

Sangres Art Guild BOD Minutes-- November 5, 2019

5:15 PM at 3rd Street Gallery, Westcliffe, CO

Present:, Pattie Wall, Angie Arterburn, Shu Shu Clark, Bridget Dean-Pratt, Terri Wiebke, Jan Kraus, Linnea Laurila

Action: Approved August 2019 Minutes as amended (Motion:1.Angie,2.Terri, all)

- Reminder: Please send Angie Coordinators' Reports for records.
- 1. Treasurer's Report
  - Net Income = \$ -4390.22 (amount represents money in vs. money out)
    - \$ +Rebecca's Fund payment
    - \$ +17,000 in account
  - Linnea reminds Coordinators to spend what has been allocated.
  - Linnea needed Quickbooks Online for SAG to be able to communicate with Deb Mitchell. It has been determined that it runs too slowly & may require either an upgrade to Windows 10 or a replacement computer to further the capability. Linnea was worried that this might negatively affect software of others who also use the SAG computer. Terri mentioned that the wall tags, forms & files need to be considered.
- 2. November 11 - Calendar & Other Committee Meetings - Brainstorming
  - APW - moving to June 20, 2020 to coincide with Star Fest; Angie had a new concept regarding the APW and dates, which would still include the Star Fest. She will go over it with Curt before the APW meeting on the 11th.
  - Calendar Committee to schedule dates & times to avoid overlapping events; Terri & Angie could start a tentative 2020 calendar for adjusting while planning commences
  - Marketing Meeting - assess whether 2019 marketing successful
- 3. 2020 June 20 Sangres Star Festival
  - StARTrek Studio Walking Tour (scavenger hunt goal to cover bingo-like card w stars from all Galleries for a reward)
  - APW-nocturnal theme & reception
  - Glow-In-the-Dark Contest (black lights to show participants' rocks w glow-in-the-dark paints); possible LED kite-flying event in nearby field; astro-photographers, pop-ups; mural painting at Cliff's Lanes.
  - Calendar Show June 22-23 after Memorial Day? Angie's idea:"Stars of Custer County" showing nocturnes
- 4. Hullabaloo - thoughts about expanding it. Needs ideas.

Linnea mentioned the need for a plan to make Claudia's significant donations a sustainable funding source for SAG. Festival ideas included Angie's tapping into Quilt Show Labor Day (draws 800 ppl); expanding events already going or new ones to gain resources.
- 5. Pattie-Volunteers at 3rd Street ideas & discussion (9 ppl).

Issues about Monday art group suggesting options like changing floors while working or open/ closed gallery days so not to discourage visitors/lessen distractions. Many groups utilize the space. Mission is to create together & hold classes. SAG BOD encourages Terri to work with constituents to decide how best to schedule use of the gallery.
- 6. Art Sales: Terri explained an artist's misunderstanding about commission owed when a client (who had seen the artwork elsewhere previously) purchased through SAG; she informed us of his recent "donation" to make things right. To prevent this kind of misunderstanding again, Linnea suggested an update of the SAG waiver to clearly reflect 3rd Street sales commission requirements.
- 7. Social Outreach-Response - Pattie
  - Facebook - has approx. 400 followers (half saw recent update)
  - Will post anything- photos, promotions (jpeg)
- 8. Spirit Campaign - Angie
  - Use letter from last year & update (new concept 2019)
  - Email blast larger list; bulk mail
- 9. December Meeting - need to solicit new members as well as see if those whose terms are up ( Angie, Linnea, ShuShu & Rhonda) want to serve another term. (Note: Rhonda has moved out of the area.) We need to inform members and the public via fb, email & newspaper about SAG BOD open positions. Those interested need to identify their interest by sending indication to Shu Shu to get names on ballot for a vote at the December meeting. (January meeting is when those on BOD vote on officers, etc.)

10. Ongoing Goals: avoid overlapping events, find committed volunteers, offer well-defined job descriptions, gain membership, attend to marketing & PR funds

\*\*\*Left in Parking Lot for Future Discussion:

Membership Meeting Follow Up Ideas/Benefits

- Annual Bin Clearing/ Clean-up Idea (to be discussed/ Jan.? March?)
- Update those on Membership data (those moved away, etc.)
- Timing for "How To/Artist's Use of SAG Website" Workshop? - Curt will update

Reminder: Privacy Policy Revisions - Curt

Taken from July Minutes: SAG Privacy Policy Hard Copy Procedures: Rewording being done. Data Protection Officer needs to safeguard membership info kept in gallery. It should be the gallery manager. Every volunteer has access to this information. Our policy is 'we will protect your information'. We need a procedure that covers the training of volunteers/gallery sitters, so they know what information can or can't be shared with others, includes contact information. Just a reminder to take customer information and pass to artist. Business cards at the front door need to be kept up to date and plentiful. Procedure needs to be written for this policy. Terri will put together some information for the business cards and how the gallery should handle privacy information.

1. Need procedure for hard copy forms/ for including artist's private information
2. Terri to work on Privacy Policy/ Training
3. All Forms must reference Privacy Policy (as footer)
4. Motion Approved: (1. Angie, 2. Jan & all) to ADD appropriate language to Website URL Privacy Policy under "What data do We Gather?"
5. Discussion: Does Privacy Policy extend to Images? Questions about Visitors taking photos of artwork in Gallery? Artists have websites already in public view...

Email policy: RE July minutes: "Who will be allowed to send emails, how frequently and about what - is a big question that needs solving. We use Mailchimp from sangresartguild.org and there is a quota to adhere to. Continue to encourage membership to check the website and Facebook for information about classes, shows, information. This is not yet a 'procedure'.

- Angie will put some information together on that and then get with ShuShu to start at least an initial draft. This is to query the stakeholders who might email and see how much they would be emailing and what they would be sending.

Respectfully submitted by Bridget Dean-Pratt, SAG Secretary

(This meeting = 83 min.)