

SAG Meeting Minutes, Tuesday, January 28, 2020

Call to order: 5:20pm Third Street Gallery

Present: Angie Arterburn, Pattie Wall, Robert Gaarder

Call-in: Bridget Dean-Pratt, Shu-Shu Clark, Linnea Laurila, Jan Kraus

Away: Terri Weibke

Approval of December Minutes

Angie (1) moved to approve Dec minutes; Pattie (2); all approved.

Decision: Linnea (1) asks that, for expediency and since BOD now meets every other month, we respond asap with corrections to BOD Meeting Minutes, then compile all corrections in a timely manner for BOD approval. **As long as 5 BOD members send in approval of the minutes by email, Meeting Minutes can be posted.** (Pattie (2); all ok.)

Welcome Robert Gaarder!

Finance Report/ 2020 Budgeting - see End-of-Year Budget Report

Linnea - 1st page Summary:

Talked with Coordinators

Recommends for 2020: \$3300 Loss Total

- Angie brings up mailer/brochure idea for \$700 increase
- Robert questions how long SAG can run a deficit & what's the goal?
- Laurila explains a loss cushion budgeted for 4 more years; goal is to break even every year but to keep reserve if programs affect mission
- Shu-Shu suggests \$200 for Art Ramble (i.e. Laurie painting live...)
- Pattie asked for guidance about Facebook \$; Linnea says it's buried in shows @ \$35/show
- Linnea will add the \$900 for a new loss total of \$4200 & send out updated budget for approval.

3rd Street Gallery / Receptions

Re-imagining simpler receptions with snacks, beer & wine; to be formatted so that members could take turns; suggestions about hosting be done by those who most benefit from gallery/ ask Liz for recommendations &/or make a request from membership. Angie recognizes Jan Kraus for being reliably in attendance at all receptions. Main need is for designated hosts & clean-up people.

Gallery Spruce Up Day

- Tabled for discussion with Terri.

SAG Participation Star Festival

- Shu-Shu organizing a walking **Star Fest Art Tour** like scavenger hunt) to visit galleries & come to 3rd Street for prizes

- **StarTrek - map** to galleries (formatted so it can be used for future Art Walks)
- Angie got **banners** for Art Trek (future use) & **posters** listing gallery hours

Alla Prima Westcliffe coordinating with StarFest June 13-21 (see website)

- **Astrophotographers** will have upstairs exhibit
- Welcome reception / Workshop / LED Night Kite Flying
- Fri afternoon: **"Starry Night" over Sangres with prize offered by Tourism Board/copyright image**
- Fri night- **Nocturne**
- Sat - **APW Judging/ Reception**
- Sun - **Painted View & Quick Draw / Rotary Pancake Breakfast**
- Shu-Shu says 360 are signed up so far
- Angie wondered whether **3rd Street Gallery** open Saturday for Star Trek during APW - coordinate w Liz for experienced gallery volunteer

High Peaks 2020 Discussion - tabled for later

Status of Email Policy

- Angie sent out a **draft** of her concept & will **follow up**
- Linnea suggested **sending this to each committee head to have them complete their sections & meet to finalize**

Procedures to support Privacy Policy - Terri

2020 Membership Meeting

- Ideas for gaining new members
- Energize SAG Community
- 28 June 2020 - Membership Meeting

For Future:

- Brainstorm Spirit Campaign
- Art Ramble Ideas

*****Addendum:** Paul's Issues from Coordinator's Report (has 5 BOD agrees)

Questions arising from the Security Audit

Inactive User Login Accounts: 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 techspeak).

Currently, there are 54 such accounts...and there likely will be more 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 reprogram 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?

Linnea: Prefer auto delete after the 30-day grace period. Convert their information to a non-member contact.

Question for Paul: Is there an easy way to still track who was a past member? That information might be useful in future membership drives as far as how drive us structured.

SAG Program/Committee Status Report (rsd -6-18).

The most common type of content in this regard would be things like:

Images the member has uploaded to an "Our Artist" page, but theoretically could also include blog posts or content on other parts of the website. Currently, only Curt and I have privileges to post that kind of content, but the system is set up so that these 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).

Linnea: Artist page should be deleted- same as membership status-after 30-day grace period.

Question for Paul: Can information such as blogs or other content that should be retained be associated with a function or role (i.e. Blogger1) instead of a specific member account?

Principle of Least Privelege

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 in 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 emails to one or more members" using tools

on the web site that I will program once such a policy is written. Answers to that question are part of the "principle of least privilege".

Linnea: We need a list of what needs to be decided and in the policy, as the BOD does not know exactly what has been or what needs to be programmed.

Can Paul send us what privileges he has already assigned and thinks should be assigned to make sure the BOD agrees?

Generally, access to add/change/delete information should only be assigned to the website administrators and the coordinator for a specific function or role.

The answer to the example given above—no, the BOD should not be able to edit member information. Only the administrators and the membership coordinator should have that privilege. View, probably, although I doubt this would get used much by the BOD. I think initially BOD could rely on the membership coordinator. If the BOD members will have specific privileges, it needs to be assigned through a generic BOD role vs to specific BOD members. It might make sense to only assign such BOD privileges to officer roles to keep it simpler.

An email policy on who needs to use the website to email what has been started. Angie is to call a coordinator meeting on this to complete the list she started.

**Respectfully submitted by
Bridget Dean-Pratt
2.2.2020**