

SAG BOD Minutes –

April 30, 2019, Meeting Start Time: 5:15 pm 3rd Street Gallery, Westcliffe.

Present by conference call: Rhonda, Linnea, Shu Shu, Jan, Terri, Angie and Pattie

1. Approve Minutes from previous BOD meeting – approved Angie 1st, Shu Shu 2nd motion,
2. Treasurer's Report – Linnea has not been to gallery to see if Deb left reports - so nothing to report.
3. Committee Business:
 - a. Membership (Alicia) – no report – Rhonda did not have a chance to talk to Alicia about a report. There is a 'new form' being drafted per Alicia's needs for input on system. The form seems daunting to some. Filling out a form to 'renew each time' is burdensome, however, Alicia feels she is not getting all the info she needs. **Linnea will talk with Deb and Alicia who will need to meet and get the data to Paul.** Current form is on the website. Discuss next month.
 - b. Gallery Manager (Terri) – Show is hung, clean-up of gallery and new carpet is great!
 - c. Gallery Volunteers (Liz) - no issues
 - d. Marketing / Press / Social Media (Pattie) – Use of artwork for publicity – update waiver? When taking photos, Pattie will remind people they may be posted on social media. Anything entered in Calendar Show and APW we have advanced permission. Linnea looked at other waivers and intake sheets. **Terri will follow up as far as the permission to post or use on intake form. Look at intake for APW or Calendar show.**
 - e. Marketing Committee/PR (Angie/Linnea/Jacqueline//Terri/Curt/Bridgette) – BOD discussion requested – Waiting on Angie about brochure for the theater costs. **Angie will get with Linnea.**
 - f. SAG Calendar (Linnea) – Calendar has been published so no issues. Annie D. will be next committee chair.
 - g. Gallery Shows (Angie/Joan) Pattie and Angie will be doing the refreshments for Calendar show. (Note: Teresa Farish will host receptions and she will carry on from here.)
 - h. SAG Arts (Linnea) Angie will help with June 9. RE: a prospective 'returning art drawing class student' that Pattie encountered at In Concert inquiring about the next scheduled class, others suggested that **Pattie contact Lorie** about this drawing class person. It's up to teaching artist to do scheduling.
 - i. Ala Prima Westcliffe (APW) (Curt) no issues
 - j. Arts Hullabaloo (Angie) no issues
 - k. Grants (Bridget/Annie) – No report required yet. Bridget does not have phone service to be included at this time.
 - l. Art in Public Places (Karen) An APP email from Karen was sent for SAG BOD to see Art at new places, if you didn't get the email and you want to, **let Rhonda know.**

m. Schools / Scholarships (Jan) no issues

n. Web Site Development (Paul) – BOD discussion needed – Manage WP backup/updating service about \$2 a month. **SAG agrees to incorporate this service.**

o. Web Site Content Management (Curt) - Assistant for Content Mgmt job position– **Pattie to add a job request on FB.**

p. Sangre Star Festival (Dark Skies) - June 2020 (TBD) – **Linnea will go to the May ‘working’ meeting which is about 3 hrs. Angie and ShuShu would like to be involved in this at some point.**

4. SAG Business / Other

a. SAG documentation management and access – Linnea is exploring how we can all share on Office 365. She has acquired enough licenses for those who need one. **Linnea and Pattie need to meet at gallery to go over files for SAG.** Will get together and make a plan.

b. Strategic Planning (Shu Shu) – She did changes per past pho. conversation. Went over 5 action steps page by page. Artworks shared in left margin will be from calendar winning art from last 36 winners. OK to share on social media. **Shu Shu will share when completed.**

c. BOD Positions – Elected annually per SAG By-Laws, Article V, Officers, Sec 2. • SAG President
• SAG Treasurer for 2020. No updates.

d. SAG Job Descriptions – **Rhonda working on these. will get these sent out before next board meeting.**

e. SAG Guidelines - Privacy Policy – Bridget came up with a sample from a website she reviewed, Paul reviewed and Rhonda sent a draft to Paul, Bridget and Curt for review. They are working on refinement and it will come to us in an email for review. Linnea shared decisions on website, but no member info will be shared any member info from gallery or website. OK for phone number to be shared – but there could be a point where a contact is not shareable. We need a contact person who could share that. If someone comes to gallery for contact info for potential sales, it is recommended that all artists have their business cards available at front table in gallery. **Up to artists to make business cards in stock and made available IN THE PROVIDED HOLDERS/racks – they are not to bring their own holders.**

f. Next SAG Membership Meeting plans. Scheduled for 3 pm, Sunday, July 28, 2019 (same day as intake for the Happy Trails Show). Need to create agenda for mtg. Shu-Shu created Adult Workshop Certificate. **Voted on a drawing for door prize ‘2’ SAG Arts gift certificates - each for one for a SAG art class (to members).** Rhonda first, Angie seconded. All agreed. Agreed to do drawing at Calendar Show opener would be an ‘autographed 2020 calendar’ because it was a treasurer’s nightmare to give out \$25. gift cert. **Angie and Terri will work on this.**

Meeting was 1 hour and 15 minutes.

Next meeting is May 28th. Refurbished laptop computer that was ordered for gallery use -came but had to go back because left shift key wasn’t working.

Respectfully submitted,

Pattie Wall

SAG BOD Secretary

SAG BOD Meeting Agenda –April 30, 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. Membership (Alicia) – no report
 - b. Gallery Manager (Terri) –
 - c. Gallery Volunteers (Liz)
 - d. Marketing / Press / Social Media (Pattie) – BOD discussion requested – see report
 - e. Marketing Committee/PR (Angie/Linnea/Jacqueline//Terri/Curt/Bridgette) – BOD discussion requested – see report
 - f. SAG Calendar (Linnea) – Any news on Committee Chair replacement for 2020?
 - g. Gallery Shows (Angie/Joan) (Note: Teresa Farish will host receptions)
 - h. SAG Arts (Linnea)
 - i. Ala Prima Westcliffe (APW) (Curt)
 - j. Arts Hullabaloo (Angie)
 - k. Grants (Bridget/Annie) – No report required yet. Any updates?
 - l. Art in Public Places (Karen)
 - m. Schools / Scholarships (Jan)
 - n. Web Site Development (Paul) – BOD discussion needed – ManageWP backup service
 - o. Web Site Content Management (Curt) - Assistant for Content Mgmt job position– any updates?
 - p. Sangre Star Festival (Dark Skies) - June 2020 (TBD) – Still in proposal stage. May become an item on the agenda later in the year.
4. SAG Business / Other
 - a. SAG documentation management and access – any new info? Remove from next month's agenda?
 - b. Strategic Planning (Shu Shu) – BOD discussion requested on latest version of SAG Vision Deck.
 - c. BOD Positions – Elected annually per SAG By-Laws, Article V, Officers, Sec 2.
 - SAG President replacement for Rhonda – any updates?
 - SAG Treasurer for 2020. Identify ASAP so Linnea can start training. Any updates?
 - d. SAG Job Descriptions –Rhonda working on these. Once completed they will be sent to the BOD and a conference call will be scheduled to discuss (or at next BOD mtg).
 - e. SAG Guidelines - Privacy Policy – Bridgette – any updates?
 - f. Next SAG Membership Meeting plans. Scheduled for 3 pm, Sunday, July 28, 2019 (same day as intake for the Happy Trails Show). Need to create agenda for mtg. Shu-Shu created Adult Workshop Certificate.

Sangres Art Guild (SAG) Monthly Status Report, April 25, 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:

- New carpet is in!
- The Gallery has been spring cleaned! Thank you to take Monday Art Group for their enthusiasm and hard work to make the gallery sparkle!
- Volunteer book is still 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?

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 artists during intake.

~ Check on liquor license.

Challenges you want the BOD to know about:

Issues/Concerns you need Help with from the BOD:

References / Attachments:

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. Maintain the marketable appearance of high quality original art and photographic works.

April/May Objectives:

1. Send email to gallery sitting as a reminder that the 2019 season begins on Saturday, May 4. Weekend email reminders will begin.
2. New entry code for the keyless lock to the gallery front door will be announced.
3. Deliver invite to my 2020 Calendar Sponsors for the Calendar Reception on May 4: Norup, Martin & Tope, Elevation Meat Market, and Westcliffe Homes & Ranch.
4. Send follow-up email to gallery sitters to make certain that the 2nd floor is completely hung and ready for opening day.
5. Email contact info of and to all gallery volunteer staff.
6. Post Contact Info in the gallery office and write the gallery sitting schedule on the 2019 calendar in the gallery office.

Completed:

1. Finished assigning the 2019 gallery sitting schedule.
2. Made wall assignments on the 2nd floor.
3. Match volunteer partners who will trade wall space toward the middle of the summer.
4. Composed a new list of volunteer gallery sitters including their phone and email contact information.
5. Monday Art Group helped Terri Wiebke clean both floors of the gallery.
6. In addition to the gallery being staffed Thursdays through Mondays, there will also be some Tuesday and Wednesdays when the gallery will be open.

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 VanSomerén

SAG Monthly Status Report – Social Media/Free Press

Report Date: 4/25/19

Coordinator Name: Pattie Wall

Committee / Program / Activity Overview: Administration position of 3rd Street Facebook account was successfully added for me by Curt. Instagram account for Sangres Art Guild is in place and being added to on a semi-daily basis – featuring art of member and news of SAG and gallery. ‘Eleven +’ online periodicals contacted with requests to publish with 2020 Visions Calendar show information. Posted announcements for show on several Custer County FB pages. Posting SAG arts info for upcoming workshops. Posting inspirational ‘artist’ memes, updates, schedules, announcements and photos.

Accomplishments for the Month: Successful attempts to enhance and maintain ‘up and running’ social media – on a daily basis. Became familiar with format for submitting press and news to local and regional news outlets for their regional and local calendars.

Communication of SAG Web Page Content Updates no issues

Plans for Next Month: Continue to take photos and look for and create text, interest and info to go with photos. Create posters to publish on FB and Instagram.

Challenges you want the BOD to know about: Decided a Twitter account would be attached to my phone number and I am not willing to manage that, otherwise continue forward with the above.

Issues/Concerns you need Help with from the BOD: A short BOD discussion as to issue regarding ‘sharing’ of artist photos - of their art, with tags to their name. This is free advertising, do we need a permission statement written into an already existing submission/application form - to share and tag – or are we good? I usually ‘ask’ permission from artists, however, that is not always possible.

References / Attachments:

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

Report Date: April 23, 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:

Interview with KLZR “Valley Views” completed

Met with Joanie from KLZR on coordination between KLZR and Art Show to determine next steps on rack card

Summer in Valley ad drafted

Communication of SAG Web Page Content Updates

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

Plans for Next Month:

Finalize marketing activities.

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

Challenges you want the BOD to know about:

None at this time.

Issues/Concerns you need Help with from the BOD:

Still need cost for WCPA brochure

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

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References / Attachments:

None

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

SAG Fine Art Calendar

Report Date: April 23, 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 printed

All sponsor payments received

Brochure prepped and mailed

Communication of SAG Web Page Content Updates

None

Plans for Next Month:

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/Marketing

Report Date: April 26, 2019

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

Got Photo and PR to WMT and to Patti for Calendar Show.

Did ad for Calendar Show for WMT.

Got final article ready to go to Tribune and to Patti and Curt. Waiting for Photo.

Emailed a reminder to Calendar Show entrants regarding sending and Invite to their friends and family to attend the Calendar Show Reception.

Revised the Holiday Show Prospectus and got updated info to Curt for Web.

Went to 3rd St. Gallery twice to take photos, one of Calendar Show Intake and one of the new carpet being laid.

Worked with Patti to finalize 'what is needed' for Calendar Show Reception.

Made sure Wall Tags for show were done and that arrangements were made for the hanging of the show.

3rd Street Gallery 2019 Brochure: Picked up labels supplied by Curt, envelopes and Brochures. Stuffed, stamped and bundled the mailing for Bulk Mailing and mailed out.

Communication of SAG Web Page Content Updates

Got info about Calendar Show to Curt. Waiting for Photo.

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: Take photos of actual show and photos of reception for PR.

Do reception for Calendar show along with Patti.

Talley votes for People's Choice Award.

What still needs to be done: Send out invite to sponsors I got for Calendar so they can attend the Reception.

Email everyone a reminder of the Calendar Show.

Take a photo of the 'hanging' of the Calendar Show and get it to the Tribune, Patti and Curt along with the article.

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

OTHER: Working with the Art/Culture group on bringing more awareness to the Arts in Custer County.

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

SAG ARTS

Report Date: April 23, 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 5 preschool classes so far.

Anatomy video classes completed.

Knitting class added to schedule

Agreed to do the painted fence to support CART as part of Art Camp

Identified Leanne Stover as another preschool instructor for fall

Instructor led classes completed in 2019 to date:

1 class Jere Duran, weaving (March)

Upcoming:

- 1) Last preschool class will be May 3rd then restart in fall.
- 2) Art Camp in conjunction with Theater Creativity Camp, scheduled July 1-12.
- 3) Adult (16+) classes. Schedule posted on web
 - a. Sarah Woods oils class scheduled for May 9

Communication of SAG Web Page Content Updates

Curt corrected times on Art Camp info.

Asked Pattie to post art class info on Facebook

Plans for Next Month:

Continue preschool classes

Follow-up with Aaron Blaise on kids Character Designs

Order watercolor AB videos?

June 9 CCKC tie dye activity in park to promote preschool and Art Camp

Challenges you want the BOD to know about:

None at this time.

SAG Program/Committee Monthly Status Report

Issues/Concerns you need Help with from the BOD:

Looking for a volunteer to help with June 9th activity

References / Attachments:

See SAG website

SAG Monthly Status Report - Alla Prima Westcliffe

Report Date: **April 26, 2019** – *Changes from last month are in blue*

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:

- Coordinating with the Trib on their Summer in the Valley art gallery ads 2-page spread (all of SAG, but including APW).
- Got our first registration for this year!
- Terri bought the frames for the miniatures competition.

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 in Colorado Life magazine and/or Southwest Art E-newsletter advertorial; 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: April 26, 2019

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

Did Radio Interview with KLZR regarding APW and Arts Hullabaloo. Linnea and Terri were also there promoting 3rd St. Gallery and SAG.

Worked on Kite info.

Communication of SAG Web Page Content Updates - Got info to Curt. Need to reformat it some to make it easier for him to place on web. Will have done this weekend, the 28th of April.

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 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.

Need to update Vendor form for website.

Investigate types of blank kites that can be purchased for decorating.

Issues/Concerns you need Help with from the BOD: None at this time.

OTHER: Will work with ShuShu regarding the Chalk Art and Kite people. Waiting for her to be in Westcliffe the first part of May so we can go over it in person.

Sangres Art Guild (SAG) Monthly Status Report

April 29, 2019

Jan Kraus

Committee / Program

Annual \$1,000 arts program donation to Custer County Schools, normally dispersed during the months of April/May. Annual scholarship award, up to \$1,000.00.

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. Scholarship applications have been made available to Carrie Smith. One application was sent directly to a student by Terri Wiebke. A second student is considering a visual arts degree, Carrie is not sure where she is in the process.

To Do:

I talked with Carrie this week and asked to her remind students that completed scholarship forms are due ASAP.

Issues/Concerns/Comments:

References / Attachments:

none

Sangres Art Guild (SAG) Monthly Status Report for Website

Status Date: 2019-04-24

Coordinator Name: Paul Biron

Committee / Program / Activity Objectives/ summary:

Maintain/improve SAG website.

Monthly Objectives:

- Implement the automated sync'ing of member and non-member (i.e., contacts) data from the SAG website database to/from the Mailchimp list
 - for members
 - in addition to contact info, includes things like membership expiration date and info about family memberships (e.g., who is the primary member, etc) to the corresponding Mailchimp record
 - this is so that Mailchimp can send out automated reminders that membership is about to expire
 - for non-members
 - includes just their contact info
 - when new records are added to the SAG database, corresponding records should be added to the Mailchimp list
 - when records are updated in the SAG database, the modifications should be made to the corresponding records in the Mailchimp list
 - when some unsubscribes from Mailchimp (by clicking on the link in the footer of all emails that Mailchimp sends out), that fact should be recorded in the corresponding record in the SAG database
 - It's important to remember that the SAG database is considered the "master" copy of the information (especially membership info). Once this is all implemented in production, no one should add or modify records directly in Mailchimp (except for list members unsubscribing themselves).

- Investigate more options for backups for the SAG website and database

Completed:

- I have implemented the SAG database/Mailchimp sync'ing
 - Curt has been helping me test it and has found several things that don't work as they should
 - so we have been iterating (Curt finds a bug, I confirm it is a bug, fix it, Curt tests again, rinse-and-repeat)
 - On 2019-04-22, I gave him the OK to test again, but he's been busy and I don't think he's gotten to it yet.
Hopefully, he won't find any more bugs :-)
 - Alicia and I have drafted text for the automated membership renewal reminder emails that Mailchimp will be able to send out once all the sync'ing stuff is working in production
- Linnea discovered that SAG is eligible for a **free** 501(c)(3) license to Microsoft Office365 and has acquired that license. That license comes with 1TB of free cloud disc storage, which is more than enough for our backup needs.
 - So, that answers the question I asked the BOD in a previous report about which cloud storage service we should use for backups.
 - I have been too busy to play with the cloud storage that comes with that license and how best to use for our backups

To Do:

- Finish testing the SAG database/Mailchimp sync'ing and install it in production
- Complete the investigation of how to best use the cloud storage we now have to make regular backups of the SAG website and database (see below)

Issues/Concerns/Comments:

- As part of my day job (as a WordPress consultant...WordPress being the software that runs the SAG website) I have been experimenting with a service called ManageWP.

SAG Program/Committee Status Report

- Among other things, ManageWP can automate regular backups of a WordPress site.
- By default, it stores those backups on its own servers (for 90 days). But it can be configured to upload them to other cloud storage (such the OneDrive account that comes with our new Office365 license discussed above).
- You can read more about ManageWP at <https://managewp.com/>. In particular, the backup feature is covered at <https://managewp.com/features/backup>
- The backup service costs \$2/month (+ 0.13/GigaByte if the backups are uploaded to the customer's own cloud storage).
- Is that something the BOD would consider funding? Because that would mean that I don't have to implement the software to perform the backups, upload them to OneDrive and make it easy to restore the backups to the SAG website in case something happens to the SAG website and/or database. This is **NOT** a request to fund it, just a question as to whether it is a possibility.
- If it is something the BOD would consider, I'll investigate some more (including asking if they give discounts for 501(c)(3)'s) and include feedback in my report next month.

References / Attachments:

n/a

SAG Monthly Status Report: SAG Web Site Content Management

Report Date: April 29, 2019 – *Changes from last month are in blue*

Coordinator Name: Curt Gillespie

Committee / Program / Activity Overview:

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

Accomplishments for the Month:

- With Paul Biron, did 4 rounds of testing the Mailchimp-SAG membership and contact database interface; at least one more round to come....
- Changed Special Holiday Show Criteria, as requested; 4-2-19.
- Update Fall Into Winter prospectus; 4-2-19.
- Posted “call” info for Sarah Woods’ oil painting class for SAG Arts; 4-19-19.
- Posted announcement that SAG is now on Instagram; 4-21-19.
- Uploaded SAG BOD meeting minutes; 4-29-19.
- Updated Volunteers Page to eliminate “free entry into Holiday Show”

Communication of SAG Web Page Content Updates

- N/A.

Plans for Next Month:

- Continue testing the Mailchimp integration.
- Upload and edit pages as necessary.

Challenges you want the BOD to know about:

- None

Issues/Concerns you need Help with from the BOD:

- None.

References / Attachments:

- None