

## SAG Gallery Manager Monthly Status Report,

Dec 29, 2019 Terri Wiebke

### Accomplishments for the Month:

~ Produced 2020 SAG Show Schedule and Spirit Campaign brochures with ShuShu. Okay, I helped a bit while ShuShu did the Lion's share! :) Thank you ShuShu!

### Plans for Next Few Months:

- ~ Continue updating gallery forms as needed (instructions, intake, etc.)
- ~ Establish Privacy Policy for 2020 Volunteer Training
- ~ Renew sales tax license
- ~ Renew Reception Liquor License
- ~ Write a "Gentleman's Agreement" regarding commission post show (I invited Andy Mast to assist me in this process and he happily agreed to do so!)
- ~ Schedule a few "Gallery Spruce Up Days" perhaps in February or even some in March in advance of opening for the 2020 season. We'll need lots of help from the BOD and membership! Tasks include (but not limited to): spackle and paint on both floors, clean out under stairs, and closets, clean carpets, windows, brass, deep clean kitchen and bath, clean office. Get these dates to Pattie and Curt to get out to membership soliciting their help.
- ~ Work with Linnea to set up SAG Arts classes for 2020 then produce the brochure and have it added to the website and posted on social media.

### Communication of SAG Web Page Content Updates:

- ~ Have Curt put the 2020 Show Schedule on the website.

Challenges you want the BOD to know about:

~ We need a new reception host for this season. :( Teresa may help some, but won't take them on. She feels that it was far too much work and has offered to share thoughts and ideas with us. Maybe we need to reconfigure the format of the receptions. Let's discuss viable, manageable reception options for 2020 please.

Issues/Concerns you need Help with from the BOD:

~ Discuss scheduling options for "Gallery Spruce Up Days"

~ Since we need to find a new Reception Chair for this season- Let's discuss viable, manageable reception options for 2020 please.

## **SAG Monthly Status Report - Show Coordinator/Marketing**

**Report Date: December 2019**

**Coordinator Name: Angela Arterburn**

### **Accomplishments for the Month:**

- Did Tribune Ad for December reception for Fall Into Winter Show
- Showcased 3rd St. Gallery and SAG, as well as the Photo Club to the 'Wine, Women of Westcliffe'. Handed out our 2019 Brochure as well as the Spirit Campaign info. I furnished the refreshments. Deb Knox, SAG member and Volunteer helped as well as Sandi Dalton. All members of the Photography club were introduced and talked about what they did. It was well received and Sandi Dalton did followup with a email stating SAG should do more of the interactive meetings.
- Worked with Terri for December Reception
- Worked on 'who should' be sending out emails, etc. This will follow in a seperate email.

### **Communication of SAG Web Page Content Updates**

### **Plans for Next Month:**

- Email those who still have aart hung from last show. So we have artwork on the walls until the Calendar Show, will allow to hang longer.

### **OTHER:**

### **TO DO:**

- Get updates on Hullabaloo to Curt for Web
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## **SAG Monthly Status Report**

**Report date:** Dec. 27, 2019

**Coordinator:** *Pattie Wall*

**Committee/Program/Activity Overview:** Free Press/Social Media

**Accomplishments for the Month:** no updates

**Communication of SAG Web Page Content Updates:** N/A

**Plans for Next Month:** Will wait for someone to send me something to post.

**Challenges you want BOD to know about:** N/A

**Issues/Concerns you may need help with from BOD:** N/A

**References/Attachments:** none

## SAG VOLUNTEER REPORT FOR DECEMBER 2019

I finished as the gallery staffing is going well and should be finished in the next week or two. I've staffed the gallery for Thurs through Monday as the Monday Art Group will no longer be at the gallery during the May through December season. We will keep the gallery open through this winter and spring, January through April. I'd like to work with Terri and Linnea to hold an annual meeting for all gallery sitters and SAG members interested in the gallery. Also the next time an email goes out to SAG members, I'd like to include an invitation for SAG members to submit their names to be on a gallery hosting waiting list.

Thanks,

Liz

## SAG Program/Committee Monthly Status Report

### **SAG Monthly Status Report: SAG Web Site Content Management – December 2019**

**Report Date:** December 30, 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:**

- Made payment for Wordfence Premium; 12-1.
- Posted Fall Into Winter's second reception; 12-2.
- Updated SAG Arts page; 12-8.
- Refurbished the Artist's Page Instructions and held initial artist training on how to create their SAG Artist page; 12-9.
- Upgraded Fall Into Winter page, Membership page & My Membership pages; 12-12.
- Posted draft BOD minutes; 12-15.
- Reviewed and published C Bribach Artist page; 12-9.
- Review and published J Keller Artist page; 12-11.
- Reviewed and recommended changes to T Diff Artists page prior to publishing; 12-18.
- Created 2 gallery show pages; 12-18.
- Created 3 show pages; 12-19.
- Created APW page; 12-19.
- Reviewed and published L Dickman Artist page; 12-19.
- Updated and uploaded Holiday Show intake form; 12-19.

#### **Plans for Next Month:**

- From time to time, clean up past pages irregularities.
- Create and upload results from the first 3 years of the SAG calendar, to assure they are recorded for posterity.
- Upload and edit pages as necessary.

#### **Challenges you want the BOD to know about:**

- **Having a SAG Email Policy** from which Paul can create the appropriate ability for select individuals to email from within the SAG web site.

#### **Issues/Concerns you need Help with from the BOD:**

- **Creating the SAG Email Policy.**
- **Drafting and approving SAG Procedures to support the SAG Privacy Policy.**

**References / Attachments:** none

## **Sangres Art Guild (SAG) Monthly Status Report for Website**

**Status Date:** 2019-12-30

**Coordinator Name:** Paul Biron

**Committee / Program / Activity Objectives/ summary:**

Maintain/improve SAG website.

**Monthly Objectives:**

Continue working on cleaning up the programming behind the web site.

**Completed:**

- Renewed the Wordfence Premium License
- Fixed a bug in in the programming that produces the "Upcoming Events" widget on the home page. Now, if a future event is happening in the following year, the year will show in the widget (this will really only happen at the end of each year, when the events for the following year have already been entered)
- Fixed the list of mediums for few members on the Our Artists page. I'm not sure how, but they didn't have any mediums listed
- Fixed a few data entries mistakes in the new show listings for 2020

**To Do:**

- Continue working on cleaning up the programming behind the web site

**Issues/Concerns/Comments:**

N/A

**References / Attachments:**

N/A

## SAG Program/Committee Monthly Status Report

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

**Report Date:** December 23, 2019

**Coordinator Name:** Linnea Laurila

#### **Committee / Program / Activity Overview:**

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

#### **Accomplishments for the Month:**

- Sent 3<sup>rd</sup> Street show schedule to publicist.
- Agreed at BOD meeting in Dec that Pattie Wall will be the free PR person.

#### **Communication of SAG Web Page Content Updates**

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

#### **Plans for Next Month:**

ShuShu provided marketing assignment ideas last month. Will review at next Marketing meeting in January/February after budgets proposed. Final income and expense will be reviewed with Deb Mitchell on January 12<sup>th</sup>.

#### **Challenges you want the BOD to know about:**

None at this time

#### **Issues/Concerns you need Help with from the BOD:**

None at this time.

#### **References / Attachments:**

None



# **Sangres Art Guild (SAG) Monthly Status Report**

**December 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. Facilitate annual donation to Custer County arts program.

## **Completed**

## **To Do:**

Establish a hard deadline for this year's (2020) completed scholarship applications, get updated copy of scholarship paperwork from Terri, meet with Carrie Smith to determine what, if any, needs she has that our annual donation could cover, discuss potential scholarship candidates with Carrie.

## **Issues/Concerns/Comments:**

Nothing new at this time

## **References / Attachments:**

none

**SAG Monthly Status Report - Alla Prima Westcliffe – December 2019**

**Report Date:** December 30, 2019 – *Changes from last month are in blue*

**Coordinator Name:** Curt Gillespie

**Committee / Program / Activity Overview:**

Prepare and host the 14<sup>th</sup> annual plein air paint-out, June 13 – 21, 2020. Refine schedule, awards, sponsors, costs, rules, etc. Arrange for the logistics of it all.

**Accomplishments for the Month:**

- Created APW 2020 web page; needs much refinement.
- Asked Mark Boedges to jury APW and maybe do a workshop; no response yet.

**Communication of SAG Web Page Content Updates**

- APW web page is being updated to reflect changes as they occur.
- Need to add APW 2019 pictures to web page.

**Plans for Next Month:**

- Create summary of APW tasks so they can be delegated.
- Call another meeting in January to get details of APW done, so the web page can be done and communicated.

**Challenges you want the BOD to know about:**

- Timing; we need to plan APW 2020 ASAP so as to notify artists of the changed event dates and revised plans. We'll have 3 fewer months to "git er done".

**Issues/Concerns you need help with from the BOD:**

- None.

**References / Attachments:**

- None.

## **SAG Monthly Status Report - Arts Hullabaloo**

**Report Date: Decembee, 2019**

**Coordinator Name: Angela Arterburn**

### **Accomplishments for the Month:**

Set Dates for 2020 - September 17, 18, 19

**TO DO:** Work on Programs for Hullabaloo

Thursday - Hopefully a program in the schools as well as to the public

Fri and Sat - Working on

## SAG Program/Committee Monthly Status Report

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

**Report Date:** December 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 Dec preschool class
- 2<sup>nd</sup> preschool class is scheduled and has 7 participants
- Drafted SAG/RF coordinator position. Waiting on Terri's feedback

Instructor led classes completed in 2019 to date:

- 1 Jere Duran, weaving (March)
- 1 Sarah Woods, oils (May)
- 1 Terri Wiebe, Pastels (June)
- 1 Lorie Merfeld-Batson Drawing (July)
- 3 Jean Krueger, Watercolor (September)

#### **Upcoming:**

- 1) Continued Adult (16+) classes.

#### **Communication of SAG Web Page Content Updates**

Asked Terri to create a new "brochure" for 16+ classes we can post on web and use for advertising

#### **Plans for Next Month(s):**

Follow-up on 16+ class restructuring

Work with Terri on new SAG Arts brochure

#### **Challenges you want the BOD to know about:**

None

#### **Issues/Concerns you need Help with from the BOD:**

None

#### **References / Attachments:**

See SAG website

**SAG Monthly Status Report:** Spirit Campaign Letter

**Report Date:** December 2019

**Coordinator Name:** Angela Arterburn

**Committee / Program / Activity Overview:** Worked with ShuShu. She did new design.

**Brief summary:** Did mailing labels and printed out coupons. Mailed out Letters once they were received.

**Accomplishments for the Month:** Got info over to Pattie for FB and Curt so he could do an email blast for the Spirit Campaign

**Communication of SAG Web Page Content Updates**

**Plans for Next Month:**

**What still needs to be done**

**Challenges you want the BOD to know about:**

**Issues/Concerns you need Help with from the BOD:** In order for us to get it out more timely, I suggest the following:

- 1) Decide to whom we are mailing to:
    - a) Only to those that donate - which is how we did it the past few years.
    - b) Send a Letter to ALL our mailing list - I recommend this way for 2020. I feel if we do this every few years, we might possibly pick up a few more donors. This is an extra expense. We would be able to send it out with a bulk rate permit so would save money on postage. Needs to be voted on.
  - 2) Have the FINAL ready to go to press DONE by the 16th of October AND GO TO PRINT BY THE 18TH OF OCTOBER. This will allow us to have it in hand way before the Community Foundation comes out with their coupon.
    - a) This allows time to get the labels done
    - b) Allows time to get inner envelopes ready
  - 3) Decide how we are going to do the Letter - 1 sided or 2 sided.
- The above needs to be voted on as it effects the 2020 Budget.

**References / Attachments:**