

SAG BOD Meeting Minutes –March 26, 2019

5:15 pm 3rd Street Gallery, Westcliffe

Attending: Pattie Wall, Linnea Laurila, Terri Wiebke, Jan Kraus, Bridget Dean-Pratt, Angie Arterburn, on phone call Rhonda Denney and Shu Shu Clark

1. Approval of Minutes from Feb. 2019 BOD meeting - 1st Angie, 2nd Terri

2. Treasurer's Report – Linnea \$28,863.80 is balance. As of March 6, we have had a positive income of \$7797.96 with membership and Spirit Campaign monies and no big bills yet. A '501 C3' non-profit organization needs to have open books, therefore a record of our financials will be available on request and some of our info is available on our website.

3. Committee Business:

a. Rhonda receives files of member reports/committee chairs that are NOT converted to PDF, causing her to do extra text editing work. It was suggested that those not familiar with the 'how to' of converting MS files to PDF, locate a tutorial on 'how to' on YouTube or in Microsoft Office 365.

b. Membership (Alicia) – no report and Rhonda will make sure she is getting SAGBOD emails.

c. Gallery Manager (Terri) Need just one person to help tear up carpet. The new carpet was ordered this past week. Shu Shu has a person that may be interested. Terri will arrange people for the install. The carpet will be here by April 11. Linnea will get Terri a license for Office 365.

d. Gallery Volunteers (Liz) - no report submitted. We decided Liz should submit a report if anything to report.

e. Marketing / Press / Social Media (Pattie) Pattie will check with Lorie, Jacqueline and Jean Krueger to see if they remember setting up Instagram account as there is one in existence already, perhaps opening one in the name of Sangres Art Guild is a better choice. She will contact Curt to put 'submit your photos request' to get photos for these social media platforms from members.

f. Marketing Committee/PR (Angie/Linnea/Jacqueline/Pattie/Terri/Curt/Bridget) –Individual marketing areas will be commented on by those people, Linnea will be commenting on 'overall marketing' as she gets the info for it.

g. SAG Calendar (Linnea) – Annie Dawid has agreed to be Calendar chairman for next year

h. Gallery Shows (Angie/Joan) Angie and Terri will go over the prospectus and change it after the meeting.

i. SAG Arts (Linnea) Linnea has met with Cathy Snow of CART on painting an art fence in the area in front of where the caboose used to be in town. This will be done during ART Camp.

j. Ala Prima Westcliffe (APW) (Curt) no issues

k. Arts Hullabaloo (Angie) she will talk to Paul and Shu Shu about 'kite decorating'. Rebecca's Fund may acquire 'plain' kites with perhaps the RF name on them to decorate. Fri – kids can decorate, and Sat. - adults/artists can decorate kites, as there has been some interest in this. She is working with Angela on this. She will contact Curt with update.

l. Grants (Bridget/Annie) – decided to keep this an ongoing agenda item, as per the nature of grants becoming available and the time tables they involve. Right now, we will wait awhile before acting. We could fill out a 'Colorado Grant Form' (generic) and wait for something to become available that we might want to apply for.

m. Art in Public Places (Karen) no help needed.

n. Schools / Scholarships (Jan) The student we were focusing on has received a full scholarship, no other students come to mind for this grant, it was suggested we rollover the money til next year. Jan will talk with teachers in case there is any other candidate for the scholarship. Terri has retyped the SAG application for the scholarship for future use.

o. Web Site Development (Paul) not ready to report, too soon.

p. Web Site Content Management (Curt) - Curt wants to be sure people are looking at and using the SAG website. Terri wants 'volunteers' to watch a 1 min and 33 second video link that she hopes to be posted on the volunteer page on the website that pertains to the PayPal device used at the gallery.

q. Mural/Set Design (Lorie/Annie) – to go forward as an FYI committee, report as needed.

r. Sangre Star Festival (Dark Skies) - June 2020 (Linnea) – Shu Shu and Angie wish to be a part of this committee, still in early stages.

s. Completed: WMW Community Foundation - Spirit Campaign (Angie) – no report (Reminder: SAG members will plan to attend appropriate WMWCF Connections meetings and can report anything pertinent in their respective status reports.)

4. SAG Business / Other

a. SAG documentation management and access – Linnea and Pattie will go through credenza files and organize past organizational files, some of which we are obligated to keep, and we will consider if there is info that needs to be on the website. Linnea will also check to see what she and Curt have 'file-wise' on their computers. We received free versions of Office 365 through TechSoup.org - a non-profit that helps other non-profits. We can put SAG files in the 'cloud' located on Office 365 for storage. Might be able to LOOK at files as a 'user'...Linnea will check.

b. Strategic Planning (Shu Shu) –Shu Shu will update the Vision Statement per the phone conference that occurred Mon. March 25. She expects a quick turnaround and will email the update.

c. BOD Positions – Elected annually per SAG By-Laws, Article V, Officers, Sec 2. • SAG President replacement for Rhonda • SAG Treasurer for 2020 – all board members should ‘promote’ idea with prospective members when the opportunity arises. Linnea mentioned that we may have to HIRE these positions which would cost SAG. It can be people who are non-artists who want to be a volunteer in the community.

d. SAG Job Descriptions – melding the OLD job and committee chair position ‘descriptions’ with the NEW is in the updating process. Rhonda will contact Alicia to write and submit the job description for ‘membership’ and Liz needs to write and submit a job description for ‘volunteers’. Email to Curt when they have been completed.

e. SAG Guidelines - Privacy Policy – Bridget discussed the research uncovered on this issue which seems to be complex and complicated. Perhaps Paul and/or Curt can help.

f. Handling New Ideas and Requests – remove THIS from agenda, this has been handled.

g. Next SAG Membership Meeting plans. Scheduled for 3 pm, Sunday, July 28, 2019 (same day as intake for the Happy Trails Show). It was recommended and agreed upon to offer two (2) SAG \$25 gift certificate. Highlight the meeting with offer of refreshment/food, talk about artist workshops – perhaps offer 2 SAG Arts workshops as a prize...not specific, but of their choosing. Shu Shu will update the certificate.

(a recording machine was purchased from Lorie Batson/past SAG secretary for \$50. to use to record the meetings to assist in keeping the myriad of decisions and discussion more precise.)

This meeting was 1 hr and 33 min long.

Respectfully submitted:

Pattie Wall

Secretary SAG BOD

SAG BOD Meeting Agenda –March 26, 2019, Meeting Start Time: 5:15 pm
3rd Street Gallery, Westcliffe. Conference Call-in: 1-302-202-1114, Conf Code: 247236

1. Approve Minutes from previous BOD meeting
2. Treasurer's Report – Linnea
3. Committee Business (discussion only of any BOD-related issues based on status reports/requests):
 - a. NOTE: I think we (I or a group of us) would benefit from conducting an overview of editing options and how to create our monthly status reports. I want to discuss this and schedule something.
 - b. Membership (Alicia) – no report
 - c. Gallery Manager (Terri)
 - d. Gallery Volunteers (Liz) - no report submitted. Should this be covered under the Gallery Mgr?
 - e. Marketing / Press / Social Media (Pattie)
 - f. Marketing Committee/PR (Angie/Linnea/Jacqueline//Terri/Curt/Bridgette) – Note: Once the group has determined where money will be allocated, do we need a separate agenda item or should this be covered in the appropriate monthly status reports?
 - g. SAG Calendar (Linnea) – Need to think of Committee Chair replacement for 2020! Annie Dawid?
 - h. Gallery Shows (Angie/Joan) (Note: Teresa Farish will host receptions)
 - i. SAG Arts (Linnea)
 - j. Ala Prima Westcliffe (APW) (Curt)
 - k. Arts Hullabaloo (Angie)
 - l. Grants (Bridget/Annie) – Do we need a monthly report?
 - m. Art in Public Places (Karen) .
 - n. Schools / Scholarships (Jan)
 - o. Web Site Development (Paul)
 - p. 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
 - q. Mural/Set Design (Lorie/Annie) – This will NOT be a separate item after this month. Any updates on this will be included in Marketing report.
 - r. Sangre Star Festival (Dark Skies) - June 2020 (Linnea?) – Still in proposal stage. See Linnea's email. May become an item on the agenda later in the year.
 - s. Completed: WMW Community Foundation - Spirit Campaign (Angie) – no report needed; this will not be an item on the agenda until later in the year. Thank you letters sent out and Letter to the Editor sent to Tribune. (Note: SAG members will plan to attend appropriate Connections meetings and will report anything pertinent in their respective status reports.)
4. SAG Business / Other
 - a. SAG documentation management and access –
 - physical files
 - Microsoft Office 365 software licenses – who else needs one?
 - b. Strategic Planning (Shu Shu) – Note: Conf Call was held Mon, March 25 with BOD members
 - c. BOD Positions – Elected annually per SAG By-Laws, Article V, Officers, Sec 2.
 - SAG President replacement for Rhonda – any potential candidates?
 - SAG Treasurer for 2020. Identify now to Linnea can start training. Any potential candidates?
 - d. SAG Job Descriptions – Descriptions were collected from SAG Chairs and Members. Rhonda sent these descriptions out as a package March 23, 2019 to BOD Members. We need to schedule a conference call to discuss, date TBD.
 - e. SAG Guidelines - Privacy Policy – Bridgette wants to discuss what her research uncovered.
 - f. Handling New Ideas and Requests – The BOD wants to be informed about any requests.
 - g. Next SAG Membership Meeting plans. Scheduled for 3 pm, Sunday, July 28, 2019 (same day as intake for the Happy Trails Show). Need to identify what to cover during the meeting.

Sangres Art Guild (SAG) Monthly Status Report, March 21, 2019

Gallery Manager ~ Terri Wiebke

Committee / Program / Activity Overview:

- Set up show/gallery budget
- Arrange for Gallery phone, internet service and credit card service
- Answer emails, field phone calls, clean files in office
- Resolve disputes
- Track "missing" sale info
- Updating gallery forms as needed (instructions, intake, etc.)
- Renew sales tax license - done
- Renew Reception Liquor License -done

Accomplishments for the Month:

- Met with Dick Stermer, new carpet is on order!
- Show Notebooks are ready to go for 2019 shows
- Volunteer book is under construction

Communication of SAG Web Page Content Updates:

- Can we add a link for volunteers to access the PayPal website so they can view the 1:30 second tutorial video?
- Create a link for customers to make gallery payments through our website on their phone if/when the internet is down but cellular is available. OR if a volunteer is unable to handle the tech of PayPal or iPad.

Plans for Next Month:

- Follow up with Zakk who is setting up the iMac to be ready.
- Continue updating the Volunteer Handbook with Liz.

- ~ Change the coded keypad for the new season.
- ~ Create form with pick-up date to hand artist for each show.
- ~ Tear up current carpet.
- ~ Install new carpet squares in April.

Challenges you want the BOD to know about:

Issues/Concerns you need Help with from the BOD:

References / Attachments:

SAG Monthly Status Report

Marketing/ Press/Social Media

Report Date: 3/21/2019

Coordinator Name: Pattie Wall

Committee / Program / Activity Overview:

A continual update of social media and 'free' press regarding activities performed by members and highlighting and announcing events of the Sangres Art Guild. Dates to be followed close to deadline for press.

Accomplishments for the Month:

Met with Jacqueline Keller, as well as Marketing committee to determine the description of this position. Linnea will be publishing a collective decision of each piece of this particular committee.

Jacqueline passed on information and contacts to me to make my job easier and secure for a smooth transition. Curt added me to be 'admin' of the 3rd Street Gallery Facebook page.

Communication of SAG Web Page Content Updates

Yes, there were updates and corrections made.

Plans for Next Month:

Determine how much detail was submitted to an already present 'Instagram' account for 3rd Street Gallery. Continue to get that part of social media, up and running. Investigate and consider using Twitter and Pinterest for 3rd Street, as well. Write a press release (Calendar Show) and pass it by Jacqueline and/or Angie for approval or use Angie's press write up - shorten/edit as needed.

Challenges you want the BOD to know about:

See previous - however, if anyone knows WHO set up an 'Instagram' account for 3rd Street, I would like the 'sign-in info', as that 'open' but 'empty' account won't go away and I will have to open a new one. There will be two of them which can lead to confusion for those who are trying to find us on Instagram.

Issues/Concerns you need Help with from the BOD:

I would like to inform the membership that they can submit photos they take of events, to me, via email. I would very much like to include as many photos of all kinds of art and people celebrating art or DOING art on our social media sites. Be sure to include names, dates and descriptions of photos when submitting. My email address is

pattiewall@hotmail.com

References / Attachments:

None

SAG Monthly Status Report - *committee/ program/ activity name*
MARKETING

Report Date: March 21, 2019

Coordinator Name: Linnea Laurila (for 2019 only)

Committee / Program / Activity Overview:

Determine how to spend SAG Marketing Budget in conjunction with other program coordinators

Accomplishments for the Month:

Developed job descriptions for Marketing Coordinator and Press Social Media Coordinator

Arranged for article and ad in Pueblo Grapevine. Ad and story needs to be developed. Uses additional \$100 of Marketing budget.

Angie drafted text for Theater Brochure (need cost!)

Paid for and wrote KLZR underwriting blubs for Gallery and SAGArts. It should be on the radio now!

Communication of SAG Web Page Content Updates

Website communication specific to programs and handled by individual program coordinators.

Plans for Next Month:

Finalize marketing. Need Curt to confirm what Art for the Sangres will participate in so we know how much \$ we have left.

Bridget to write special interest story for us with Grapevine and possibly Colorado Life

Interview with KLZR "Valley Views"

Challenges you want the BOD to know about:

None at this time.

Issues/Concerns you need Help with from the BOD:

None

References / Attachments:

None

SAG Monthly Status Report - *committee/ program/ activity name*

SAG Fine Art Calendar

Report Date: March 21, 2019

Coordinator Name: Linnea Laurila

Committee / Program / Activity Overview:

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

Accomplishments for the Month:

Calendar intake and judging completed.

Photographing artwork completed.

Graphics completed. Calendar ready to send for print. Waiting straggling sponsor payments.

Annie Dawid agreed to take over as Coordinator for the 2021 Calendar.

Communication of SAG Web Page Content Updates

Calendar winners announced on web.

Plans for Next Month:

Print Calendar

Prep and mail brochure

Make sure reception plans in order since Linnea cannot attend reception

Challenges you want the BOD to know about:

Nothing at this time.

Issues/Concerns you need Help with from the BOD:

Nothing at this time

References / Attachments:

None

SAG Monthly Status Report - Show Coordinator

Report Date: March 21, 2019

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

Got artwork to Mike to photograph for Calendar Show and back to 3rd St.
Got Proofs and CD's to Curt for Calendar Show

Got emails of entrants for Calendar show - use this for Show reminder and for Pick Up

Communication of SAG Web Page Content Updates

Where there any updates/corrections forwarded to the SAG Web Content Mgr this month?
No need to identify what, just that there were updates or corrections.

Plans for Next Month: Work on Ad copy to Tribune for Calendar Show. Take photos of hanging of the Calendar show to give to PR Coordinator - Patti for FB/Social Media and to Curt for Web.

Type Wall Tags

Make sure Monday morning Art Group is okay with hanging the Calendar Show.

What still needs to be done: Work with Patti W. on the Calendar Reception
Set up my Calendar for upcoming Shows and put down dates of what needs to be done when.

Issues/Concerns you need Help with from the BOD: None

OTHER: Worked on my Final sponsors for Calendar.

Got info to KLZR Radio to Gary Taylor regarding APW & Arts Hullabaloo for joint interview with the Radio Station and Linnea and Terri.

SAG Monthly Status Report - *committee/ program/ activity name*

SAG ARTS

Report Date: March 21, 2019

Coordinator Name: Linnea Laurila

Committee / Program / Activity Overview:

Conduct subsidized art classes for kids and adults.

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

Accomplishments for the Month:

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

Anatomy video classes started.

Teachers for Art Camp confirmed. Budget approved by Rebecca's Fund

Instructor led classes completed in 2019 to date:

1 class Jere Duran, weaving

Upcoming:

- 1) More Preschool classes – decide to continue after April?
- 2) Art Camp in conjunction with Theater Creativity Camp, scheduled July 1-12.
- 3) Adult (16+) classes. Schedule posted on web

Communication of SAG Web Page Content Updates

No updates. There are some incorrect times on Art Camp info, but times are correct on registration form.

Plans for Next Month:

Continue preschool classes

Continue Anatomy video classes

Follow-up with Aaron Blaise on kids Character Designs

Finalize marketing

Challenges you want the BOD to know about:

None at this time.

Issues/Concerns you need Help with from the BOD:

None

References / Attachments:

See SAG website

SAG Monthly Status Report - Alla Prima Westcliffe

Report Date: March 20, 2019

Coordinator Name: Curt Gillespie

Committee / Program / Activity Overview:

Prepare for the 13th annual plein air paint-out, September 21 – 28, 2019. Refine schedule, awards, sponsors, costs and rules. Arrange for the logistics of it all. Dovetail with Art for the Sangres. Coordinate with Arts Hullabaloo.

Accomplishments for the Month:

- Secured a juror: **Cheryl St. John**, oil and watercolor, studio and plein air painter from Ft. Collins, CO, V.P., American Impressionist Society and signature member of AIP, PAAC and CWS.
- Got permission from Kathleen Dunphy to link to her plein air blogs.
- Got a \$100+ Best Impressionism award from MyArtTrip.com.
- Music Meadows Ranch date (Sept. 25) is set.
- Firmed up schedule and awards, still a few details to conclude.
- Got Dixieland Band reserved for reception.
- Coordinated radio advertising with Art for the Sangres; may collaborate on print advertising in Colorado Life magazine and Summer in the Valley.

Communication of SAG Web Page Content Updates

- APW web page is being updated to reflect changes as they occur.

Plans for Next Month:

- Still working on getting a workshop teacher.
- Order additional canvas-stamping stamps for use in the field.
- Contact corporate sponsors for awards/prizes.
- Get local sponsors for coupons for artist's packets.
- Get consensus on print advertising, get it done.

Challenges you want the BOD to know about:

- None.

Issues/Concerns you need Help with from the BOD:

- None.

References / Attachments:

- None.

SAG Monthly Status Report - Arts Hullabaloo

Report Date: March 21, 2019

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

Meet with APW and Hullabaloo committee.

Reviewed and researched info regarding Kite demos and Chalk Art guy.

Got Arts Hullabaloo and APW info to radio station for interview.

Communication of SAG Web Page Content Updates - Need to get current info to Curt for Arts Hullabaloo along with updated Vendor Form.

Where there any updates/corrections forwarded to the SAG Web Content Mgr this month?
No need to identify what, just that there were updates or corrections.

What still needs to be done: Work with Patti W. on the Calendar Reception
Set up my Calendar for upcoming Shows and put down dates of what needs to be done when.

Work with Curt on APW/Arts Hullabaloo promo piece.

Need to work with Bridgett on free PR articles and Patti for FB/Social Media

Need to confirm with Library for Kite making, etc.

Need to get Certificate of Insurance for use of Bluff and Jess Price Parks.

Issues/Concerns you need Help with from the BOD: None

OTHER: Have meet with SAG Marketing Committee to work on defining jobs.

SAG Monthly Status Report ART IN PUBLIC PLACES

Report Date: March 23, 2019

Coordinator Name: Karen LeBlond

Committee / Program / Activity Overview:

ART IN PUBLIC PLACES: AIPP is a program that allows current SAG Members to display their art work in 4 public locations around the town of Westcliffe. The artwork can be for sale but it is not mandatory. All sales of artwork is conducted by the artist. SAG, the coordinator and the location have no liability or responsibility to detail, maintain or sell any of the pieces. The rotation is done on a loose schedule of approximately 4 months. At present we have 5 artists participating. The locations are as follows: Ranchers Roost at Cliffe Lanes, Round Mountain Water Offices, West Custer County Library, and Westcliffe Town Hall.

Accomplishments for the Month:

For the month of March I did a presentation at Westcliffe Town Hall to ask if we could use some of the space in their new location at the former First State Bank of Colorado building. My proposal was accepted and we will have five 2D pieces on display. We then also changed out the artwork at Library (5) 2D pieces, Round Mountain Water (7 or 8) 2D pieces and Ranchers Roost (3) 2D pieces. We will change them out again in June to plan ahead for the tourist season.

Communication of SAG Web Page Content Updates

I was asked to complete a job description and I did and sent to Rhonda. I do not know if that was included in the web page.

Plans for Next Month:

Rotate artwork in June. By then perhaps Town Hall will be a bit more organized and I have talked with them about having the ability to display 3D artwork. They are very supportive of that and I will follow up on the possibility as TH completes their renovations. 3D work will have to be accompanied by a pedestal or case for display. But again, it will be at the artist's risk so we will see what space they will have.

Challenges you want the BOD to know about:

I have a contract from Town of Westcliffe that releases them from any liability and I need that to be on file with SAG. I only have "hard copy" so do not know how to proceed to get that to SAG files.

Issues/Concerns you need Help with from the BOD:

References / Attachments:

SAG Monthly Status Report - *School Donations/Scholarships*

Report Date: 3/21/19

Coordinator Name: Jan Kraus

Committee / Program / Activity Overview:

Interviewing fine arts teachers at Custer County H.S. for potential scholarships

Accomplishments for the Month:

Holly Wenger identified as a fine arts scholarship recipient (music)

Communication of SAG Web Page Content Updates

None

Plans for Next Month:

Updating SAG scholarship application

Challenges you want the BOD to know about:

Issues/Concerns you need Help with from the BOD:

References / Attachments:

SAG Monthly Status Report: SAG Web Site Content Management

Report Date: March 20, 2019

Coordinator Name: Curt Gillespie

Committee / Program / Activity Overview:

- Maintain and update the content of the SAG web site.

Accomplishments for the Month:

- Updated Membership form and web page; and APW page (3-4-19).
- Uploaded Feb. BOD minutes+Coordinators reports (3-6-19).
- Added announcement of Calendar Show winners to Welcome page (3-8-19).
- Re-arranged Events, Classes, Etc. sub-pages (3-9-19).
- Added message from Prez to the Welcome page; and updated the Calendar Show page with winners' names (3-11-19).
- Updated Volunteers page, Gallery Volunteers Program page and Committees & Contacts page (3-18-19).
- Had meetings with Paul Biron, re: training on his integration of Mailchimp and the SAG web site, and the need for my testing of it.

Communication of SAG Web Page Content Updates

- N/A.

Plans for Next Month:

- Same 'ol same 'ol.
- Test the Mailchimp integration ASAP.

Challenges you want the BOD to know about:

- Same 'ol same 'ol.

Issues/Concerns you need Help with from the BOD:

- Volunteers page still states: "All SAG Volunteers are eligible for FREE entry into the Holiday Show." (not just gallery volunteers, but ALL volunteers). Please decide if that is still the case.

References / Attachments:

- None