

SAG BOD Minutes –June 25, 2019

Meeting Start Time: 5:15 pm 3rd Street Gallery, Westcliffe. Began at 5:20 PM. In attendance/conference call - Rhonda, Angie, Linnea, Terri, Shu Shu and Jan joined at 6 PM. Terri made recording and took notes for Pattie.

1) Welcome

2) Treasurer's Report – Linnea reported \$2,760.42 as of June 21st

3) Committee Business:

a) Membership (Alicia) – Alicia will be reworking the form she is developing - to simplify it.

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/Terri/Curt/Bridget) – No discussion needed.

f) Gallery Shows (Angie/Joan) – No discussion needed. Thanks for the donation of the 2 banners Angie! Thanks Angie! Addendum – Joan Hewitt is no longer a SAG member, she IS still volunteering to do her scheduled intakes.

g) SAG Arts (Linnea) – We have more kids signed up for Art Camp than we can accommodate! Need to discuss some ideas for alternatives. Will discuss at next Rebecca's Fund meeting.

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

i) Arts Hullabaloo (Angie) – Need to figure out how to get some new volunteers to help. Angie will provide a breakdown of help needed. Lost the call with Angie.

J) Grants (Bridget) – No report required yet. Annie dropped off Grant info, left in drawer. Discussion for another meeting – what do we want a GRANT for?

k) Art in Public Places (Karen) – AIPP was renewed today, 6/25/19

l) Schools / Scholarships (Jan) – No discussion needed

m) Web Site Development (Paul) – No discussion needed

n) Web Site Content Management (Curt) –

i) BOD discussion on putting abbreviated job description on web site. – Rhonda's Initial version sent to the BOD for review on 6/23. Will be reported on website in 'Levels' for deeper understanding.

ii) Where to put Master SAG Vision (no Steps) - Will be added in Dev 2 version

iii) Assistant for Content Mgmt job position– no

o) Sangre Star Festival (Dark Skies) - June 2020 (TBD) – Shu Shu and Linnea are to meet with Deb Allen, still in conceptual stage.

p) SAG Calendar (Annie) – Complete for 2019. Will start again in 2020. Take off agenda for now.

4) SAG Business / Other

a) 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. none

b) SAG Job Descriptions –Rhonda created an initial version of 3 Level Descriptions and send to BOD for review. Need to get feedback and then forward to Curt to put Level 1 & 2 on SAG web site. What if no one shows up for these positions at membership meeting?

c) SAG Guidelines - Privacy Policy – Curt will simplify and get to BOD for review. Then this will go onto SAG web site.

d) Next SAG Membership Meeting plans. Scheduled for 3 pm, Sunday, July 28, 2019 (same day as intake for the Happy Trails Show). Shu-Shu is in charge. Everyone needs to reach out to 3 people to membership meeting. 'Come be a part of the fun!' Food? Shu Shu would like to have at least 25 people there. She is working on agenda.

NOTE: Rhonda will not be able to make the meeting.

Meeting lasted 52 minutes.

Respectfully submitted,

Pattie Wall

SAG secretary

SAG BOD Meeting Agenda –June 25, 2019, Meeting Start Time: 5:15 pm
3rd Street Gallery, Westcliffe. Conference Call-in: 1-302-202-1114, Conf Code: 247236

- 1) Welcome
- 2) Treasurer's Report – Linnea
- 3) Committee Business (discussion only of any BOD-related issues based on status reports/requests):
 - a) Membership (Alicia) – Rhonda has requested a status report/email be sent each month. 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/Bridgette) – No discussion needed.
 - f) Gallery Shows (Angie/Joan) (Note: Teresa Farish will host receptions) – No discussion needed. Thanks for the donation of the 2 banners Angie!
 - g) SAG Arts (Linnea) – We have more kids signed up for Art Camp than we can accommodate! Need to discuss some ideas for alternatives.
 - h) Ala Prima Westcliffe (APW) (Curt) – No discussion needed
 - i) Arts Hullabaloo (Angie) – Need to figure out how to get some new volunteers to help. Angie will provide a breakdown of help needed.
 - j) Grants (Bridget) – No report required yet. Any updates?
 - k) Art in Public Places (Karen) – 2020 Dark Skies activities are soon to be on her radar
 - l) Schools / Scholarships (Jan) – No discussion needed
 - m) Web Site Development (Paul) – No discussion needed
 - n) Web Site Content Management (Curt) –
 - i) BOD discussion on putting abbreviated job description on web site. – Rhonda's Initial version sent to the BOD for review on 6/23.
 - ii) Where to put Master SAG Vision (no Steps) - Will be added in Dev 2 version
 - 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) 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?
 - b) SAG Job Descriptions –Rhonda created an initial version of 3 Level Descriptions and send to BOD for review. Need to get feedback and then forward to Curt to put Level 1 & 2 on SAG web site.
 - c) SAG Guidelines - Privacy Policy – Curt will simplify and get to BOD for review. Then this will go onto SAG web site.
 - d) Next SAG Membership Meeting plans. Scheduled for 3 pm, Sunday, July 28, 2019 (same day as intake for the Happy Trails Show). Shu-Shu is in charge. NOTE: Rhonda will not be able to make the meeting.

SAG Gallery Manager Monthly Status Report, June 22, 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:

- Created form with pick-up date to hand artists during intake.
- Reformatted Intake form with the storage fee of \$5 per month per piece if artwork is not picked up on time.

Plans for Next Month:

- Zakk to photograph and add more artwork to the MAC.
- Continue updating Volunteer Handbook with Liz.
- Change the coded keypad for the new season

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:

References / Attachments:

June 2019 - Monthly Status eMail for Gallery Volunteers

Nothing new regarding the gallery sitting operation at 3rd Street Gallery. There's been a bit of change in the staff as one of our gallery sitters, Lorna Perkins, has found the need to move back to Iowa this week and can't fulfill her gallery sitting assignments. She has removed her work from the 2nd floor. We'll miss Lorna. Her gallery dates have been filled by the new gallery sitters who were going to work on Wednesdays. We're fortunate that we have enough gallery sitters to rearrange schedules and fill the dates that were left open.

Thanks,

Liz

SAG Monthly Status Report – Social Media/Free Press

Report Date: 6/17/19

Coordinator Name: Pattie Wall

Committee / Program / Activity Overview: Keeping current news and features up to date on FB, Instagram and news outlets that publish for free.

Accomplishments for the Month: Sent emails or created ads for 9 online or newspaper outlets for the “Your Land, My Land” art show. Added the important news and updates for the show to 3rd Street Facebook page. Uploaded photos and news to Instagram page for #sangresart

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: none

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

References / Attachments:

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

Report Date: June 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:

ShuShu and Angie completed special interest info to send to Grapevine for article
Curt developed Grapevine/Colorado Life ad and sent in
Contacted KLZR and CPR to arrange for advertising

Communication of SAG Web Page Content Updates

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

Plans for Next Month:

Draft ads for KRCC – Curt and Angie
Draft ads for KLZR – Curt and Angie
Waiting on proposal from CPR
Follow-up Joanie and ShuShu on set up for KLZR art show and rack card.

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 - Show Coordinator/Marketing

Report Date: June 21, 2019

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

- Did PR for upcoming 'Your Land, My Land' show. Gave to Patti for her to post on FB/Social Media and various PR posts.
- Got PR release to Wet Mountain Tribune for upcoming show
- Did email blast to remind artists in the 20/20 Visions Show to pick up Artwork.
- Did email blast to SAG members of upcoming Show and the entry days.
- Made arrangements with a couple of Artists to pick up their 20/20 Artwork a few days early.
- AGAIN, BOTH PATTI AND CURT have done awesome jobs with FB and the web.
- Met with ShuShu twice to revise PR article for the Grape Vine
- Emailed final SAG PR article for Grape Vine to Linnea so she could forward it over.
- Received Rebecca's Fund Banners. Ordered 1 large and 3 medium banners. Donated 1 medium banner.
- Designed and donated 2 - 2 X 4 SAG Banners for SAG.
- Sunday, June 9th, helped Linnea at the Custer County Kids Council (CCKC) at Memorial Park for Family Day. We had T-shirts and Fabric Paint so they could Tie-dyed their shirts. We also promoted the kids Art Camp, preschool program in the fall as kids programs were the main focus. We also handed out info for our Shows and Art Classes. We did well over 30 shirts on a cold windy day.



Young Girl doing decoration T-Shirt



Set-Up with SAG and Rebecca's Fund Banners.



Young Boy's with very colorful shirts!



Dad helping his daughter decorate T-Shirts.

- Did ad for Wet Mountain Tribune for upcoming show, to be in next weeks paper.
- Emailed Theresa and cc'd Terri regarding what was done at Calendar Show Reception and number of attendees so she can gage what she might need to get.
- Thursday, June 13th, on behalf of SAG, attended the annual dinner for CCKC. It was held at the Pines Ranch. Gave a brief review of the Art Camp and the pre-school program as they are geared on programs for 0 to 8 years old. I also put in a plug about the Art on Demand classes. Forwarded over info received to Linnea regarding info she needs to get to CCKC for their newsletter. Linnea was not able to attend.

Communication of SAG Web Page Content Updates

Got newly revised Arts Hullabaloo to Curt to update Web.

Plans for Next Month:

- Take photos of 'Your Land, My Land' intake and get to Tribune, Patti and Curt
- Get photos and article to Curt and Patti of the Reception, July 6, 2019.
- Working with Amy Moulton regarding SAG's Calendar of Events. The CART calender is having some issues, etc. and the Tourism Board is going to be doing a different calender.
- Working with the State of Colorado regarding SAGs Calendar to be posted on their site as well as the Galleries. Some already posted.

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: June 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:

Follow-up on Aaron Blaise character design

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

Supplies for Art Camp ordered

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

Instructor led classes completed in 2019 to date:

1 Jere Duran, weaving (March)

1 Sarah Woods, oils (May)

1 Terri Wiebe, Pastels (June)

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

None

Plans for Next Month:

Hold Art Camp

Order watercolor AB videos?

Held 6 preschool classes so far. Taking a break for the summer. Will restart in September.

Challenges you want the BOD to know about:

Have more kids than we can accommodate for Art Camp == trying to figure out alternatives!

Issues/Concerns you need Help with from the BOD:

SAG Program/Committee Monthly Status Report

None

References / Attachments:

See SAG website

SAG Monthly Status Report - Alla Prima Westcliffe

Report Date: **June 22, 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:

- Sarah Woods agreed to teach the one-day APW workshop, same conditions as last year.
- Got permission to use Grape Creek site for workshop, and to have porta potty there.
- Updated the web page to reflect the above.
- Developed and submitted ads for Pueblo Grapevine and Colorado Life Magazine that advertise Westcliffe, Arts Hullabaloo and APW.
- Sent CO Life magazine info to Brookwood Gallery and San Isabel Land Trust for them to advertise in CO Life magazine also, in a coordinated fashion
- Decided *not* to advertise in the Southwest Art E-newsletter advertorial.

Communication of SAG Web Page Content Updates

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

Plans for Next Month:

- 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.
- 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: June 21, 2019

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

- Continued worked on Kite info.
- Working with Library on the Kite making, etc.
- Went to Town of Westcliffe's BOD meeting on June 4th. I was there mainly if they had any question. I had previously gone into the Town Hall and talked with Kathy. Went over what was happening on the Bluff. Since the main focus was for kids and families, and we were not charging any admission, she would ask the BOD if they would waive the \$300 fee. She did present this at the Town meeting and the BOD did agree to waive the \$300 fee. We do have to get the port-a-potties if the new facility is not finished. Also a damage deposit.
- I will be giving a presentation at the July meeting of the Westcliffe Town Board regarding what Arts Hullabaloo is doing and the Chalk Art and Kite Demonstration and competition. Need to make sure 3D Chalk Art is okay and if we need to do anything as far as 'crown control' (would be awesome if that was a problem).
- Met with Bruce Lind of Westcliffe Home and Ranch to get okay to use his sidewalk on the East side of his business for the 3D Chalk Art demonstration. They are all in! They are located in the old Grandma's building the corner of Main St. and 2nd St.
- Met with ShuShu a couple of times to go over some of the logistics of Hullabaloo, the Chalk Art and Kite Demos/Competition.
- Confirmed that the Annual 'German' celebration was held a different weekend than Arts Hullabaloo. It is the first week of October, so no conflict.
- Emailed Vendor form to Curt for website.
- Working with the Library regarding the various types of blank kites that can be purchased for decorating. Working with Library
- Working with Linnea regarding Arts Hullabaloo PR with KRCC radio.
- Went over new concept for joint PR piece for APW and Arts Hullabaloo with ShuShue and Curt.
- Went to Farmers Market in Westcliffe to check on possible vendors for Arts Hullabaloo. Vendors who has participated in the past came up to me to make sure they were included in this years Hullabaloo. The majority of the vendors do good during thie 1 day at Jess Price Park.
- Continue to make sure we are keeping within SAG's mission as well as within the guidelines of Rebecca's Fund as they are major sponsors for Arts Hullabaloo.

Communication of SAG Web Page Content Updates - Curt now has totally revised Arts Hullabaloo Info for web as well as Vendor Form.

What still needs to be done:

- Do another Radio Interview with KLZR regarding APW and Arts Hullabaloo. Gary Taylor will advise us when.
- Meet with Marlys of the Wet Mountain RV Park to see cost of Kite People AND to see if a discount will be given for APW artists. Will list them on the website if they do.
- Work with Curt on PR piece.
- Get vendor form and PR to Patti for FB/Social Media and other venues.
- Email out Vendor app and Eblast about Arts Hullabaloo and vendor space availability.
- Mail out Vendor forms to past participants in Arts Hullabaloo.
- Take Vendor Forms to Farmers Market to interested vendors.
- Put a call out to the membership for help this year. See below.

Issues/Concerns you need Help with from the BOD: Will need some help as several of the volunteers that have helped in the past will be working and participating at Art For The Sangres.

- Will do a break down of help needed.

SAG Monthly Status Report ART IN PUBLIC PLACES

Report Date: June 18, 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:

AIPP is scheduled to meet Tuesday June 25th to refresh the artwork in our four locations. I have received 5 new applicants that are either interested for the future or are going to show up at Third Street Gallery June 25th.

Challenges you want the BOD to know about:

I have been in contact with the Board of Tourism and Dark Skies. It seems there is going to be a big celebration for the Summer Solstice next year, 2020 that will be throughout the town and the Bluff. I am hoping that prior to that time SAG will encourage artists to produce work that will be in keeping with the Dark Skies theme. My intent will be to install work at our 4 AIPP locations that will support and enhance that celebration for June 2020.

Issues/Concerns you need Help with from the BOD:

References / Attachments:

Sangres Art Guild (SAG) Monthly Status Report

June 20, 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

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:

None

References / Attachments:

none

Sangres Art Guild (SAG) Monthly Status Report for Website

Status Date: 2019-06-20

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:

- Setup backups for the SAG web site (including the various "development" sites). On the production site, backups are now done **daily**; on the "development" sites they are only done **monthly** (since those are really just copies of the production site at various stages, **monthly** is sufficient)
- After consultation with Curt, got a handle on which improvements to the web site under development are ready to move into production (and which aren't). Still waiting for Curt to arrange some guinea pigs to run some "beta tests" of the improvements and the instructions Curt has written for how members will do things like:
 - update their "Our Artists" page
 - update their contact info
 - etc
- Made a little progress on improving the wording of the membership renewal reminder emails, but have **not** had time to debug the problem (mentioned in my report last month) with the 2nd and 3rd renewal reminders being sent even when someone renews after receiving the 1st.

To Do:

- Get the "beta tests" of the web site improvements done, modify the instructions and/or programming based on those tests and then push the changes into production.

SAG Program/Committee Status Report

- Figure out why the 2nd and/or 3rd renewal reminder emails are being sent if someone renews

Issues/Concerns/Comments:

N/A

References / Attachments:

N/A

SAG Program/Committee Monthly Status Report

SAG Monthly Status Report: SAG Web Site Content Management

Report Date: **June 22, 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:

- Met with Paul Biron to review new, improved web site structure (called “Dev2”).
- Created a ManageWP account and gave Paul “Collaborator” status so he can begin to manage the back-up of the SAG web site / database. ManageWP can be used as a secondary Admin access to the web site, if necessary.
- Drafted initial instructions on how artists can self-manage their page on the new site.
- Suggested changes to the reminder notes that Dev2 will automatically send to members, re: their membership dues status; sent them to Paul to incorporate.
- Looked up a “how to write a good artist’s statement” article for members, so that info can be placed on web site Artists Pages in Dev2.
- Met with Rhonda to go over web site stuff.
- Posted announcement, re: VCTA plein air paint-out, 5-20.
- Posted Angie’s 20/20 Calendar reception announcement, 5-29.
- Updated Your Land, My Land show’s incorrect prospectus dates, 6-11.
- Posted announcement, re: Your Land, My Land upcoming show, 6-11.
- Consolidated and uploaded May BOD minutes + Coordinators Reports; 6-16.
- Posted Library craft fair announcement, 6-17, and coordinated it with Pattie.
- Added Cheap Joes to sponsor page, per Jan’s request, 6-17.
- Added Sarah Woods APW workshop info to APW page, 6-19 & 20.

Communication of SAG Web Page Content Updates

- N/A.

Plans for Next Month:

- Finish drafting artist’s instructions to self-manage their pages in Dev2.
- Place the MASTER SAG VISIONS (no steps) on the web site, as discussed with Rhonda.
- Finish drafting my re-write of the SAG Privacy Policy, so it can be reviewed by Board, etc.
- Place a call to members for new banner images for the web site.
- 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