

SAG Gallery Manager Monthly Status Report

January 20, 2021 Terri Wiebke

Accomplishments for the Month:

- ~ Created 2021 Show Schedule with Angie, Liz and ShuShu
- ~ Collaborate with ShuShu for the Show Schedule brochure.

Plans for the Next Months (or so)

- Will be planning to spackle and paint both floors.
- Clean up both physical and computer files.
- Work with Angie and Sandi to revamp intake forms.

Communication of SAG Web Page Content Updates:

- Put the updated 2021 Bin Art form (defined, soon) on the website.
- Get the updated Intake Form on the website, once done.
- Post the approved 2021 Show Schedule on the SAG website.

Challenges/Issues you want the BOD to help with:

- ~ Get BOD approval for the 2021 Show Schedule.
- getting help with painting and spackling the gallery while staying safe!

Sangres Art Guild 2021 Show Schedule

MONTH	SHOW NAMES	INTAKE DATE	RECEPTION DATES	TIME-LINE	PICK-UP DATES	EXTRA EVENTS
January						
February						
March		Calendar Show March 20 (snow dates: March 21 or 27)				
April	Gallery Spruce Up!	Spackle & Paint	Closets & Under Stairs	Carpets, Windows	Brass, Bath & Kitchen	Ready for a great season!
May & June	SAG 2022 Calendar Show		May 29	May 29 - June 28	June 27 & 28	Kids Art Camp - June 14-18 OR - June 21-25
July	July Show	June 27 & 28	July 3	July 1 - July 26	July 25 & 26	
August	August Show	July 25 & 26	August 7	July 29 - August 30	August 29 & 30	Dark Skies
September	September Show	August 29 & 30	Sept 4	Sept 2 - Sept 27	Sept 26 & 27	High Peaks Street Art Show
October	October Show	Sept 26 & 27	October 2	Sept 30 - Nov 1	Oct 31 & Nov 1	Feature Artist 9/30 - 10/4
November & December	Holiday Show	Oct 31 & Nov 1	November 6 & Dec 4	Nov 4 - Dec 20	December 19 & 20*	* Alternate pick up offered with prior arrangement with gallery manager.

Sangres Art Guild

BALANCE SHEET

As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash drawer	150.00
CMB Checking	13,169.76
CMB Savings	12,949.67
PayPal	373.37
Petty cash	113.30
Total Bank Accounts	\$26,756.10
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Inventory Asset	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$26,756.10
TOTAL ASSETS	\$26,756.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CMB VISA Credit Card	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
Artist's Share Payable	0.00
Colorado Department of Revenue Payable	120.88
Sales Tax Payable	0.00
Total Colorado Department of Revenue Payable	120.88
Sales Tax Agency Payable	0.00
Total Other Current Liabilities	\$120.88
Total Current Liabilities	\$120.88
Total Liabilities	\$120.88
Equity	
Opening Balance Equity	9,276.80
Unrestricted Net Assets	10,871.27
Net Income	6,487.15
Total Equity	\$26,635.22
TOTAL LIABILITIES AND EQUITY	\$26,756.10

SAG Monthly Status Report - SAG SAG Coordinator

Report Date: 1/21/2021

Coordinator Name: Angela Arterburn

Committee / Program / Activity Overview:

Work with GM, Volunteer Coordinator in producing Art Show/events for the year.

Accomplishments for the Month:

- ~ Got info on new BOD for 2021 to Tribune.
- ~ Emailed 2021 BOD meeting dates over to Robert.
- ~ Worked with Bridget regarding Coordinator Reports:
 - Got names and contact info to Bridget for various committees for Coordinator Reports
 - Helped her get reports and combine into 1 PDF file for January.
- ~ Worked with Deb regarding Tribune Invoices and clarification

- ~On Calendar Committee:
 - Attended ZOOM meeting
 - Contacted Sponsorships I was in charge of - still following through.
 - Got Juor for Calendar Show and forwarded over info to Annie D.

- ~Worked with ShuShu, Terri and Liz regarding 2021 Brochure, etc.
- ~ Worked with Terri, Liz and ShuShu regarding 2021 SAG Schedule

Communication of SAG Web Page Content Updates: None for January.

Where there any updates/corrections forwarded to the SAG Web Content Mgr this month? No

Plans for Next Month/To Do:

- ~ Do Prospectus for each show and get to Curt for posting on Web (within a day or so after our January BOD meeting)
- ~ Work with Sandi for FB, info, etc, getting more photos. artist info
- ~ Work with Terri and Sandi to update intake forms.
- ~ Help where I can in getting Gallery ready for our first show.
- ~ Posting 2021 events on local calendars.

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

Issues/Concerns you need Help with from the BOD: N/A

References / Attachments: None

Spirit Campaign Update:

The Wet Mountain Valley Community Foundation announced that they were delaying posting the final totals until February. This is due to the major 'delays' with the Postal Service this year, in which they had many donations come in late. It did not matter if it was Bulk Rate, regular postage, Priority, etc. There were major delays.

Mailed out 705 pieces for 2020 Spirit Campaign

Cost for mailing:

\$239.00 (.339 each) for Bulk Rate) (Regular postage at .55 ea would have been \$387.75 - a savings of \$148.55)

- \$15.50 (New teller at PO - they did not charge it right. Told them so. - Bottom line - SAG got a good deal)

\$223.50 Total to SAG

Sent it out 'Return Service Requested' which returns any who no longer live at the address so we can 'clean up' our mailing list. When this is done, we have to pay .55 for each one returned. Appox 30 were returned, for a cost of what should have been \$16.50 to SAG. BUT - The post office did not charge SAG at all. I worked with a couple of other non-profits that did the same thing, the the PO did not charge them either.

SAG Monthly Status Report – Social Media/Free Press

Report date: January 24, 2021

Coordinator: Sandi Dalton

- Committee/Program/Activity Overview:

Post announcements to Facebook and free press

- Accomplishments for the Month:

3rd St FB - posts – 3 general interest (2 published, 1 scheduled), 1 Calendar call to artists

Calendar call to artists

Shared out on FB

SCAN-SOCO FB

4 (possibly 5) Other publications – to be sent when I receive press release

Reached out to The Mountain Mail in Salida for best contact

- Communication of SAG Web Page Content Updates:

The only new post on website was Calendar Call

Other pages used in general interest posts, promoting artists and membership

- Plans for Next Month:

Instagram – It is not possible to post to IG from PC (for most posts), so far. The recommended workaround for Chrome doesn't work, so I may try it in other browsers. Buffer may be an option. I can't do it with my free account but will be doing a free trial of Pro for my business and will see if that will let me post to SAG account (it should).

Promote our artists – this will be an ongoing thing, not just next month.

Right now, all I have to work with are the Artist Pages on our website, which I can use in alphabetical order. It would be better to use the preferred website for each artist (more below).

- Challenges you want the BOD to know about:

Need more photos to use in FB posts, photos I know are OK to use.

- Issues/Concerns you may need help with from the BOD:

I need the Contact List for members so I can reach out to request:

Their preferred website for promoting their work

Photos of work to post on FB

Other info and "guest posts" to keep our FB content interesting and relevant

Can I post when SAG artists win competitions that aren't SAG? For instance, last Fall I won honorable mention in an online competition for J. Mane Gallery <https://www.jmanegallery.com/fins-feathers-fur-2020>. When planning to post on my personal and photo club, I got to thinking this kind of thing would be good for SAG to post as part of promoting our artists, and it also promotes SAG in showing that we are comprised of awards-winning artists, and can grow the prestige of being a SAG member.

Similarly, but a little different, can I post when our artists have non-SAG shows. That might fall into a few different categories.

1) Shows at places that aren't considered competition with SAG, such as Studio B at the Jones during In Concert, Florence Library, etc.

2) One-man shows at other galleries.

3) Artists who have their own galleries.

4) Artists showing at events or having sales at events.

5) Artists doing shows or other things as fundraisers for non-profits, Like Daniel Lindvig recently did at the Jones or when I did Pet Portraits for the WMAW s/n fundraiser in 2019.

For all of the above, I would need the artists to let me know and send the relevant info (unless I just happened to come across it).

- References/Attachments: none

SAG Program/Committee Monthly Status Report

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

Report Date: January 19, 2021

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:

- Confirmed instructors for Art Camp and put together schedule and budget.
- Art Camp flier prepped to go to more general audience. Thanks, Curt! Will send out after Calendar Shop prospectus.
- Sent overall SAG Arts budget to Kathy for inclusion in SAG budget.
- Received RF payments for AB Oil Class that Terri taught.
- Held Jan 15th preschool. 11 kids attended. Two slots opened. Recruiting to fill.
- Terri spoke with potential instructor for a computer drawing class.

Instructor led classes completed in 2021:

None yet.

There is interest in a computer drawing class.

Terri thinking of a color charting class.

Communication of SAG Web Page Content Updates

Nothing additional required at this time.

Plans for Next Month(s):

Send Art Camp budget for approval to RF.

Send out Art Camp flier to more general audience.

Put together what was spent for RF in 2020

RF meeting?

Since new treasurer looks good, Linnea likely to take coordinator role. Linnea and Terri to fill the position until further notice.

Request reimbursement for Fall and Winter preschool sessions in April.

Challenges you want the BOD to know about:

Getting more students for the Teen/adult classes to offset expenses.

Issues/Concerns you need Help with from the BOD:

None currently

References / Attachments:

See SAG website

ShuShu's Branding Report

January 2021

Worked on 2021 SAG Season Brochure for your report. This included ZOOM meetings as well.

Part of the team that created the RACI chart to best reflect our organization.

SAG Program/Committee Monthly Status Report

SAG Monthly Status Report: SAG Website Content Management – January 2021

Report Date: **January 21, 2021** – *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:

- Gathered the annual website charges for budgeting.
- Published Gerri Duke's artist's page on the SAG website.
- Published the 2022 Calendar Competition Call for Entry.
- Created the 2022 Calendar Competition show page, but the Shows & Events pages are not currently working correctly, so Paul is looking into that glitch.
- Created the 2022 Calendar Competition Call for Entry email campaign in Mailchimp and sent it.
- Created a new Summer Art Camp page; to be posted and sent via a Mailchimp campaign about a week or so after the calendar campaign.
- Our website hosting service, Hostpapa, has increased hosting fees 50% or more. Our's would go from \$214.80 to \$335.76 (2-year plan). We are paid up through April 16, 2022. Paul and I will compare that to other website hosting services and make a recommendation sometime.
- ***NOTE: Our internet service provider Secom transferred their business to Colorado Central Telecom (without our knowledge or approval) effective January 1, 2021. There were billing glitches that Linnea and I chased, but SAG now seems to have the same internet service and speed that we had in 2020 – which are okay, but never as fast as we were paying for. CCT promises to improve that over the next 1-2 years as new, updated internet towers get installed.***

Plans for Future Months:

- Still to do: review Angie's draft email policy and respond. I'm draggin' my heels on this one!
- 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 → I need to review Angie's draft.
- **Having SAG Procedures to support the SAG Privacy Policy → Still pending!**

Issues/Concerns you need Help with from the BOD:

- **Creating the SAG Email Policy. In my court.**
- **Drafting and approving SAG Procedures to support the SAG Privacy Policy → Still pending!**

References / Attachments:

☐ None

<p>Date/SAG COMMITTEE :</p> <p>1/18/21 Scholarships</p>	<p>Coordinator:</p> <p>Jan Kraus</p>	<p>Overview:</p> <p>Identify CCHS qualified fine arts students for potential SAG scholarship award each spring.</p>
<p>Updates for Web page: None</p>	<p>Content Corrections: None</p>	
<p>Upcoming Plans:</p> <p>I will touch base with the high school counselor this week regarding our scholarship options this year.</p>	<p>Challenges: CCHS art teacher has not worked since November this year, unsure of any scholarship candidates at this point.</p>	<p>Issues/Concerns/Assistance:</p> <p>Lack of communication within the arts program due to COVID issues and lack of instructors. Also, I would like a definite decision on categories for recipients - fine arts only or music majors included? We discussed this last year, and I just want to communicate our position accurately to the school.</p>

References/Attachments:		
Other:		