve Minutes from previous BOD meeting
4. Treasurer's Report – Linnea – Note: SAG 2019 Budget Approved! Not included in this pkg
5. Committee Business (discussion of any issues based on status reports/requests):
 - a. Gallery Manager (Terri)
 - b. Gallery Volunteers (Liz) - Had meeting Feb 8th.
 - c. Marketing Committee/PR (Angie/Linnea/Jacqueline//Terri/Curt/Bridgette) – Should this be a separate item or included within each committee report respectively?
 - d. Gallery Shows (Angie/Joan) (Note: Teresa Farish will host receptions)
 - e. Arts Hullabaloo (Angie)
 - f. Spirit Campaign (WMW Community Foundation) (Angie)
 - Thank You Card assignments distributed 2/23/19 by Rhonda
 - Attendees for WMVCF Connections meetings
 - g. SAG Arts (Linnea)
 - h. SAG Calendar (Linnea) – Need to think of Committee Chair replacement for 2020!
 - i. Art in Public Places (Karen) – no report, but have email to SAG membership attached.
 - j. Membership (Alicia) – no report
 - k. Schools / Scholarships (Jan)
 - l. Web Site Development (Paul)
 - m. Web Site Content Management (Curt)
 - 2 job positions – Content Mgr and Assistant (content of 3rd Street Gallery pages)
 - Responsibility for updating each web site page
 - n. Ala Prima Westcliffe (APW) (Curt)
 - o. Mural/Set Design (Lori) – done ad hoc – do we need a report?
 - p. Grants (TBD) – Bridgette for grant writing???
 - q. Sangre Star Festival (Dark Skies) - June 2020 – need a separate chair or part of another committee?
6. SAG Business / Other
 - a. Strategic Planning (Shu Shu) – Anything new?
 - b. BOD Positions – Elected annually per SAG By-Laws, Article V, Officers, Sec 2.
 - Need to discuss SAG President replacement for Rhonda
 - SAG Treasurer for 2020. Identify now to Linnea can start training.
 - SAG Job Descriptions (see above for Web Content Manager / Assistant)
 1. Review and update all Committee/Program Chair job descriptions
 2. Rhonda sent out email to Chairs to provide their thoughts, 2/23/19.
 - SAG Guidelines - See Rhonda's email, Subject: January 2019 SAG BOD Meeting, dtd 12/8/2019
 - Privacy Policy – Bridgette to help? Put on Membership form and other web site pages?
 - Handling New Ideas and Requests – do we need a policy or just handle them?
 - Next SAG Membership Meeting plans. When & What to cover.

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

Marketing Meeting February 15, 2019

Red italics = 2-21-19 updates

Present: Linnea for SAG Arts, Terri for 3rd Street Gallery, Angie for Hullabaloo, Curt for APW, Bridgett came in late as she would like to be part of Marketing

Linnea provided the following information as to what is currently in each individual program budget. Items in green are uncommitted prior to the meeting. Items in black are committed as noted.

\$ in each individual program budget

APW

\$500 Tourism Board grant, must be spent outside area
\$100 for rack card

Hullabaloo

\$500 thru Rebecca's Fund (not sure if we'll get this or not)
\$100 for ?
\$375 for Tribune

SAG Arts

\$200 for underwriting KLZR
\$300 for ?
\$200 for Theater brochure – only \$50? (Rebecca's Fund)
\$100 for Handout at Hullabaloo (donated by Linnea in 2018 so extra now) (Rebecca's Fund)

3rd Street Gallery

\$200 for \$50/reception for ads in Tribune
\$50 extra for rack card in conjunction with High Peaks
\$260 for panel brochure
\$200 for underwriting KLZR

Calendar

\$200 for panel brochure + \$150 for postage
\$50 for ad (not budgeted!)

Total \$1500 in specific budgets to decide (\$600, maybe \$750 is Rebecca's Fund – MAKE SURE SPENT ON KIDS!)

Additional marketing \$ approved at January BOD meeting

\$1700

Total to allocate: \$3200

Suggestions

More KLZR spots for APW and Hullabaloo? Needed or will free calendar suffice? Pay a little extra to change ad for month of September?

KRCC for Hullabaloo and APW – 15 spots @ \$444 in a month, closer together? More spots?

CPR Denver metro - Hullabaloo and APW - classical prime time 10 spots @\$637 or 25 @\$1594

CPR - digital - \$795

Additional 4% discount if total CPR over \$1500

Print?

Decisions:

Use the \$400 already committed to KLZR to underwrite two ads, one for SAG Arts and one for 3rd Street Gallery, to run every day all year. Additionally, allocate \$200 (possibly more) to get focused Hullabaloo ads on KLZR two weeks before the event. *2-21-19 The additional spots on KLZR for Hullabaloo will only cost \$50 which frees up another \$150.*

Agreed to the 15 spots on KRCC for Hullabaloo for \$444. These ads will have a brief mention of APW.

Agreed to 10 spots during classical prime time for \$637 on Colorado Public Radio (CPR)

Will consider CPR digital advertising for one month at \$795 if there is enough \$ left.

Curt recommended an e-newsletter advertorial in Southwest Art for \$500 around APW, but would like to get San Isabel Art for the Sangres to go in on it, thereby costing SAG \$250. All agreed at \$250.

Angie recommended Colorado Life. Tourism Board is placing four ½ page ads at \$700 each. Agreed this was a good magazine, but would like to get distribution numbers and more accurate costs for SAG. Maybe can get other artists, galleries or San Isabel to participate also.

Angie also recommended the Tribune's Summer in the Valley. She thought it might be around \$400. All thought it was a good idea, but need cost info to decide. This might be another opportunity to go in with other galleries or artists.

Committee members will also consider and bring forward any other options.

Bridgett agreed to write a press release to try to get it into some magazines such as Colorado Life, Southwest Art or the Sangre De Cristo Electric Coop publication. Subject would be history of Hullabaloo and APW as well as this year's upcoming events. She will interview Curt and Angie.

Agreed:

\$ 50 KLZR Updated 2/21/19 from \$200

444 KRCC
637 CPR on air classical prime time

\$1131 Agreed so far

Tentative

250 Southwest Art
700 Colorado Life
400 Summer in the Valley
795 CPR digital

\$2145 Tentative

Grand Total Pending information

\$1131 + \$2145 = **\$3376** vs \$3200 (maybe \$3350 to spend)

Action items:

Linnea to contact either Joanie to Michael Adamson to find out how many ads SAG can get for \$200 or if more \$ is needed. *(completed)*

Angie to forward media package for Colorado Life *(completed)*

Angie to get Summer in the Valley info and forward.

Curt to talk to Janet at San Isabel about Southwest Art and Colorado Life.

Bridget – interview Curt and Angie and draft article.

Sangres Art Guild (SAG) Monthly Status Report for Feb 23, 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
- Renew Reception Liquor 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:

- Continue to use in house mail/communication system.
- Bin Art, any changes?

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.
- Order new carpet squares.
- Update show intake form with pick-up date to hand artist.
- Renew Reception Liquor License

Issues/Concerns/Comments:

- Coordinate installation of carpet tiles, membership 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.

February Monthly Objectives:

1. Work with Terri Wiebke to update and restructure the Volunteer Instruction Manual, specifically the Ipad and Bluetooth devices.
2. Finish assigning the last 4 open dates on the 2019 gallery sitting schedule.
3. Make wall assignments on the 2nd floor by March 17.
4. Match volunteer partners who will trade wall space toward the middle of the summer.
5. Compose a new list of volunteer gallery sitters including their phone and email contact information.

Completed:

1. I have completed scheduling the 2018 gallery sitting staff and all but 4 dates are assigned for the 2019 season.
2. I emailed a summary of the 2nd Annual 3rd Street Gallery Staff Meeting to those who attended and those who were not able to attend the meeting.
3. Continue recruiting new volunteer gallery sitters who will work during the summer months on Wednesdays and possibly on Tuesdays.

To Do:

Same as monthly objectives. Training for new gallery sitters will take place several days prior to their first gallery sitting date.

Need from the BOD:

Thanks to the member of the SAG board for their support!

Respectfully Submitted,
Liz VanSomeren

Sangres Art Guild (SAG) Monthly Status Report for:

PR/Marketing for SAG Show - Angie Arterurn

Status Date: February 22, 2019

Coordinator Name: Angela Arterburn

Committee / Program / Activity Objectives/ summary:

Promotions for SAG Shows, etc.

Met with Marketing Committee regarding additional promotions for SAG and 3rd St. Gallery for 2019.

Attended the Volunteer Meeting first part of February.

Had some input regarding changes, etc for the new 2019 3rd St. Gallery Brochure

Monthly Objectives:

Worked with Jacqueline to divide up duties.

Continue working with Marketing Committee.

Work with Terri where needed.

Work with Bridgette and Jacqueline to help broaden our PR. Jacqueline for FB and Bridgette for various outlying publications and other community calendars that allow non-profit events to be listed.

Completed:

Talked with Wet Mountain Tribune regarding our rates for 2019.

Got Summer In The Valley Rates for Marketing Committee

Got ad info and demographics for Colorado Life Magazine for Marketing Committee.

To Do:

More PR for newspaper.

Make sure Calendar Show is covered for PR release: i.e.: Day of intake, handing of show and reception.

Work close with Bridgette on outlying PR stories.

Issues/Concerns/Comments:

I believe we have a good group and feel we have some good goals in getting the PR done.

References / Attachments:

None

Sangres Art Guild (SAG) Monthly Status Report for:

Show Co-ordinator - Angie Arterurn

Status Date: February 22, 2019

Coordinator Name: Angela Arterburn

Committee / Program / Activity Objectives/ summary:

Work with Marketing Committee, Jacqueline and Bridgette regarding PR for upcoming Calendar Show, as well as with Linnea who is chair for the Calendar Show.

Monthly Objectives:

Send out another reminder to artists that have artwork hanging at 3rd Street that they need to remove it as the Calendar Show intake is coming up fast.

Work with Bridgette and Jacqueline to help broaden our PR. Send out another FB reminder of the upcoming Show.

Completed:

Posted on the Community Calendar.

To Do:

More PR for newspaper.

Make sure Calendar Show is covered for PR release: i.e.: Day of intake, handing of show and reception.

Work with Patti Wall regarding the Calendar Reception. Both Patti and I are in charge of the Calendar Reception for May.

Regarding the Holiday Show, go over the size and number allowed for show. Then get change to Curt for change on the website.

Work with the Calendar Committee regarding the hanging of the show.

Issues/Concerns/Comments:

Linnea is in charge of the Calendar show. No concerns or issues that I am aware of for this show, which starts in May.

References / Attachments:

None

Sangres Art Guild (SAG) Monthly Status Report for:

Arts Hullabaloo - Angie Arterurn

Status Date: February 22, 2019

Coordinator Name: Angela Arterburn

Committee / Program / Activity Objectives/ summary:

Have worked with APW committee to confirm the various 'happenings' for Arts Hullabaloo

Monthly Objectives:

Finalize Kite Flying demonstration and cost.

Completed:

Confirmed dates and worked with APW committee

Went to the Silver West Airport Authority meeting to talk to them about their 'Fly In' date. If they are doing same weekend as Hullabaloo, we need to cross promote. Also, if they are doing it the same weekend, they will be doing a Pancake Breakfast.

Have contacted the Rotary regarding the possibility of them doing a Pancake Breakfast if the Airport does not do it that weekend.

To Do:

Work with Bridgette and Jacqueline for continued PR for both Hullabaloo and APW

Get updated info to Curt regarding Vendor Apps, etc.

Continue working with the Airport regarding their Fly In.

Work with Rotary if Airport is not doing Pancake Breakfast.

Contact past Vendors and let them know of the dates.

Sangres Art Guild (SAG) Monthly Status Report for:

Spirit Campaign - Angie Arterurn

Status Date: February 22, 2019

Coordinator Name: Angela Arterburn

Committee / Program / Activity Objectives/ summary:

Went to the Community Foundation meeting. Linnea was there as well and she picked up the check. I believe Linnea will include the amount in her report.

Monthly Objectives:

Completed:

Letters and mailing was done in December

To Do:

Work with Curt and Linnea regarding Thank yous to the donors.

We usually divide the list out between the BOD and they write the Thank Yous.

Issues/Concerns/Comments:

References / Attachments:

None

Report

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

Status Date:

February 21, 2019

Coordinator Name:

Linnea Laurila

Committee / Program / Activity Objectives/ summary:

Conduct subsidized art classes for kids, teens and adults.

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

Monthly Objectives:

Preschool class

Anatomy video classes

Confirm teachers for Art Camp in July

Start running spot for classes on KLZR.

Completed:

Rebecca's Fund approved \$3000 for Art Camp, \$3500 for Hullabaloo chalk artist and \$800 (tentative amount) for Hullabaloo kites.

Tribune did an article for us which brought in a couple more kids!

Held 4 preschool classes so far. Had 7 kids attending at last class!

Started Anatomy classes. First class was Feb 15th coordinated by Terri. 8 attended – 3 HS students, 5 adults. Possibly expecting 2 more adults.

Jere Duran held a weaving class February 18-19. 5 students. Great feedback!

Added a knitting class to be taught by Jere to the list of classes.

Completed Character Design video classes. Reimbursement complete

At least 2, maybe 4 students will send their characters to Aaron for a critique.

Tracking instructor led 16+ classes completed in 2019:

1 class Jere Duran, weaving (paid)

Report

Upcoming:

- 1) Lorie Merfeld-Batson has enough requests to schedule another 16+ drawing class.
- 2) More Preschool classes
- 3) Anatomy video classes (every Friday through March 29th)
- 4) Art Camp in conjunction with the Theater Creativity Camp is scheduled for July 1-12. Teachers being recruited. Posted to SAG website
- 5) Adult (16+) classes. Schedule posted on web
- 6) Follow-up with Aaron Blaise on kids Character Designs

To Do:

Confirm all the instructors for Art Camp

Request Rebecca's Fund reimburse for 6 months of preschool (after April class)

Write up article for Tribune (Summer in the Valley?) on classes

Issues/Concerns/Comments:

Just getting instructors! Jean Krueger thought she might be back this summer after all to teach watercolor.

References / Attachments:

See SAG website

Report

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

Status Date: February 21, 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:

Intake on March 2nd (Terri and Linnea)

Jury show (Mart Brens)

Take photos of winners (Mike Arterburn)

Create graphics (Curt)

Send to print late March.

Completed:

All sponsors confirmed except for 1/3 page for a new sponsor. Angie is following up.

New marketing brochure in conjunction with 3rd Street shows received and looks great!

Got quote from printer. Price increase of \$70 which is fine.

Marty Brens confirmed as juror

Prospectus posted

To Do:

Collect all payments. Missing: Elevation, Custer County Realty, Willow Vale, Valley Ace and last 1/3 page

Mail panel brochure early April.

Issues/Concerns/Comments:

Would like to find a new chairperson to take over for Linnea in 2020!!!!

References / Attachments:

NA

Outlook

New message

Search

RD

☰

+

New message

🗑️

Delete

📁

Archive

🗑️

Junk

▼

🧹

Sweep

📁

Move to

▼

🏷️

Categorize

▼

↶

Undo

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▼

Favorites

📁

Inbox

1

➤

Sent Items

✍️

Drafts

2

+

Add favorite

▼

Folders

➤

Inbox

1

🗑️

Junk Email

102

✍️

Drafts

2

➤

Sent Items

🗑️

Deleted Items

220

📁

Archive

Airbnb

Art & Creativity Techniques & N...

1

Art Newsletters

12

Arterburn Orders/Prints

Azure Web Orders -

1

Booking.com

Books I create

Classes For Me

15

Conversation History

Credit Card Charges - Personal

Credit Card Related

CRI - Business

1

CRI - Charities / Donations

CRI - Commissions

CRI - Jewelry / Beadables

CRI - Marketing - Sales

4

CRI - Other

CRI - Payments & Receipts

16

CRI - Photo Research/Contacts Info

CRI - Presentations

📧

📅

👤

☑️

🕒

SAG - 3rd St Gallery

★

Filter

▼

RD

Rhonda Denney

> SAG Spirit Campaign Co...

12:13 PM

Hello Team. Last week Linnea picked up th...

+1

AA

ArterburnFineArt Arterburn

> Angies Reports

3:41 AM

Rhonda, Well I guess it was a good thing ...

+3

This week

RD

Rhonda Denney; Sangres Art Guild; Nicc

> New submission from W...

Thu 5:35 PM

Hi Nicole. Thank you for reaching out to u...

T

Terri; Linnea Laurila; Ann Robey

> WMVCF Connections Pr...

Thu 1:30 PM

I plan to be at both of these as well. Thank...

LL

Linnea Laurila

> Some items for the SAG ...

Thu 12:30 PM

Hi Rhonda You may already have these on ...

LL

Linnea Laurila; Paul 'Sparrow Hawk' B

> Reminder of SAG Month...

Thu 12:14 PM

My reports attached for Calendar and SAG...

+3

C

Curt and Linnea Gillespie_Laurila

> SAG Monthly Committe...

Wed 8:28 PM

Here are mine! Copying Paul, too, FYI. Curt...

+1

JK

Jan Kraus (via Google Docs)

> SAG Coordinator Month...

Tue 2/19

Jan Kraus has attached the following docu...

B3

Blank Canvas 38

> Blank Canvas 38: Set Ap...

Tue 2/19

Hi Terri, I'd like to set an appointment with...

SG

Sangres Art Guild

Two Weeks to SAG 2020 C...

Mon 2/18

Hi SAG artists, This is just a friendly remind...

Last week

Art In Public Places Update

📌

Label: Never Delete () Expires: Never

SG

Sangres Art Guild

Mon 2/11/2019 9:31 AM

👍

↶

↷

➡

Hello Members of SAG,

Hope everyone is enjoying the Winter. Seems like it's been years since we've had a real Winter to celebrate. Now as we all look forward to Spring it is time to think about refreshing the inventory at our three locations in Westcliffe.

I'm giving you a heads up now as we have a new venue to include. March 5th I am scheduled to go before the Town Board of Westcliffe at their new location in the former First State Bank building. AIPP has shown in that building in the past and I'm sure we will be able to do a nice display there again. The Town is excited to include us in their new digs and my visit to the BOD meeting is just to get the paperwork and waivers in place. I will meet with Kathy Reis this week to choose some space for us. I'm hoping we can display at least 5 pieces. I also will try to keep everything at a reasonable level so we do not have to store or use a ladder at the building. At the Board meeting I will try to secure a date in March to set up. I will talk with Sean at the Library before that in order to know the schedule for the Community room at that same time.

If you have any questions, please contact me at karenleblondpottery@gmail.com.
DO NOT JUST HIT REPLY! I do not check the SAG Outlook account regularly.

When we have a date to set up I will contact all of you again with the specific requirements. However, remember...You must be a current member of Sangres Art

Sangres Art Guild (SAG) Monthly Status Report

February 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:

Discussions with Carrie, Andrew, and Sarah for potential SAG scholarship recipients (students who have committed to pursuing a fine arts degree after graduation.

Completed:

Art supplies have all been received by Carrie for our 2019 donation to Custer County Schools.

To Do:

Collect student names for scholarship candidates.

Issues/Concerns/Comments:

References / Attachments:

none

Sangres Art Guild (SAG) Monthly Status Report for Website

Status Date: 2019-02-21

Coordinator Name: Paul Biron

Committee / Program / Activity Objectives/ summary:

Maintain/improve SAG website.

Monthly Objectives:

- get the membership list (user accounts) functionality into the prod website
- get the non-member contact list functionality into the prod website
- work on a backup strategy

Completed:

- membership list functionality is now in prod
 - all members now have login accounts on the site
 - so that they can populate/edit their *Our Artists* page
 - however, we are not yet telling them about this access (see **To Do** below)
 - the current *Membership Coordinator* (and a select few others) has access to create new member accounts, edit existing member accounts (e.g., change expiration date) and delete member accounts.
 - for all member accounts, there is the ability to record whether someone is the *Primary* or *Additional Family* member. For those marked as *Additional Family Member*, their membership expiration date is that of their *Primary Member*.
 - When a member's expiration date has passed, they enter into a *Grace Period* (the length of which is configurable in the backend of the website, and defaults to **30 days**). If the member still has not renewed at the end of the *Grace Period*, their *Our Artist* page will no longer be displayed.
- non-member contact list functionality is now in prod

SAG Program/Committee Status Report

- the current *Membership Coordinator* (and a select few others) has access to create new non-member contacts, edit/delete existing non-member contacts.
 - non-member contacts do **NOT** have user accounts on the website (i.e., they can **NOT** login).
- for both member accounts and non-member contacts, full contact information can be entered (email, primary/secondary phone and postal address)
 - when a postal address is changed (including when it is first entered), it is checked against the USPS Address Verification service to ensure that USPS can deliver to that address.
 - Undeliverable addresses can still be entered, but they are marked as such (see below)
- there are now various tools to export/print the membership list and print address labels for all those with verified/deliverable postal addresses
 - access to these tools are limited. If someone needs access, just let me know and I'll add them
 - I'll be setting up training sessions with those who do have access so that they know how to use them
 - the *Print Membership List* is primarily intended for those doing show intake (so they know how much per entry to charge)

To Do:

- sync both the membership list and non-member contacts with MailChimp
 - whenever contact info changes (either in the SAG database or in MailChimp), those changes need to be synced
 - whenever anyone receives email sent via MailChimp, there is a link at the bottom for them to update their contact info. When someone updates their contact info via MailChimp, there is a way we can be notified of what the changes were.
- implement automated notifications to members regarding their membership expiration
 - once the MailChimp syncing is working, then I'll set things up so that members automatically get notified when their membership is about to expire (e.g., 30 days & 1 week prior). If they don't renew and enter the *Grace Period*, then they'll get 1 more "nag" about their membership. If at the end of the

Grace Period they still haven't renewed, then their member account will be automatically converted into a non-member contact record (which will remove their *Our Artists* page).

- implement a database backup strategy (see **Issues** below)
- add functionality for the *Membership Coordinator* turn a member account into a non-member contact (i.e., if they don't renew their membership) and vice versa (i.e., if a non-member becomes a member the *Membership Coordinator* shouldn't need to re-enter all of the contact info...it should just be able to be transferred to a member account)
- modify the *Generate Address Labels* tool so that it sorts the labels by the zip code (Curt informs me that in order to get the best postage rate mailings need to be delivered to USPS bundled by zip code and this change will make that much easier)
- finalize the programming that allows members to edit the information for their *Our Artists* page.
 - at the moment, when editing their page they could accidentally do things they aren't supposed to be able to do.
 - I also need to work with Curt to write new instructions that can be sent to all members with the steps they need to take to edit their pages
 - once both of those are done, then we will notify all members and hopefully we'll get many more to be listed on the *Our Artists* page

Issues/Concerns/Comments:

With the official membership list now being stored in the database that powers the website, we need to do regular backups of that database.

Lunarpages, the company that provides the website hosting, does regular backups in case something happens with their hardware. However, the backups they do are **NOT** for the purposes of restoring information if **WE** (or software I've written) somehow lose/corrupt data. So, we need backups of our own.

Doing the actual backups themselves is no problem. However, we need somewhere to store the backups (according to the Lunarpages terms of service we can **NOT** store them on their servers).

I recommend that SAG get an account with a [Cloud Storage](#) service (such as Google Drive, Microsoft OneDrive, Dropbox, etc). Most such services offer a certain amount of storage for free and then charge a something if you go over that amount. I still need to find the time to research the various services and come up with a recommendation to the BOD of which service to go with.

At this time, I'm pretty sure the recommendation will be one of:

- Google Drive
 - they offer 15 gigabytes of free storage and I'm fairly confident that we won't need that much. So, going with them *should* be free.
- Microsoft OneDrive
 - if SAG has an Office 365 license, OneDrive offers 1 terabyte of free storage, which is *more* than enough for our needs. I asked Linnea if we already had an Office 365 license and she didn't think so. My question is: what license do we have for the MS Office products that are installed on the computer in the gallery?

References / Attachments:

none

Sangres Art Guild (SAG) Monthly Status Report for:

SAG Web Site Content Management

Status Date: February 21, 2019

Coordinator: Curt Gillespie

Committee / Program / Activity Objectives/ summary:

Maintain and update the content of the SAG web site.

Monthly Objectives:

Upload minutes, prospectuses, information, images, etc. as necessary and directed by other content “owners” and edit or alter those things into the format required by the SAG web site.

Completed:

- Paul Biron successfully integrated our new membership database into the current web site. The full functionality has not yet been enabled. At this time, a select few of us have access to the membership database, to avoid possible corruption of the data.
- Content on the membership page was updated to reflect the new policy of making annual dues due on the member’s anniversary rather than on the first of each year.
- Updated and re-uploaded the modified SAG 2020 Calendar prospectus to reflect a change in dates not caught in the original editing.
- Updated the Shows page to current.
- Updated the 3rd Street Gallery page.
- Updated all of the Prospectuses to include Angie’s contact info in addition to Terri’s.
- Created a job description for the Web Content Manager; suggested what an assistant web content manager would need to learn and could handle.
- Updated the SAG Arts information; it will be uploaded soon.
- Updated the Calls to Artists page and the Welcome page to eliminate the AB Character Design ref.

To Do:

- Upload the SAG Arts re-done info.
- Update the Events, Classes, Etc. page.
- Take down the Aaron Blaise Character Design page and replace it with the Aaron Blaise Figure Drawing class info.
- Update the Arts Hullabaloo page.

Issues/Concerns/Comments:

- Need feedback from Angie, re: Arts Hullabaloo potential schedule, activities.
- Need feedback from Angie, re: updating past web pages of specific shows where there is no info posted.
- Finding enough time to do the content management and still paint.
- To make the web site work better, SAG BOD should delegate “ownership” of the content of specific pages (and sub-pages) to rightful owners, who would then provide all changes and updates to the web site content manager to upload. Doing so would alleviate the current situation of nobody having any ownership except the content manager, who is only human and can miss so much! Suggestions: Terri for the 3rd Street Gallery page, Alicia for the Membership page, Liz for the Volunteers page, Rhonda for the About SAG page or parts thereof, and Linnea for the SAG Arts page. They can delegate sub-page responsibilities.

References / Attachments:

- SAG Web Content Manager Duties; 1-31-2019.

OVERALL

- Understand the web design structure: what pages go where and design limitations
- Understand the web site content standards
- Understand how to create posts and pages and put them in the proper place
- Understand how to create reports (like current membership for each new show)
- Understand how SAG communications are done through the web site Contact Management
- Understand how to seek out and create links (like from the Shows page to appropriate individual show prospectuses)
- Understand how to find and create links to appropriate words/sections of the listed topics and update those links as needed
- Understand and have access to Paypal web coding to insert online payment options – requires logging into SAG's Paypal account

WELCOME (HOME) PAGE

- Post announcements to the welcome page
- Find and create links to appropriate words/sections of the announcements
- Update already-posted announcements as needed

3RD STREET GALLERY PAGE

- *Proposed: that the content be the responsibility of the Gallery Manager -- the Web Content Manager would adjust or upload the content at the direction of the Gallery Manager*
- *Proposed: assign a SAG photographer to take photos at each reception; the gathering, the winning artworks. In the case of APW, take pics of all paintings.*
- Update main page as requested by the Gallery Manager
- Update Shows page annually and during the year as requested by the Gallery Manager
- Create a page and adjust show prospectuses, created by others, to meet web standards, and publish them
- Create a page and adjust show results pages, created by others, to meet web standards, and publish them
- Adjust photography taken during show receptions (in Photoshop) and post it to the show results page, assuring that they meet web standards and good aesthetic layout
- Maintain the Gallery Criteria, Volunteers, and Forms pages; update as requested by the Gallery Manager

OUR ARTISTS PAGE

- Maintain the main page (not really much to do here, just assure it reflects list of artists appropriately)
- Create instructions for artists to use to set up their own page on the web site
- Adjust instructions as needed to properly communicate what needs to be done
- Interface with artists wanting to set up their own page on the web site – send them instructions for creating and managing their page; take them through it step-by-step if necessary
- After individual artists create their own page, review it to assure it's appropriate, then publish it

EVENTS, CLASSES, ETC. PAGE

- Maintain and update as needed the main page

- Create categories and resulting pages as requested by others; populate those pages with content created by others; adjust for web standards
- Adjust the Arts Hullabaloo page annually to update schedule, etc.
- Create new Alla Prima Westcliffe pages (prospectus and results pages) each year
- Adjust photography (in Photoshop) taken by others during APW show reception and post it to the page, assuring that it meets web standards and good aesthetic layout. This includes all photos of each winning painting, as well as reception photos – a lot of work!
- Maintain and update the Workshops page and the four sub-category pages

MEMBERSHIP PAGE

- *Proposed: that the content be the responsibility of the Membership Coordinator -- the Web Content Manager would adjust or upload the content at the direction of the Membership Coordinator*
- Update the page as requested by the Membership Coordinator

LINKS PAGE

- Update as necessary

ABOUT SAG PAGE

- *Proposed: that the content be the responsibility of the President or the associated Coordinator -- the Web Content Manager would adjust or upload the content at the direction of the President or the Coordinator*
- Update the main page as needed; update links therein
- Update the Board of Directors page each year, the table and the History part
- Update the SAG Meetings page and the sub-pages thereunder
- Post meeting minutes to the appropriate web pages in a timely manner; create new pages as needed; assure they meet web standards
- Update the Committees & Contacts page as requested by the President; create links therein
- Update the Our Sponsors page as requested by the President
- Update the Art in Public Places page as requested by the AiPP Coordinator
- Update the Scholarships page as requested by the Scholarship Coordinator

OVERALL

- Understand the web design structure: what pages go where and design limitations
- Understand the web site content standards
- Understand how to create posts and pages and put them in the proper place
- Understand how to create reports (like current membership for each new show)
- Understand how SAG communications are done through the web site Contact Management
- Understand how to seek out and create links (like from the Shows page to appropriate individual show prospectuses)
- Understand how to find and create links to appropriate words/sections of the listed topics and update those links as needed
- Understand and have access to Paypal web coding to insert online payment options – requires logging into SAG's Paypal account

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- Find and create links to appropriate words/sections of the announcements
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- *Proposed: assign a SAG photographer to take photos at each reception; the gathering, the winning artworks. In the case of APW, take pics of all paintings.*
- Update main page as requested by the Gallery Manager
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- Create a page and adjust show prospectuses, created by others, to meet web standards, and publish them
- Create a page and adjust show results pages, created by others, to meet web standards, and publish them
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- Maintain the Gallery Criteria, Volunteers, and Forms pages; update as requested by the Gallery Manager

OUR ARTISTS PAGE

- Maintain the main page (not really much to do here, just assure it reflects list of artists appropriately)
- Create instructions for artists to use to set up their own page on the web site
- Adjust instructions as needed to properly communicate what needs to be done
- Interface with artists wanting to set up their own page on the web site – send them instructions for creating and managing their page; take them through it step-by-step if necessary
- After individual artists create their own page, review it to assure it's appropriate, then publish it

EVENTS, CLASSES, ETC. PAGE

- Maintain and update as needed the main page
- Create categories and resulting pages as requested by others; populate those pages with content created by others; adjust for web standards
- Adjust the Arts Hullabaloo page annually to update schedule, etc.
- Create new Alla Prima Westcliffe pages (prospectus and results pages) each year
- Adjust photography (in Photoshop) taken by others during APW show reception and post it to the page, assuring that it meets web standards and good aesthetic layout. This includes all photos of each winning painting, as well as reception photos – a lot of work!
- Maintain and update the Workshops page and the four sub-category pages

MEMBERSHIP PAGE

- *Proposed: that the content be the responsibility of the Membership Coordinator -- the Web Content Manager would adjust or upload the content at the direction of the Membership Coordinator*
- Update the page as requested by the Membership Coordinator

LINKS PAGE

- Update as necessary

ABOUT SAG PAGE

- *Proposed: that the content be the responsibility of the President or the associated Coordinator -- the Web Content Manager would adjust or upload the content at the direction of the President or the Coordinator*
- Update the main page as needed; update links therein
- Update the Board of Directors page each year, the table and the History part
- Update the SAG Meetings page and the sub-pages thereunder
- Post meeting minutes to the appropriate web pages in a timely manner; create new pages as needed; assure they meet web standards
- Update the Committees & Contacts page as requested by the President; create links therein
- Update the Our Sponsors page as requested by the President
- Update the Art in Public Places page as requested by the AiPP Coordinator
- Update the Scholarships page as requested by the Scholarship Coordinator

Sangres Art Guild (SAG) Monthly Status Report for:

Alla Prima Westcliffe (plein air paint-out)

Status Date: February 21, 2019

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:

- First two jurors asked are not able to judge our show; now awaiting response from Terry Ludwig.
- Determined budget for 2019.
- Uploaded to SAG web site the pictures of winning paintings of 2018.
- Met with Janet Smith, re: coordinating with Art for the Sangres. Decided to again exchange sponsorships this year; AftS will provide \$250 and an invitation to the APW Best of Show artist to exhibit in 2020 AftS. SAG will be a \$200 “Friends” level sponsor. San Isabel locked-in their KRCC radio advertising at 48 spots during the two weeks prior to AftS; SAG will supplement with own KRCC ads in the two weeks prior to APW. Janet is asking Sangre de Cristo arts center in Pueblo if we can piggy-back on their marketing efforts – Janet is arranging a joint meeting with Curt and the Center. Curt is gathering other possible forms of marketing APW with AftS to get more collectors to both events, and will discuss with Janet in the near future.
- Talked with Claudia Morris about getting some of her contacts in the Ute Nation to possibly pose as models at her Nuche Forest Reserve during APW – may not happen.

To Do:

- Obtain a juror and a workshop instructor.
- Solidify schedule and ranches for APW.

Issues/Concerns/Comments:

None.

References / Attachments:

None.

<u>Gallery Manager</u> <ul style="list-style-type: none"> • Set up show/gallery budget • Answer emails • Field phone calls • Periodically clean files in office • Resolve disputes • Track “missing” sale info • Update gallery forms as needed (instructions, intake, bin art, etc) • Arrange for Gallery phone and internet service • Arrange for Gallery credit card service • Renew sales tax license 	<u>Gallery Manager and All Coordinators</u> (aka Gallery Committee) <ul style="list-style-type: none"> • Meet as needed to make decisions regarding shows, displays and general gallery management • Maintain and update gallery criteria as needed • Maintain integrity of volunteer floor • Have quarterly meetings to review gallery operation
<u>Show Coordinator(s)</u> <ul style="list-style-type: none"> • Set up show schedule • Set up intake table and copies of needed forms • Organize show books after intake • File past show paperwork • Hang shows • Type wall tags • Create email list for show participants • Arrange for juror if used • Meet juror to judge show • Set up voting (People’s/Artists’ Choice) if used • Tally votes • Give out awards at shows • Send pick up reminder to show participants • Email show participants when they do not pick up their work • Order ribbons • Coordinate receptions • Arrange for special events for receptions • Provide updated show info for web • Get liquor license 	<u>Facilities Coordinator(s)</u> <ul style="list-style-type: none"> • Keep gallery clean and free of clutter • Create cleaning task list for volunteers • Arrange to have things fixed • Interface with landlord for repairs as needed • Arrange to paint gallery when needed • Arrange to clean carpet when needed • Order gallery supplies • Keep guest book supplied with forms • Take care of issues such as “key is missing” • Coordinate bin art • Keep card rack organized • Clean up brochure rack • Watch for appropriate posters in windows • Straighten kitchen cupboards, shower stall and under steps storage areas • Make sure change in cash drawer • Replace light bulbs • Make sure gallery hours sign on door is up-to-date
<u>Gallery Volunteer Coordinator(s)</u> <ul style="list-style-type: none"> • Assure volunteers are doing cleaning jobs • Coordinate volunteers and their spaces • Take care of volunteers not showing up • Conduct volunteer training including show intake training • Assure each volunteer is doing additional tasks • Make sure volunteer website info is up to date • Post volunteer calendar in gallery office • Keep up-to-date volunteer list • Bring any volunteer issues to Gallery Committee 	<u>Publicity Coordinator(s)</u> <ul style="list-style-type: none"> • Call to artists for each show 3-4 weeks before show • Reminder of call to artists 1 week before show • Reception reminder to SAG mailing list • Arrange for show ads and PR story with Tribune • Create graphics for Trib • Arrange for free PR of SAG and gallery events • Create gallery rack card • Distribute rack cards around town • Mail rack cards to tourism offices • Send notices to Ephemeris in Trib • Keep mail chimp addresses in sync with Outlook • Send out Mail Chimp notices • Create content for SAG website • Update website content • Manage Facebook page

Green text – can be done long distance

Non-Gallery related tasks:

- Write grants
- Identify where to submit grants
- Manage artist's pages on website
- Update website programming
- Coordinate Art in Public Places
- Identify and coordinate program for annual members meeting
- Maintain and update SAG Membership in Outlook

Other committees for events:

- Hullabaloo/Alla Prima
- Calendar Show
- Art Encounter for Kids
- Meetings Program Coordinator
- Workshop Coordinator
- Custer County Photography Club
- Life Drawing Club
- Plein Air Club

Marketing/PR Coordinator

Linnea Laurila <LSLaurila@Outlook.com>

Wed 2/6/2019 9:02 AM

To: terrilynn1229@yahoo.com <terrilynn1229@yahoo.com>;
jacqueline.rae.art@gmail.com <jacqueline.rae.art@gmail.com>;
artfineartngraphics@gmail.com <artfineartngraphics@gmail.com>;
curtandlinnea@outlook.com <curtandlinnea@outlook.com>; Rhonda Denney <rhonda@rhondadenney.com>
Cc: lvansomeren@yahoo.com <lvansomeren@yahoo.com>

Hi Rhonda and Terri, who is updating the "quadrant" document,

Rhonda asked me to put something together for a Marketing Committee Chair Job Description so she could query membership for anyone interested. The more I have thought about this, the more I think we need to make some decisions first on how to handle Marketing/PR and then decide how to set it up under one or various people. I think SAG needs:

1. A Facebook Coordinator who manages the 3rd Street Gallery Facebook page.
2. A Free PR coordinator who send notices of shows and events to Free PR outlets
3. Someone to send out Mail Chimp notices of events and shows to SAGs mailing list
4. Someone to send out show notices and reminders to membership
5. Someone to coordinate with radio stations and paid print ad places depending on what the various committees (APW, Hullabaloo, 3rd Street Gallery, and SAG Arts) wants in ads for the year. This person would also need to know how to get the ads developed (content and/or graphics)
6. Other?

As far as I know, Jacqueline has been handling 1 and 2, depending what people send to her. I believe we discussed at the BOD meeting that Angie was going to get with Jacqueline and see what she is still willing to do for 2019.

Angie or Terri had been doing 3 and to me it makes sense for this to be either the Gallery Manager or Show Coordinator.

Curt has been doing 4 for Mail Chimp- the new Contact Management system may change how this can be done

Regarding point 5, I am trying to have a meeting on Feb 15th with the chairs of each of the 4 groups to decide what they want to advertise and how to advertise this year so we know how the extra money set aside for marketing this year will be spent. Especially for specific events/programs, it may make sense to keep the actual advertising the responsibility of the responsible chair as long as we know what each other is doing so we can coordinate and take advantage of synergies. I will talk to the chairs about that and see what we come up with and how to coordinate.

A lot of rambling (aka thinking "out loud") to say, I can't put anything together yet, but maybe I can after Feb 15th with Terri's help

Linnea

From: Terri Wiebke [mailto:terrilynn1229@yahoo.com]

Sent: Tuesday, February 5, 2019 11:45 AM

To: Curt & Linnea Gillespie <Islaurila@outlook.com>; Liz VanSomerén <lvansomerén@yahoo.com>; Jacqueline Keller <jacqueline.rae.art@gmail.com>; Angie Arterburn Mike <artfineartngraphics@gmail.com>

Subject: coordinator and Task List

Hello most valued gallery coordinators!

Before we are up-n-running for 2019 and have a volunteer meeting this Friday, I'd like for us all to take a hard look at this list and reorganize it to tell the story of what we are actually doing now. There's been a lot of movement of duties and we don't want things falling through the cracks. Treasurer has been split and some of the items on this 'old' list will be moved to that list I believe.

Would you maybe highlight, change colors, or cut and paste the tasks you are actually doing in your coordinator capacity by Thursday? I'll try to figure out the rest. Since we have not had a facilities person for a while, those jobs have been floating around and I've tried to do them as needed.

I'll get the list reorganized to reflect our current duties and maybe at our volunteer meeting on Friday I might be able to solicit help to fill in the voids.

Thanks!

https://www.sangresartguild.org/wp-content/uploads/2011/12/3rd-Street-Gallery-Management-Tasks-categorized_2018.pdf

Treasurer Duties 12-31-2018

FROM THE BYLAWS

- “Have charge of the custody of and be responsible for all funds and securities of the corporation”
- “Receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit such monies in the name of the corporation in such banks, trust companies or other depositories as shall be deemed appropriate in accordance with the provisions of Article VI of these Bylaws
- “and in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or BOD”
- “The BOD may direct the treasurer to provide adequate records for an annual audit, and the results of such reported at the Annual Meeting”

BOOKS

- Set up SAGs books and accounts
- Responsible for all data entry and making sure books are maintained properly with adequate documents to support income and expenses in case of an audit.
- Make sure SAGs books, as a non-profit, are open to the public if requested
- Make sure artists get paid in a timely manner
- Assure members in good standing have paid their annual dues

BANKING

- Sign all checks unless otherwise directed by the BOD (i.e., approve who can sign checks with input from BOD)
- Set up and arrange for signers on the SAG bank accounts
- Arrange for and secure SAG Credit card
- Arrange for SAG Debit Cards. Make sure they are being used properly since debit cards are more at risk for being stolen.

MERCHADISE SERVICES

- Arrange for credit card services, currently PayPal. Secure the Paypal account.
- Answer and resolve PayPal issues

TAXES

- Provide financial documents and the name of the BOD members and officers to Sangres Solutions to complete SAG's income taxes
- Sign the tax forms
- Complete 1099-MISC forms for any contractor who receive more than the IRS determined annual amount
- Provide tax letter letters to any donor of more than \$250 within that tax year
- Keep sales tax license up to date (state and city) and pay quarterly sales tax to state

BUDGETS

- Propose an annual budget for SAG to be approved by the BOD
- Assure budgets are developed for each SAG program and general business
- Monitor that program coordinators are staying within budget
- Report actual expenditures against budgets after the end of the fiscal year

OTHER

- Be consulted and involved in all SAG decisions that impact finances and the books
- Arrange for and pay SAG's insurance
- Arrange for and pay state and city liquor license (usually gallery manager fills out paperwork)