

SAG BOD Minutes –May 28, 2019,

Meeting Start Time: 5:15 pm Conference Call-in

1) Discussion: Approval process for previous month's mtg minutes - monthly minutes will go out in a timely manner. All BOD members need to respond to whether or not there are corrections or approve them, yay or nay. This should take place before the next agenda is written. April minutes are approved Linnea 1st and Terri 2nd. Action item: **Linnea and Pattie will continue to work with learning how Office 365 works and how others can have access. Pattie will give deadline date for reply on future minutes.**

2) Treasurer's Report – Linnea – has not picked up a report from 3rd Street. Actual numbers not available.

3) Committee Business:

a) Membership (Alicia) – No discussion needed

b) Gallery Manager (Terri) – No discussion needed

c) Gallery Volunteers (Liz) – No discussion needed

d) Marketing / Press / Social Media (Pattie) No discussion needed

e) Marketing Committee/PR (Angie/Linnea/Jacqueline//Terri/Curt/Bridget) – Note: Bridget's email, dtd 4/5/19 to the BOD, SAG Promo art-ticles Angie sent out her report. Shu Shu does not want to reinvent the wheel. The last page of the Vision Deck addresses nearly the same thing. The intent of Bridget's article was to give to magazine for special interest story. **Shu Shu will work with Angie.** Curt is working on a piece for Colorado Life mag. **Linnea will be hearing from the Pueblo Grapevine where we will buy an article.** Linnea thinks she can operate this extra within the budget but if not, may need additional \$200. Shu Shu motioned that we approve up to \$200 over budget. Terri 2nd. Approved.

f) Gallery Shows (Angie/Joan) No discussion needed

g) SAG Arts (Linnea) – No discussion needed

h) Ala Prima Westcliffe (APW) (Curt) – No discussion needed

i) Arts Hullabaloo (Angie) – No discussion needed

j) Grants (Bridget/Annie) – Annie has GRANTS file and will return them to 3rd Street. **Rhonda will email Annie to see where she is at on the Grants and when we can further discuss this. Linnea will send Annie contact info to Rhonda.**

k) Art in Public Places (Karen) – Karen has a contract/document that eliminates the liability of Town of Westcliffe on AIPP hung there. **Pattie will get with Karen, get the original contract to put in file and will electronically scan that doc to add to our cloud on Office 365.**

l) Schools / Scholarships (Jan) – Linnea 1st, Rhonda 2nd - Unanimous agreement to rollover scholarship \$1000 to next year, as this year's applicants did not comply with the standards of our application process and we did not award any monies for this graduating class.

(Scholarship contd.)

We will offer a larger scholarship next year. Terri updated the application going forward with appropriate due dates for the process - with this current year.

m) Web Site Development (Paul) – The managing of WP backup service \$ was approved last month. Take this one off of the agenda - now.

n) Web Site Content Management (Curt) – Job descriptions need to be approved as submitted and put on website. Most of our information needs to be out there for the public because we are a non-profit organization. The job descriptions need to be the list of the responsibilities for that job, not HOW it's done. The jobs listed on website and the job descriptions kept in the gallery need to READ the same, says Terri. Rhonda 1st, Terri 2nd **Rhonda will follow-up with Curt on where we want 'job descriptions' listed on the website, AND she will send the job descriptions back out to use for approval. NOTE: These job descriptions will need annual review.**

ii) Where to put Master SAG Vision? Does it replace something else on the website? Strategic plan needs to be on website for members to refer to. The WHAT and WHY of the plan need to be right there on the website, the HOW we are going to do it is our year to year strategic plan. **Rhonda will talk to Curt about what Shu Shu created.**

iii) Assistant for Content Mgmt. job position– Pattie will wait to advertise this one on social media until we get the job description the way Curt wants it. However, we want to begin the hopeful recruitment of this job by mentioning we need someone with computer experience to help with the website. Terri wonders if we could approach a high school student with an internship. Perhaps the Custer County FB school page?

o) Sangre Star Festival (Dark Skies) - June 2020 (TBD) – Still in proposal stage. Linnea went to a May meeting. We need to come up with daytime activities for public. Shu Shu and Linnea discussed and this will be something we need to address in a few months maybe.

p) SAG Calendar (Annie) – Complete for 2019. Will start again in 2020. Congratulations for a wonderful job to Linnea.

4) SAG Business / Other

a) SAG documentation management and access – Linnea and Pattie have gone through files. For things that have come up today, like master files for forms, etc, **Pattie and Linnea are working on.**

b) Strategic Planning (Shu Shu) – Final version distributed to BOD - done in Adobe Acrobat and need to be put in cloud for SAG access. Shu Shu will talk to her son about the program it's done in so we can transfer it to be workable in the future.

c) BOD Positions – Elected annually per SAG By-Laws, Article V, Officers, Sec 2. (1) SAG President replacement for Rhonda – any updates? Note: Rhonda will be moving in August, if not sooner. (2) SAG Treasurer for 2020. Identify ASAP so Linnea can start training. **Pattie will advertise again on FB.**

d) SAG Job Descriptions –Package of descriptions sent to BOD for review.

e) SAG Guidelines - Privacy Policy – Bridget Rhonda will get with Curt on how this is going.

f) Next SAG Membership Meeting plans. Scheduled for 3 pm, Sunday, July 28, 2019 (same day as intake for the Happy Trails Show). As VP, Shu Shu will head the meeting and come up with an invitation to member and a sample agenda for the meeting and will send this to us for approval. Shu-Shu created Adult Workshop Certificate. More door prizes were discussed. Rhonda will not be able to make the meeting. Intake that day begins at 11 and intake will be put on hold from 3 – 4 and continue from 4 – 5. Pattie will put the announcement on FB when info is ready.

Angie will record next month's minutes for Pattie, as she cannot attend the meeting.

Meeting went for 1 hr., 21 minutes

Respectfully submitted,

Pattie Wall, SAG BOD Secretary

SAG BOD Meeting Agenda –May 28, 2019, Meeting Start Time: 5:15 pm
3rd Street Gallery, Westcliffe. Conference Call-in: 1-302-202-1114, Conf Code: 247236

- 1) Discussion: Approval process for previous month's mtg minutes
- 2) Treasurer's Report – Linnea
- 3) Committee Business (discussion only of any BOD-related issues based on status reports/requests):
 - a) Membership (Alicia) – No discussion needed
 - b) Gallery Manager (Terri) – No discussion needed
 - c) Gallery Volunteers (Liz) – No discussion needed
 - d) Marketing / Press / Social Media (Pattie) Note: Bridget's email, dtd 4/5/19 to the BOD, SAG Promo art-ticles. – No other discussion needed
 - e) Marketing Committee/PR (Angie/Linnea/Jacqueline//Terri/Curt/Bridgette) – No discussion needed. Curt to supply needed info by May 31.
 - f) Gallery Shows (Angie/Joan) (Note: Teresa Farish will host receptions) – No discussion needed
 - g) SAG Arts (Linnea) – No discussion needed
 - h) Ala Prima Westcliffe (APW) (Curt) – No discussion needed
 - i) Arts Hullabaloo (Angie) – No discussion needed (hope you are recovering well Angie!)
 - j) Grants (Bridget/Annie) – No report required yet. Any updates?
 - k) Art in Public Places (Karen) – Need to verify that Town of Westcliffe contract is on file. Done?
 - l) Schools / Scholarships (Jan) – Need to discuss extra \$1,000 and where to allocate
 - m) Web Site Development (Paul) – Status? – ManageWP backup service
 - n) Web Site Content Management (Curt) –
 - i) BOD discussion on putting abbreviated job description on web site.
 - ii) Where to put Master SAG Vision (no Steps) see report for details.
 - iii) Assistant for Content Mgmt job position– any updates?
 - o) Sangre Star Festival (Dark Skies) - June 2020 (TBD) – Still in proposal stage. May become an item on the agenda later in the year.
 - p) SAG Calendar (Annie) – Complete for 2019. Will start again in 2020.
- 4) SAG Business / Other
 - a) SAG documentation management and access – any new info?
 - b) Strategic Planning (Shu Shu) – Final version distributed to BOD
 - c) BOD Positions – Elected annually per SAG By-Laws, Article V, Officers, Sec 2.
 - (1) SAG President replacement for Rhonda – any updates? Note: Rhonda will be moving in August if not sooner.
 - (2) SAG Treasurer for 2020. Identify ASAP so Linnea can start training. Any updates?
 - d) SAG Job Descriptions –Package of descriptions sent to BOD for review. Any discussion?.
 - 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.
NOTE: Rhonda will not be able to make the meeting.

Membership Status Report – May 2019- Alicia

I'm getting with Linnea and Deb to go over my idea for the new Membership form on May 27th and continue to work on the written procedures. Will try and have everything finalized by the end of this month?

Alicia

SAG Gallery Manager Monthly Status Report, May 27, 2019 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:

- First show of the year, the Calendar Show, went off smoothly
- Liz has updated the PayPal instructions for volunteer handbook -YAY!
- MAC has been set up with scrolling artwork from past shows
- Purchased two display fixtures for various future uses.

Plans for Next Month:

- Ask Zakk to photograph and add more artwork to the MAC.
- 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.

Communication of SAG Web Page Content Updates:

- N/A

Challenges you want the BOD to know about:

Issues/Concerns you need Help with from the BOD:

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.

May/June Objectives:

1. Keep sending weekend reminders to the gallery sitters with any needed gallery sitting instructions.
2. Do a better job myself to avoid making mistakes on the sales receipts.
3. Train 2 new gallery sitters: Don Vawter and Lorna Perkins
4. As the person who wholesales the SAG Calendars: finish selling to local shops.
5. Reschedule 3 days of gallery sitting as one of the gallery sitters will not be able to meet her commitment due to health issues. Wanda Christian, who is not an artist and does not have space on the 2nd floor, has been a helpful gallery sitter but needs to be on oxygen. Her oxygen tank is too heavy to allow her to carry it too the 2nd floor of the gallery. She and I agreed that she is not able to be a gallery sitter. We'll miss her contribution to the gallery. I'll be able to change a few from a few Tuesdays and Wednesday to the dates that Wanda is vacating.
6. Pick up a check from Ace Hardware for 2020 Calendars which they retail.
7. Compile a list of all the shops which sell the 2020 Calendars.

Completed:

1. The Ipad PayPal and Paypal Reader Instructions have been updated. Terri Weibke took 40+ photos of all the steps involved in using the credit card system. A few weeks ago I took those photos, put them into a new pictorial format using a Word Docx. text document, printed them into 4 pages and inserted them into the Gallery Volunteer Instruction Manual which is on the gallery sales desk. Those instructions have already been useful in training new gallery sitting volunteers. Volunteers who are familiar with Ipad do not need the full list and photos of the instructions but a person who is not familiar with an Ipad does need all the photos and instructions. These 4 pages will be edited as needed.
2. Over the past several years Yoder's Furniture has been retailing the SAG Calendar. They had four 2019 Calendars left for which I traded four 2020 Calendars at no additional charge. That's our policy and a guarantee that a retail shop will not lose money in selling the SAG Calendars. Yoder's Furniture is not purchasing any extra 2020 Calendars because the owner has decided not to sell small items anymore. Joel Troyer, the owner, has been very supportive but has changed his business plan to focus mainly on furniture. I'm sorry to lose Yoder's Furniture as a retail location for the SAG Calendars. Maybe they'll be interested in being a sponsor in the 2021 Calendar.

To Do: Same as monthly objectives.

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: 5/17/19

Coordinator Name: Pattie Wall

- **Committee/Program/Activity Overview:** Posted photos and text on FB and Instagram from the May 4 opening reception and the 20/20 Visions Calendar Show/3rd St. Gallery. Coordinated with other SAG BOD members, as well as posted my own material, for postings.
- **Accomplishments for the Month:** 3rd Street Gallery FB page has seen an increase of +567% Post Reach and +490% Post Engagements. I have noticed that during the last 7 days, the largest response is found in posts that announce or explain and show photos from SAG ARTS activities – high interest – keep the info and photos coming!
- **Communication of SAG Web Page Content Updates** – none
- **Plans for Next Month** – will begin work on promoting and doing PR for our next show “Your Land, My Land” to the list of free press sites and email addresses during the week of June 10. Once we are certain and all approve of job descriptions, I will post a job search/request for Curt’s Web Assistant. Will also re-advertise the SAG Pres and Treasurer positions.
- **Challenges you want the BOD to know about:** none
- **Issues/Concerns you need Help with from the BOD:** Keep the suggestions, photos and press coming.
- **References/Attachments:** none

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

Report Date: May 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:

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

Paid WCPA for ad in brochure

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

Have Curt and Angie start drafting spots for KLZR

Let CPR and KLZR know what SAG will do

Meet with Joanie and ShuShu on set up for KLZR art show.

Challenges you want the BOD to know about:

None at this time.

Issues/Concerns you need Help with from the BOD:

Need Curt to confirm what Art for the Sangres will participate in so we know how much \$ we have left for radio (Advertorial in SW Art and Colorado Life). Curt committed to get an answer by May 31.

References / Attachments:

None

Sangres Art Guild (SAG) Monthly Status Report for Website

Status Date: 2019-05-28

Coordinator Name: Paul Biron

Committee / Program / Activity Objectives/ summary:

Maintain/improve SAG website.

Monthly Objectives:

What the project wanted to accomplish for this month. This should be updated each month based on planned activities.

Completed:

- Member and non-member information in the SAG database is now automatically sync'd to Mailchimp
 - When a new member or non-member record is added to the database they are also automatically added to Mailchimp
 - when the contact info for those records (and other membership-related info, e.g., renewal date, who the family members are, etc) is updated in the database, those changes are automatically updated in Mailchimp as well
 - When someone updates their own contact info in Mailchimp (by clicking on the link that appears at the bottom of every email that Mailchimp sends out) those changes are automatically updated in the SAG database
- Now that the Mailchimp sync'ing is done, began work on getting automated renewal reminder emails to be sent out from Mailchimp
 - The basic functionality is working: 1 month before membership is due for renewal and email will be sent
 - If the member hasn't renewed, 2 weeks before their renewal date another email will be sent
 - If the renewal date passes and they still have not renewed, then they one final email notification will be sent letting them know that they are in a "30 grace period" and if they don't renew during that grace period, their page on the "Our Artists" section of the website will be removed (and along with other "loss-of-membership" things)

- Unfortunately, for reasons I still don't quite understand, if they do renew the 2nd and/or 3rd emails are still being sent.
Therefore, I haven't yet turned on these renewal notifications.
- Moved forward with work began last year on other general improvements to the website
 - improvements to the look-and-feel of the website. At first glance, they are pretty minor, but will make a BIG difference in usability of the site...especially on mobile devices (phones and tablets)
 - behind-the-scenes changes that will make it easier to keep the content of the website updated
 - For instance, there are various places on the site that say things like "Contact Rhonda for info about Scholarships" and gives her email and phone number. However, when Rhonda is no longer the "scholarship coordinator" someone would have to find all of the places on the site that mentioned Rhonda in that capacity and update them. Going forward, there will be a place in the database where the person who currently fills the role of "scholarship coordinator" is recorded and when that person changes, everywhere on the front-end of the site will automatically change to provide the contact info of the new person
 - Similar functionality will exist for the BOD page on the site
 - It will be **MUCH** easier for members to create/edit their pages for the "Our Artists" section of the site
 - as well as update their contact info and renew their membership
 - There will be a place on the home page of the site for people to join our mailing list (which will automatically add them to Mailchimp)

To Do:

- Figure out why the 2nd and/or 3rd renewal reminder emails are being sent if someone renews
 - As soon as I get this problem figured out then I'll turn it on

SAG Program/Committee Status Report

- Finish the few remaining pieces of the website improvements mentioned above (and thoroughly test them) and then move those changes into the production site
 - Curt is writing the instructions that will be given to members for how to create/update their "Our Artists" page. As soon as he finishes those, I'll move all the changes into production
- Curt has informed me that the BOD has approved using the ManageWP service I mentioned in my last report for doing the site backups (yeah!)
 - As soon as Curt has registered SAG with ManageWP, then I'll get the backups configured

Issues/Concerns/Comments:

N/A

References / Attachments:

N/A

SAG Monthly Status Report - Show Coordinator/Marketing

Report Date: May 26, 2019

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

- Worked with Patti W and hosted the Reception for the Calendar Show, announcing the winners, etc.
- Got articles to Patti W for FB, etc. This was a followup of the Reception for the Calendar Show.
- Emailed photo and article to WMT of reception - they did not put in the paper. Have emailed it to them again.
- Got article and photos to Curt for SAG website. I failed to cc Curt when I originally emailed this info the Patti earlier this month. It is taken care of now.
- BOTH PATTI AND CURT have done awesome jobs with FB and the web.
- 3rd Street Gallery 2019 Brochures - Mailed out to the Visitors Centers and surrounding Chamber of Commerces.
- Sent out invite to my Calendar Sponsors hoping they could attend the Reception. (2 sponsors did attend)
- Delivered Calendars to sponsors who were not able to attend the reception.
- Worked with Terri, Shu-Shu and Sarah on the Rebecca's Fund Banners.
- Worked with Terri on the Door Graphics for 3rd St. Gallery - posts hours and website.

Communication of SAG Web Page Content Updates

See above

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 PR for July Show.
- Email out reminders to Participants in the Calendar Show to pick up their Artwork.
- Get info to Pattie and Curt regarding show pickup so they can post on FB and web.
- Email members info about the upcoming Your Land, My Land show and dates of entry.
- Get info to Patti and Curt about upcoming show so they can post on FB and web.
- Do ad for WMT for upcoming show.
- For upcoming reception - check with Teresa to see what she needs, etc. Will give her a review of what was done for Calendar reception.

What still needs to be done: .

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

OTHER: *Continue 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: May 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 6 preschool classes so far. Taking a break for the summer. Will restart in September.

Anatomy video classes completed.

Instructor led classes completed in 2019 to date:

1 Jere Duran, weaving (March)

1 Sarah Woods, oils (May)

Upcoming:

- 1) Art Camp in conjunction with Theater Creativity Camp, scheduled July 1-12.
- 2) Adult (16+) classes. Schedule posted on web

Communication of SAG Web Page Content Updates

Curt corrected email and phone number on Art Camp info.

Plans for Next Month:

Possible reception for 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

Order supplies for Art Camp

Request payment for 6-months preschool and anatomy thru Rebecca's Fund and frames for HS Art Show

Challenges you want the BOD to know about:

None at this time.

Issues/Concerns you need Help with from the BOD:

None

SAG Program/Committee Monthly Status Report

References / Attachments:

See SAG website

SAG Monthly Status Report - Alla Prima Westcliffe

Report Date: **May 25, 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:

- Got permission to use Grape Creek site for a day of painting during APW.

Communication of SAG Web Page Content Updates

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

Plans for Next Month:

- Still need to get 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.
- Set and have a committee meeting.

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: May 25, 2019

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

- Continued worked on Kite info.
- Working with Library on the Kite making, etc.
- Got on Town of Westcliffe's meeting for fees for use of Bluff Park.
- Updated Vendor form for website.
- Investigating types of blank kites that can be purchased for decorating. Working with Library

Communication of SAG Web Page Content Updates - Reformatted info for web site and emailed to Curt.

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.

Yes, see above.

What still needs to be done:

- Do another Radio Interview with KLZR regarding APW and Arts Hullabaloo. Gary Taylor will advise us 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
- Work with ShuShu regarding Chalk Art and Kite people/demo. We have not met yet.
- Work with KRCC Radio for advertising (this will be done late August)
- Email out Vendor app and EBlast about Arts Hullabaloo and vendor space availability.
- Mail out Vendor forms to past participants in Arts Hullabaloo.
- Make extra Vendor Forms to pass out at the Farmers Market.

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

OTHER: I was out of the loop for several days due to surgery, so playing catch up here.

SAG Monthly Status Report ART IN PUBLIC PLACES

Report Date: May 27, 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: We have five 2D pieces on display at Westcliffe Town Hall. 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 mid to late 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 mid to late 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. As of now I am going to forego this plan for 3D art. I learned at the Town Hall Open House that they are allowing people to rent the facility for meetings. I also learned that they will allow children's groups access to it after hours at no charge. Not a good choice for 3D.

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. 5/27/2019.....Was this done?

Issues/Concerns you need Help with from the BOD:

References / Attachments:

Sangres Art Guild (SAG) Monthly Status Report

May 2, 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:

Receive completed scholarship applications from eligible high school students by deadline.

Completed:

Scholarship forms were delivered to two graduating students with a completion deadline of April 26. One scholarship was given to me after the deadline, and incomplete. The second student did not turn one in. After a discussion which included Terri, Pattie, and Angie, we decided to roll the money over until next year. I have discussed this with Carrie Smith, who agreed with our decision. She strongly feels that the integrity of our scholarship gift should be held to a high standard.

To Do:

Establish a timetable for next year: when to offer the scholarship forms to students, and a hard deadline for fully completed paperwork.

Issues/Concerns/Comments:

We need to discuss what to do with the \$1,000 that has not been used for scholarships this year. Add to next year's amount, or spend in other areas, as needed?

References / Attachments:

none

SAG Monthly Status Report: SAG Web Site Content Management

Report Date: May 25, 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 a fifth round of testing the Mailchimp-SAG membership and contact database interface.
- Went over the new, improved web site structure (called “Dev2”) that Paul has been working very hard at.
- Started instructions on how artists can self-manage their page on the new site, so that is in place prior to rolling it out to membership.
- Added “How to run contactless Paypal charges” link to Volunteer page, as requested by Terri; 4-28-19.
- Added picture of Terri hanging Calendar Show; 5-2-19.
- Updated 2020 Calendar page, uploaded images of winners; 5-8-19.
- Created Joe Beakey’s page; 5-9&11-19.
- Created Patti Wall’s page; 5-11-19.
- Attached some unattached images; housekeeping thing; 5-11-19.
- Updated Art Camp pages to reflect proper phone number and email; 5-16-19.
- Consolidated and uploaded April BOD minutes + Coordinators Reports; 5-25-19.

Communication of SAG Web Page Content Updates

- N/A.

Plans for Next Month:

- Create a Managed WP account and give Paul a “Collaborator” status so he can begin to manage the back-up of the SAG web site / database.
- Place a call to members for new banner images for the web site.
- Look up a “how to write a good artist’s statement” article for members.
- Upload and edit pages as necessary.

Challenges you want the BOD to know about:

- None.

Issues/Concerns you need Help with from the BOD:

- Should the MASTER SAG VISIONS (no steps) be put on the web? I presume on the About SAG page? If so, what if anything, should it replace? Please look at the page and decide.

References / Attachments:

- None