

SAG MEMBERSHIP REPORT FOR JANUARY 2020
Coordinator - Alicia Waugh

108 Current Members

5 Memberships are in the Grace Period

49 Expiring Members - Renewals have been sent out.

Thanks,
Alicia Waugh
Membership Coordinator

SAG Program/Committee Monthly Status Report

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

Report Date: January 19, 2020

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:

- Started SAG budgets to determine how much extra will be left for Marketing. Waiting on APW and 3rd Street.
- Final income and expense will be reviewed with Deb Mitchell on January 12th.

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. Will review at next Marketing meeting in February after budgets proposed.
- Decide where extra (if any) \$ to be spent
- Send 3rd Street show brochure to publicist.

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

SAG Monthly Status Report - Show Coordinator/Marketing

Report Date: January 2020

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

- Got 2020 Show list over to Kathy at CART. This goes into the Discover Guide. They only take Date, Name of Event, where held and contact into website.
- Met with Amy for CCTB online Calendar for 2020 SAG Shows - will be furnishing photos with listings.
- Met with Kathy regarding the Cliffs online Calendar. Will submit receptions, they will have SAG Logo. Actual Show Date submission - will submit different artwork - needs to be approved by Jan.
- Worked with Pattie regarding a little more colorful description of the shows to be posted online.
- Worked with ShuShu regarding SAG's Star Trek Gallery Walk that is a part of the Star Festival in June.
- Worked with Deb Mitchell and Linnea regarding a billing from the Tribune. We have a small credit due us.
- Talked with Terri regarding getting the Gallery ready for our 2020 season.
- Worked with Pattie on Social Media for getting the Call to Artist for Calendar show on SAG's FB. She has continued with followup as well.
- Have entered the SAG Reception's on both CCTB and Cliffs online community calendars. They will post as soon as they can.
- Met with Lynn from Tribune regarding PR releases. She advised me to copy her and/or Wayne when we email a release to Jordan, that way they will know to make sure it get in and follow-up.
- Worked on Email info - who will send, which coordinator, possibly how many - will email a copy for a review.
- Met on APW Committee.
- Worked with Jan on coordinator reports.

Communication of SAG Web Page Content Updates:

- Make sure upcoming items that need posted are on web. Curt already posted the Calendar Show info.

Plans for Next Month:

- Email another Call to Artists to Tribune
- Enter shows on both community calendars (Receptions have already been entered). CCTB site they would like a photo - have gotten them together. This will be done by the end of this week - 1/31/2020.
- Email those who still have art hung from last show. So we have artwork on the walls until the Calendar Show, will allow to hang longer.
- After review - go over Email list and work on procedure. Curt and Paul need. This will be a joint effort.

OTHER:

TO DO:

- See above under Plans for this Month
- Work with Pattie regarding FB posts, etc.

Annual Objective: Maintain the May through December calendar to keep the 3rd Street Art Gallery staffed with volunteer SAG members who work as retail sales personnel. Assign the 2nd floor wall spaces and floor spaces to the volunteer sales staff as their 'earnings' for volunteer services, specifically as part of the sales/host staff.

January/February Objectives;

1. Finish assigning the May through December calendar days, Thursday through Monday for the 2020 season. For the first time Mondays have are staffed for the new season. See the explanation below in the "Needs from the BOD." One additional part time volunteer position is available to complete the gallery volunteer calendar for the new season.
2. Make wall space and floor space assignments for each volunteer sales person.
3. Set the date for The Annual Gallery Volunteer Meeting to review gallery procedures, discuss improvement in gallery retail sales techniques, share financial information from 2019, and receive encouragement from the gallery manager and BOD members. A Friday in April?
4. Establish a date in April by which the 2nd floor will be ready for the new season. Communicate that deadline date to all the volunteer sales staff members.
5. Invite SAG members, interested in becoming gallery hosts, to be added to the gallery staff waiting list. This could be announced in the email that goes to all SAG members prior to the Annual Gallery Volunteer Meeting.
6. Need to identify gallery hosts who will volunteer additional time as the sales desk person during one of more of the scheduled gallery receptions.

Completed:

The 3rd Street Gallery Volunteer Calendar has been assigned and is available on a gmail calendar: <https://calendar.google.com/calendar/r/month/2020/5/1?tab=mc1> . There are 20 full time gallery hosts who have selected 8 days during the 2020 season, the same day of the same week of each month, May through December. There is one part time summer resident, a SAG member and experienced gallery host, who is scheduled for 2 days. Her gallery hosting part time position will probably be increased to 4 days. There are 6 days that still need to be assigned as shown in the next section.

To Do:

1. Fill the remaining 6 gallery days (June 22, July 31, Aug 23, Aug 24, Oct 30 and Nov 29) with one part time gallery host.
2. Assign 2nd floor wall and floor space to gallery staff who have reserved their gallery dates.
3. Long range plan: Train new gallery sales staff prior to their first assigned gallery date.

Needs from the BOD:

Please be aware that I am no longer attending the Monday Art Group nor personally managing the gallery on Mondays. The remaining MAG members who are trained are responsible for keeping the gallery open on Mondays until the end of April. I will stop at the gallery once every week or two to make certain that the cash drawer has enough change in usable denominations and coinage. By the end of April the Monday Art Group will not meet at the gallery as the group is no longer compatible with the expected ambiance and the business focus of the 3rd St Art Gallery. During the 2020 gallery season Mondays will be staffed with a trained volunteer in addition to Thursday through Sundays.

Thanks SAG BOD for your hard work on behalf of the guild and the gallery.

Respectfully Submitted,

Liz VanSomerén

SAG Monthly Status Report - Alla Prima Westcliffe – January 2020

Report Date: January 24, 2020 – *Changes from last month are in blue*

Coordinator Name: Curt Gillespie

Committee / Program / Activity Overview:

Prepare and host the 14th 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:

- Mark Boedges will not jury APW, so we are looking for another judge.
- Worked with the CC Tourism Board to get the “Imaginative Nocturne” on The Bluff an award of \$500 for copyright of winning image to be used in CCTB marketing.
- Created summary of APW tasks so they can be delegated.
- Held a meeting where some tasks were assigned and many decisions made.

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:

- Committee to accomplish assigned tasks prior to next meeting on Feb. 17.

Challenges you want the BOD to know about:

- None at this time. It’s under control and progressing in a timely manner.

Issues/Concerns you need help with from the BOD:

- None.

References / Attachments:

- None.

COORDINATOR REPORT FOR JANUARY - Art In Public Places
by Karen Leblond

Greetings and a very Happy New Year to all SAG artists.

I have decided to suspend the AIPP program for the Winter. Of course we actually haven't refreshed any of the artwork since Summer 2019 but no

one complained either so I guess everyone is still enjoying the current display.

My goal is to change out the work in May 2020. At that time I would like to have the work coincide with the Sangre Star Festival, A Dark Skies Solstice Celebration to be held June 19, 20 and 21.

So you've got at least 4 months to hopefully come up with some great pieces celebrating our gorgeous Dark Skies. I'm very excited about this and can imagine that there will be some great pieces for us to showcase.

If you do not know about the Star Festival please go to the web page

www.SangreStarFestival.com

Thank you all and I will send another request in the near future to remind you.

Please see attached for other information. If you have any further questions email me directly karenleblondpottery@gmail.com

I do not check the Outlook address!!

I have attached the AIPP statement of intent and criteria for showing.

Best Regards,

Karen

Karen LeBlond Pottery

P. O. Box 119
Westcliffe, CO 81252
719-371-3249

SAG Program/Committee Monthly Status Report

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

Report Date: January 19, 2020

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 January morning and afternoon preschool classes. Both classes were full!
- Met with Terri on Art Camp, 16+ and RF Job description
- Terri emailed Jean and Lorie to get their input on 16+ classes
- Contacted Anne Owens (clay) and Jacqueline (ink and watercolor) about teaching at Art Camp. Jacqueline confirmed. Anne likely.

Instructor led classes completed in 2019:

- 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)

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

Get Terri's feedback for SAG/RF coordinator position.

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 - Arts Hullabaloo

Report Date: January 2020

Coordinator Name: Angela Arterburn

Accomplishments for the Month:

- Worked with WCPA regarding their 10 Minute Plays being part of Arts Hullabaloo - they said yes and have already put it into their promo pieces.
- Working with Clint with Dark Skies to see if we can list their Star Party, for Friday evening, the 18th as part of Hullabaloo. Checking to see what other 'Art of' type programs we could possibly do with kids regarding education, etc for viewing the skies.
- Working with the State of Colorado to see what Kids programs for the arts are available. Would like to have something to do as a program in the School on the 17th as well as during Hullabaloo.

TO DO:

- Still work on Programs for Hullabaloo
- Get photos and info to Pattie for FB, etc so she has to post when time comes up.
- Set up committee meeting

Website:

- Need to update Hullabaloo info to Curt as well as update photos

Sangres Art Guild (SAG) Monthly Status Report for Website

Status Date: 2020-01-23

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.

- verify that the automated membership expiration reminder emails are being sent
- perform a security audit (and remediation, if necessary) on the SAG web site(s).
 - I recently performed such an audit for a client of mine, and thought it would be a good idea to do one for SAG

Completed:

Automated membership reminder emails

- the automated membership reminder emails are correctly being sent via MailChimp
- I also verified that at least some members received those emails, logged into the web site and renewed their memberships as a result. Yeah!

Security audit

- As I expected, the sites are relatively secure. I say "relatively", because when it comes to computer security, you can **never** say that a computer system is secure, only that various "best practices" have been followed to help reduce *risk*.
- Among the most important "best practices" we have in place are:

SAG Program/Committee Status Report

- daily backups, so that if the site were to get hacked we can restore it to a "pre-hacked" state (through the ManageWP service [1])
- the use of strong passwords for all user login accounts [2]
- employing security software; the Wordfence Premium [3] plugin in our case
- the "principle of least privilege" (PoLP) is enforced [4]
 - PoLP being enforced means that:
 - each user login account is assigned a "role" and that role controls what "privileges" the user has
 - the role(s) any given user is assigned do **not** permit them to access/change/delete/etc information they should not be allowed to
 - For example, only users with the roles "Administrator" (me), "Site Manager" (Curt) and "Membership Coordinator" (Alicia) are allowed to **edit** member information; users with role "Gallery Manager" (Terri) and "Volunteer Coordinator" (Liz) can **view** member information, but cannot **edit/delete**, etc
 - See the "**Issues/Concerns/Comments**" section below for a question about this
- the personal information we collect (about both members and non-member contacts) is integrated into the tools WordPress provides for complying with privacy laws like GDPR [5] and CalOPPA [6]. Both Curt and I have access to those tools.
- I did find a few things that could be improved ("hardened", in security tech-speak [7]). Most of these were really technical and I don't think it is necessary to detail them here. If the BOD really wants me to, I can do so in a future report...although it would likely be hard for me to do so in language that the BOD would understand
- One non-technical thing that needs to be addressed is the existence of user login accounts for "inactive" users. In SAG's case, this is user accounts for members whose membership has expired. See the "**Issues/Concerns/Comments**" section below

To Do:

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

- Unfortunately, I had a problem with my computer recently and I **lost** all of the cleanup work I had already done :-(
- So, I will have to start over again

Issues/Concerns/Comments:

Anything that you feel the BOD needs to be aware of. There may be an issue you are informing the BOD about but that you are planning on handling or something you need help with.

If there is anything you need help with from the BOD PLEASE BE CLEAR. If it is something that you can handle, specify that so we can stay out of it!

Questions Arising from the Security Audit

Inactive user login accounts

- As mentioned above, we need to do something with the user login accounts for members whose membership has expired
 - Any time there is a user login account, that is an avenue for hackers to break into (an "attack vector" [8] in security tech-speak)
- Currently, there are 54 such accounts...and there likely will be more on Feb 1 (since most memberships expire on Jan 31)
- I think the best thing to do would be to automatically delete a member's login account when their membership expires
- Before deleting the accounts, we should save the ex-member's contact info as a "non-member contact"

So, the advice I am seeking from the BOD is:

- Should I re-program things to automatically delete expired member accounts? Or should deleting them be a *manual* process performed by the *Membership Coordinator*? Or...I don't know what, maybe there are other alternatives I haven't thought of
- If they are to be automatically deleted, then the question is: when?
 - We tell members there is a 30-day grace period after their membership expires, so the accounts probably should **not** be deleted until that grace period has ended
- What should happen to any "content" owned by such user accounts?

- The most common type of content in this regard would be things like:
 - images the member has uploaded to their "Our Artist" page
- but theoretically could also include blog posts or content on other parts of the web site. Currently, only Curt and I have privileges to post that kind of content, but the system is setup so that those privileges can be granted to other users.
- I could provide some suggestions about what to do with such content, but I'd like the BOD to consider the question first (otherwise, I'm afraid the BOD would just say "Yeah, do that" without giving the question the attention it deserves).

Principle of least privilege

- The privileges granted to each role are those that I thought should be granted, based on my experience. But ideally, there should be a BOD-level policy (or policies) that covers such matters...and then I would implement that policy in the programming on the web site
- For example, should BOD members be able to view/edit member information stored in the database? View, probably; edit, probably not. But that is something that should be written in an official policy
- I know Curt has raised a question with the BOD about a policy covering who should be able to do things like "send email to one or more members" using tools on the web site that I will program once such a policy is written. Answer(s) to that question are part of the "principle of least privilege"

References / Attachments:

Identify any additional information you are including with this status for reference purposes. Be sure to send those to the BOD as well.

- [1] <https://managewp.com/>
- [2] https://en.wikipedia.org/wiki/Password_strength
- [3] <https://www.wordfence.com/>
- [4] https://en.wikipedia.org/wiki/Principle_of_least_privilege
- [5] https://en.wikipedia.org/wiki/General_Data_Protection_Regulation
- [6] https://en.wikipedia.org/wiki/Online_Privacy_Protection_Act
- [7] [https://en.wikipedia.org/wiki/Hardening_\(computing\)](https://en.wikipedia.org/wiki/Hardening_(computing))
- [8] <https://www.sumologic.com/glossary/attack-vector/>

SAG Monthly Status Report: SAG Website Content Management – January 2020

Report Date: **January 24, 2020** – *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:

- 1-4: Reviewed Tim Diff's artist's page again.
- 1-5: Worked with Paul to improve login procedure.
 - Reviewed changes Paul made to Lost Password methods.
 - Added Calendar Show and prospectus.
 - Added Hullabaloo Event.
 - Reviewed, adjusted & published Tim Diff's artist's page.
 - Published notice of Calendar Show to the SAG home page.
 - Created draft Mailchimp campaign for the Calendar Show.
- 1-6: Re-did calendar prospectus due to more changes after the final was approved and re-uploaded.
 - Re-did the Mailchimp campaign for the Calendar Show and sent it.
- Worked with Paul on login problems as result of membership renewals notices.

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