

# SAG Gallery Manager Monthly Status Report

May 27, 2020 Terri Wiebke

## Accomplishments for the Month:

- ~ Revised SAG Waiver to include Post Show Sales conferring with Andy Mast.
- ~ Purchased reception and gallery supplies.
- ~ Finished the virtual Gallery Show which is posted on SAG'S website.
- ~ Met with Public Health Nurse, we will continue to comply with current guidelines.

## Plans Still Pending for Next Month (or so):

- ~ Change door keypad
- ~ Bin Art Guidelines for 2020 onward to address 2-D vs. 3-D Bin Art..
- ~ Continue updating gallery forms as needed (instructions, intake, etc.)
- ~ Share Privacy Policy for 2020 Volunteer Training

## Communication of SAG Web Page Content Updates:

- ~ Have Curt put the updated 2020 Bin Art (once defined, soon) on the website.

## Challenges/Issues you want the BOD to help with:

- ~ Reevaluate and establish Bin Art payment structure differentiating 2-D and 3-D art.
- ~ Should we reschedule Annual Volunteer Meeting ( Liz ??)

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

**Report Date: May 2020**

**Coordinator Name: Angela Arterburn**

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

- Finished work on photos for ShuShu and Terri for Virtual Show.
- Did 2020 Season Mailing - due to the COVID-19, did all the aspects of the mailing so it was one person handling it.
- Got Sponsor Tags hung for the Calendar Show
- Worked on COVID-19 Policy - see attached. Set up appointment with Public Health for 3rd St. Gallery.
- Met with Terri and Public Health to get our approval for opening 3rd St. Gallery. Instead of calling our next reception an 'Open House', we can call it an 'Opening Reception'.
- Got info to Pattie for posting on FB. (Per Pattie's request, checked with Public Health regarding our 'Opening Reception' and advertising outside the area.)
- Did Ad for Tribune for June 6th reception.
- Article to Tribune and Valley Beat about the Season and upcoming June 6th reception.
- Worked with Terri on changes to the perspectus's for upcoming shows. For now, they stay the same except for the Calendar Show - which had the show extended and Pick Up dates changed.

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

- Get info to Curt and Pattie about Pick up and Intake for FB and Web.

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

- Send out reminder for Calendar Pick up and Intake for Heart Land Show
- Work on ad for Summer In The Valley (this was not decided until recently - ad will be done by time reports sent out.)
- Work on article with Wet Mountain Tribune regarding the Kids Camp and SAG for Summer In The Valley.

### **TO DO:**

- Finalizing the Email Policy. Should have a 'draft' concept out next week as I almost have it completed. Busy with other SAG items.
- Work with Terri and Liz regarding next Volunteer Meeting. Guidelines have already been set thanks to Terri and Liz.
- Asked to re-submit SAG's 2020 Season on both community calendars. With all the changes in all the events, not just ours, they asked to resubmit. All listings will reference - subject to change due to COVID-19 guidelines.
- Stay after June reception and get People's Choice and Door Prizes winners for Curt and Pattie.

**FOR DISCUSSION:** Have a disclaimer that we might be photographing artwork for a possible Virtual Show - note that quality of photo best we can, etc.

### **3rd St. Gallery/Volunteers 2020 - Okay'd by Public Health**

All Employees/Volunteers agree to keep with the Social Distancing and basic cleaning and hand washing:

- 1) Employees/Volunteers wear masks
- 2) Encourage people entering the facility to wear masks. Have sign posted.
- 3) Have hand sanitizer available for the public to use as they enter/exit the Gallery.
- 4) Since most everything we have is on the wall, we probably don't have to worry about people touching the artwork, but if they do and we can carefully wipe it after they leave, do so. They don't see it as a problem. We could put a couple of notices around 'Please don't touch the Artwork'.
- 5) If they go upstairs, might need to wipe down the 'bin art' if they go through it.
- 6) After ringing up a sale and customer gone, use Lysol, or something similar to clean counter top AND IPAD, door knob to outside and to side door if they use the restroom.
- 7) For People's Choice Award voting, Put used pencil's in container to clean later. That way only one person using between cleaning.
- 8) Volunteers wash hands regular, have sanitizer for them as well.
- 9) End of day, clean counter, IPAD, door knobs and banister rails, computer keys if used, Show Notebooks that might have been used. Cash drawer as well..
- 10) First thing in morning, same thing, just to make sure.

#### **OPENING RECEPTIONS:**

- 1) No more than 10 allowed at one time.
- 2) Reception Food will be individually wrapped. Drinks will be in enclosed containers.
- 3) For People's Choice Award voting, Put used pencil's in container to clean later. That way only one person using between cleaning.
- 4) Extra steps on cleaning as people go through the Gallery

#### **PICK UP AND IN TAKE DAYS:**

- 1) For these 2 days (for each show), Porch side will be offered.
- 2) Tables will be set more than 6 feet apart.
- 3) Artists with In Take have been advised to pre-print their forms.
- 4) Artists paying with cash are asked to bring it in an envelope.

## SAG Program/Committee Monthly Status Report

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

**Report Date:** May 23, 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:**

- ShuShu et al created the virtual slide show and Curt posted it on-line as well as on-line calendar sales
- Sent info on virtual show to Publicist for her to update her contacts
- Angie mailed 3<sup>rd</sup> St Show Brochure and Hullabaloo bookmark as art of Calendar mailing
- Received refund due to snafu on part of PA Magazine. This was part of the CCTB Grant money.
- Received notice grant money can be carried over to next year.

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

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

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

- Follow-up with publicist

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

None currently

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

None currently.

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

None

# Sangres Art Guild

## BALANCE SHEET

As of May 23, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash drawer	150.00
CMB Checking	9,866.25
CMB Savings	12,941.86
PayPal	669.23
Petty cash	117.30
<b>Total Bank Accounts</b>	<b>\$23,744.64</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Inventory Asset	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$23,744.64</b>
<b>TOTAL ASSETS</b>	<b>\$23,744.64</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
CMB VISA Credit Card	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
Artist's Share Payable	0.00
Colorado Department of Revenue Payable	0.00
Sales Tax Payable	0.00
<b>Total Colorado Department of Revenue Payable</b>	<b>0.00</b>
Sales Tax Agency Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	9,276.80
Unrestricted Net Assets	10,871.27
Net Income	3,596.57
<b>Total Equity</b>	<b>\$23,744.64</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$23,744.64</b>

# Sangres Art Guild

## PROFIT AND LOSS

January 1 - May 23, 2020

	TOTAL
Income	
3rd Street Gallery Income	
Art Sales - SAG Commission	99.00
Donation for use of Gallery	20.00
Miscellaneous sales	5.00
Refunds/Discounts	7.57
<b>Total 3rd Street Gallery Income</b>	<b>131.57</b>
APW	430.02
APW Grants	850.00
APW intake	0.00
APW Sponsorships	0.00
<b>Total APW</b>	<b>1,280.02</b>
Calendar	
Calendar Intake	720.00
Calendar Sales - wholesale	180.00
Calendar Sponsorship	3,110.00
<b>Total Calendar</b>	<b>4,010.00</b>
SAG Arts	
art camp	625.00
Preschool Art	536.46
<b>Total SAG Arts</b>	<b>1,161.46</b>
SAG Business	
Donations IN	35.00
Spirit Campaign	3,544.17
<b>Total Donations IN</b>	<b>3,579.17</b>
SAG Membership	1,975.00
Star Festival	250.00
<b>Total SAG Business</b>	<b>5,804.17</b>
<b>Total Income</b>	<b>\$12,387.22</b>
Cost of Goods Sold	
Inventory Shrinkage	0.00
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>
<b>GROSS PROFIT</b>	<b>\$12,387.22</b>
Expenses	
2020 Star Festival	193.47
3rd Street Gallery Expense	
Advertising/Promotional	479.92
Bank Credit Card Fee	73.37
card expense	84.00
Fall Into Winter	198.78

# Sangres Art Guild

## PROFIT AND LOSS

January 1 - May 23, 2020

	TOTAL
License renewals	145.00
Postage Paid	10.50
Supplies	
Office Supplies	182.41
<b>Total Supplies</b>	<b>182.41</b>
Utilities	979.23
<b>Total 3rd Street Gallery Expense</b>	<b>2,153.21</b>
APW Expense	20.72
Calendar Expense	3,741.82
Hullabaloo Expense	85.71
SAG Arts Expense	24.18
Art Camp	54.16
Preschool	570.00
<b>Total SAG Arts Expense</b>	<b>648.34</b>
SAG Business Expense	
Accounting Fees	235.00
Insurance	425.00
Post Office Box Rental	76.00
Postage	111.88
Scholarships Awarded	1,000.00
Website	107.24
<b>Total SAG Business Expense</b>	<b>1,955.12</b>
<b>Total Expenses</b>	<b>\$8,798.39</b>
NET OPERATING INCOME	<b>\$3,588.83</b>
Other Income	
Interest Income	7.74
<b>Total Other Income</b>	<b>\$7.74</b>
NET OTHER INCOME	<b>\$7.74</b>
NET INCOME	<b>\$3,596.57</b>

## **SAG Monthly Status Report**

**Report date:** May 24, 2020

**Coordinator:** Pattie Wall

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

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

#### **FACEBOOK**

- Announced the Virtual Gallery slideshow with links to SAG website.
- Announced Calendar show opening reception June 6 and stated Public Health Guidelines for visiting gallery inviting people to come do the 'People' s Choice voting.
- Artists who shared their work this month – Michael Arterburn, Jacqueline Keller and Curt Gillespie.

#### **INSTAGRAM**

- Began sharing a 2021 calendar page each post and announcing the June 6 opening reception info with SAG website info.

#### **ADVERTISING**

- Contacted the following news outlets with info on the Calendar Show Opening Reception, Huerfano, Crestone, Canon City and Florence (note: the Pueblo Chieftain EVVNT site was not located at this time – it deals with 'events' )  
Before I acted on this advertising, Angie checked with health nurse to make sure it was OK to invite people from afar to come to Westcliffe. Did NOT do a widespread announcement to ALL the contacts I usually do. Will open it up a little as restrictions allow.

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



**Plans for Next Month:**

- Will continue to keep myself apprised of new info on COVID-19 restrictions/less restrictions.
- Will focus on letting the public/readers of our news informed of changes or additions as every area is different.
- Announce winners of People' s Choice with photos.
- Continue to encourage other artists to share photos and text of work or WIP' s on FB.

**Challenges you want BOD to know about:** I will **NOT** be at any of our events this season and hope that someone will be kind enough to take photos (phone camera photos are great) and send them to me in a timely manner (like right away) so I can use any or all in future posts, advertisements, profile photos, and announcements. You can text them to me at **719-371-6050**. Be sure to include names, mediums, prices..awards, names of people in photos. Any or all will be welcomed...I will do the rest. Thanks.

**References/Attachments:** none

## **SAG Monthly Status Report - Alla Prima Westcliffe – May 2020**

**Report Date:** May 27, 2020 – *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:**

- Angie created a good over-sticker on the APW side of the bookmark, got ‘em stickered over and sent for Hullabaloo.
- The \$650 we paid to advertise in Plein Air Magazine’s special edition (that didn’t get published there) was refunded.

### **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:**

- Contact remaining sponsors and ask what to do with their gifts.
- Add sponsors to this year’s (canceled) APW web page, so that their link is still active.

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

- Begin considering if you want APW next year, and who will run it. Curt will still be involved, if we have it, but if nobody else wants to take charge, then its value to SAG becomes questionable, in my opinion. Since we haven’t really gained national traction with APW (my opinion), money to fund it has always been hard to get, it loses money overall, the towns don’t really appreciate the effort, and there are so many other paint-outs nowadays, perhaps we need to consider something different.

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

- None.

### **References / Attachments:**

- None.

## **VOLUNTEER REPORT FOR MAY - Liz**

Just a quick update on staffing the gallery. The monthly rotation of the gallery sales staff will begin on June 1. There are a few dates which were vacated by individuals who are not ready to work at the gallery due to their covid-19 vulnerability. At this time their wall space on the 2nd floor has been reassigned and most, but not all, of their dates are filled. The gallery sales volunteers did not work at the gallery during the month of May except for Terri Weibke and Bob Gaarder who worked at the gallery on Memorial Day. Each gallery sales volunteer has been asked to select one of the vacated dates as their 8th day, which they did not work in May.

The Intake and Pick Up dates on July 26 & 27, Aug 30 & 31, Sept 27 & 28, Oct 25 & 26 are not filled as yet. Terri and I will work on getting those filled with volunteer staff who have agreed to work those special days. The gallery needs to be closed to visitors on the Intake/Pick Up dates to better control public health requirements. It's possible that Intake and PickUp will be handle by appointment.

I'll be training two new sales volunteers on Thurs, June 4 and 2 additional new volunteers on Sat, June 13.

Tomorrow I'll go to the gallery to audit the 2nd floor inventory book and find out if any volunteers still need to hang work on their assigned wall space. I'll be emailing the public health guidelines to the volunteers and will start sending weekend gallery hosting reminders this coming Sunday.

Thanks,  
Liz

## **ADDITIONAL INFO TO VOLUTEERS SATFFING 3rd ST.: (Felt this should also be included in report - Angie)**

Gallery Sales Staff, We're starting the 2020 season with a welcome to everyone especially the new gallery volunteers, Cara Fandel, Deb Yarra, Tim Diffenderfer, and Tracy Cook-Wein. Please read this email carefully as there are a number of new informative items.

**Firstly**, attached below is the list of 3rd Street compliance with Custer County Public Health. All sales personnel must wear a face mask. A bandanna is better than nothing but generally not as effective as a layered face mask that fits well over the nose and mouth. Please wear your face mask properly covering your nose and mouth. There's a sign on the gallery door which informs visitors that they must wear a mask to visit the gallery. Please ask anyone who isn't wearing a face mask to visit us at a time after this requirement expires based on the covid-19 situation. Sanitizing supplies are available in the gallery. A spray bottle of disinfectant for visitors is located on the small table near the entrance. If you want to use the main door as an entrance and have visitors exit through the lobby, make certain to unlock the double doors to facilitate that flow of visitor traffic. Of course, you must remember to lock the double doors to the outside, as well as, the doors to the lobby when you close at 4 p.m. in addition to all the closing duties. Please disinfect the gallery as needed after visitors leave throughout the day. Additional sanitizing suggestions are listed on the Public Health attachment.

**Secondly**, SAG's privacy policy limits the amount of artist's information that can be shared with the public to the info on the artist's business card. If an artist does not have a business card, please take the inquiring visitor's contact information and send it to the artist in question. If you need to provide your business cards, please contact Terri Weibke, the gallery manager, who plans to increase the display space of business cards.

### **Artist Privacy Policy:**

- Artists should keep the gallery supplied with business cards.
- Only information on artists business can be shared with customers.
- Volunteers can collect customer info and send it to the artist.

**Thirdly**, Please watch this brief video which shows how to use a credit card by tapping the card reader or to accept a credit card payment using a cell phone app. If one's card or cell phone has either of these features, the customer can do this function without you touching anyone's credit card. This information is in addition to the PayPal instructions located next to the Ipad and the card reader. Click on this link - [How to Accept Contactless or NFC Payments \(PayPal Here\)](#)

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

**Report Date: May 2020**

**Coordinator Name: Angela Arterburn**

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

- ShuShu was able to get a \$2,000 Sponsorship. YEAH!
- The people involved with doing the demons, etc. are on a 'hold' for now and have the dates marked.

### **TO DO:**

**Until we have confirmation and direction from the following entities, Hullabaloo is on hold:**

- 1) Direction from State of Colorado**
- 2) Direction from Custer County Public Health**
- 3) Okay from Town of Westcliffe to use parks (Will get on their July agenda)**
- 4) Okay from School - to have program - will school be in session?**
- 5) Policy and use of Jones Theater - Will they be able to open than? They hope so.**

**Most of the above, the earliest they might consider possibly okaying anything is mid-July.**

### **Re-evaluate and Brainstorm structure of Arts Hullabaloo with the 'distancing'.**

- Along with the brainstorming, decide how best to do Hullabaloo and utilize RF as well as promoting the arts, etc.

### **Website:**

- Keep Curt updated on any changes, once we have them.

### **FB:**

- Will get to Pattie on upcoming Hullabaloo events, once decided.

### **DISCUSSION:**

Does our insurance cover if we were sued regarding the COVID-19? Do we put in a disclaimer?



## SAG Program/Committee Monthly Status Report

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

**Report Date:** May 23, 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:**

- Recently released restrictions on COVID-19 will allow Art Camp to go forward.
- Participated in Rebecca's Fund meeting. Art Camp funding for two 7-12 year old sessions was approved as was summer and fall/winter preschool. Received approval from Rebecca's Fund that we can hire both interns for Art Camp.
- Spoke with Elliot and emailed Chris on Creativity Camp. Waiting on results of their BOD meeting.
- Introduced ideas on "big ticket" presenters for Hullabaloo and asked if RF would support. They agreed in principle but wanted more detail before funds are approved.
- Sent more detailed expenses for Chris Carlson and Thomas Fluharty to RF for them to review and see if Carrie thinks school can support that part of their programs.
- Scheduled summer preschool sessions June 19, July 17 and Aug 21.
- Requested supplies list from Art Camp instructors.
- Jacqueline pulled out of Art Camp as an instructor, but Curt will fill in for her.
- Probably do not need Art Camp flyer as have enough participants to with current restrictions

Instructor led classes completed in 2020:

None yet. Complicated by COVID-19 so none scheduled. Also waiting on Terri to review AB Oil Videos and decide how to handle.

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

Curt update web last month per Linnea's feedback

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

Decide once decision is made by Creativity Camp how to structure Art Camp sessions.

Follow-up on scheduling and flyer for Teen/Adult classes with Terri

Once Terri has decided on classes, then can decide on "minimal" brochures or marketing for Teen/Adult classes.

Find preschool mom who wanted middle school art classes. RF open to funding them.

Use glow-in-the-dark paints in preschool classes

Initiate search for an RF coordinator. Linnea and Terri to fill the position until further notice.

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

None

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

None

## SAG Program/Committee Monthly Status Report

### **References / Attachments:**

See SAG website

# **SAG Scholarship Report**

**May 2020**

**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 April 30th deadline. Facilitate annual donation to Custer County arts program.

## **Completed**

Have narrowed the 3 scholarship applications to 2 potential candidates who will both be majoring in the arts. Each candidate would receive \$500.

## **To Do:**

Make final decision on scholarship awards, and send check(s) to the recipient(s).

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

Should we edit the scholarship cover page to read visual arts only, and eliminate music, vocal, or dramatic arts, which are included in the current wording? BOD opinions needed.

## **References / Attachments:**

none

## **ART IN PUBLIC PLACES - May 2020 Report by Karen LeBlond**

**Hello All,**

**I can only report that AIPP has been put on HOLD. The only venues open for us to even get into are bowling alley and Round Mountain.**

**So this is an indefinite status. I was in the Library yesterday and that room is closed with furniture stacked up in the middle.**

**If perhaps any of the participating artist would like to pick up their work please contact me at [karenleblondpottery@gmail.com](mailto:karenleblondpottery@gmail.com) and**

**I will make arrangements.**

**Thanks,**

**Karen**



## SAG Program/Committee Monthly Status Report

### **SAG Monthly Status Report: SAG Website Content Management – May 2020**

**Report Date:** May 27, 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:**

- 4-27: Published Cara Fandel artist's page.
- 4-29, etc.: Provided guidance on Calendar Slide Show.
- 5-4: Altered graphics and rearranged the web page for the Calendar Show, added the image gallery, worked with Paul to upload and trouble-shoot the Calendar Slide Show video. Also created the Paypal button for ordering calendars online, uploaded it too.
- 5-4: Uploaded BOD minutes and Coordinators reports.
- Created and got approved the updated waiver that pertains to the use of artist's images on social media.
- Replaced general and APW waivers with updated ones that include the new Copyright paragraph.
- Probably other stuff I've forgotten to record.... ☺

#### **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.**
- **Get explicit permission from all SAG exhibitors to post their images online. Should be done by everyone re-signing the new waivers.**

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

- None

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

**Status Date:** 2020-05-28

**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.

Continue cleaning up the programming behind the web site.

**Completed:**

- no progress on cleaning up the programming...been busy with other things
- showed Curt how to see how many times the Calendar Slideshow had been viewed
- continued the daily monitoring of security logs on the web sites and took action to block many suspicious IP addresses that were not caught by Wordfence.

**To Do:**

- Continue cleaning up the programming behind the web site.

**Issues/Concerns/Comments:**

N/A

**References / Attachments:**

N/A