

SAG Gallery Manager Monthly Status Report

February 20, 2021 Terri Wiebke

Accomplishments for the Month:

- ~ Finalized all 2021 Call to Artists which Curt has posted on the website
- ~ Completed 2021 Show Schedule brochure and SAG envelopes with ShuShu, currently out to printer.
- ~ Created a one page 'Shows At a Glance' graphic for artists - on website
- ~ Began clearing out/organizing areas of the gallery.
- ~ Arranging for shelves in bathroom and office to be done by months end.
- ~ Obtained 2021 Liquor License

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 Forms on the website, once done.

Challenges/Issues you want the BOD to help with:

- ~ getting help with painting and spackling the gallery while staying safe!

Sangres Art Guild

Profit and Loss Comparison

January 1 - February 20, 2021

	TOTAL	
	JAN 1 - FEB 20, 2021	JAN 1 - FEB 20, 2020 (PY)
Income		
3rd Street Gallery Income		
Art Sales - SAG Commission		69.00
Donation for use of Gallery		10.00
Miscellaneous sales		5.00
Postage re-imbursed to gallery	8.42	
Refunds/Discounts	10.22	
Total 3rd Street Gallery Income	18.64	84.00
APW		430.02
APW Grants		850.00
APW intake		65.00
Total APW		1,345.02
Calendar		
Calendar Sales - retail	20.00	
Calendar Sales - wholesale	30.00	150.00
Calendar Sponsorship	1,505.00	2,925.00
Total Calendar	1,555.00	3,075.00
SAG Arts		
art camp		625.00
Preschool Art		599.91
Total SAG Arts		1,224.91
SAG Business		
Donations IN	500.00	35.00
Spirit Campaign	4,224.81	
Total Donations IN	4,724.81	35.00
SAG Membership	1,000.00	1,365.00
Total SAG Business	5,724.81	1,400.00
Total Income	\$7,298.45	\$7,128.93
GROSS PROFIT	\$7,298.45	\$7,128.93
Expenses		
3rd Street Gallery Expense		
Advertising/Promotional	24.45	
Bank Credit Card Fee	18.63	38.59
card expense		28.00
Fall Frolic Expense	76.50	
Fall Into Winter		198.78
License renewals	125.00	125.00
Postage Paid		10.50

Sangres Art Guild

Profit and Loss Comparison

January 1 - February 20, 2021

	TOTAL	
	JAN 1 - FEB 20, 2021	JAN 1 - FEB 20, 2020 (PY)
Supplies		
Office Supplies	12.58	10.28
Total Supplies	12.58	10.28
Utilities	414.58	315.35
Winter Wonder advertising	76.50	
Total 3rd Street Gallery Expense	748.24	726.50
Hullabaloo Expense	24.44	
SAG Business Expense	28.17	
Accounting Fees	245.00	235.00
Postage	28.88	65.40
Website	1.80	101.06
Total SAG Business Expense	303.85	401.46
Total Expenses	\$1,076.53	\$1,127.96
NET OPERATING INCOME	\$6,221.92	\$6,000.97
NET INCOME	\$6,221.92	\$6,000.97

Sangres Art Guild

Balance Sheet Comparison

As of February 20, 2021

	TOTAL	
	AS OF FEB 20, 2021	AS OF FEB 20, 2020 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Cash drawer	150.00	150.00
CMB Checking	18,681.02	10,933.03
CMB Savings	12,949.67	12,934.12
PayPal	969.74	1,369.55
Petty cash	108.29	117.30
Total Bank Accounts	\$32,858.72	\$25,504.00
Accounts Receivable		
Accounts Receivable	0.00	670.00
Total Accounts Receivable	\$0.00	\$670.00
Other Current Assets		
Inventory Asset	0.00	0.00
Undeposited Funds	0.00	0.00
Total Other Current Assets	\$0.00	\$0.00
Total Current Assets	\$32,858.72	\$26,174.00
TOTAL ASSETS	\$32,858.72	\$26,174.00
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
CMB VISA Credit Card	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
Artist's Share Payable	0.00	0.00
Colorado Department of Revenue Payable	1.58	24.96
Sales Tax Payable	0.00	0.00
Total Colorado Department of Revenue Payable	1.58	24.96
Sales Tax Agency Payable	0.00	0.00
Total Other Current Liabilities	\$1.58	\$24.96
Total Current Liabilities	\$1.58	\$24.96
Total Liabilities	\$1.58	\$24.96
Equity		
Opening Balance Equity	9,276.80	9,276.80
Unrestricted Net Assets	17,358.42	10,871.27
Net Income	6,221.92	6,000.97
Total Equity	\$32,857.14	\$26,149.04
TOTAL LIABILITIES AND EQUITY	\$32,858.72	\$26,174.00

SAG Monthly Status Report - SAG SAG Coordinator

Report Date: 2/17/2021

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:

- ~ Feb 3 - Call To Artist Article to Wet Mountain Tribune with Copy to Sandi for FB as well as a photo
- ~ Initiated the Prospectus/Call To Artists for following Shows: July, August, September, October and Holiday Show. Worked with Liz and Terri and able to condense to a 1 page. Terri finalized with graphics, same for ID tags.
- ~ Emailed ShuShu another copy of SAG's logo for the 8 panel brochure. Sent her a high res jpeg and pdf.
- ~ Initiated the 'Landing page' info for Curt for the Web page. Worked with Terri and Liz so Curt could post. Once done, emailed it to Sandi and Teresa.
- ~ Emailed Sandi list of last years Calendar winners along with the name of their artwork and medium.
- ~ Got images of 2021 Calendar winners and their names and medium to Sandi to post on FB to promote upcoming SAG's 2022 Art Calendar competition.
- ~ Answered additional questions from ShuShu regarding the SAG Brochure
- ~ Helped Sandi with Instagram and howed how to post.
- ~ Asked Curt if possible to post 2021 Brochure on website. He was able to post a link to the Brochure on both the Show and Event Page and the 3rd St. Gallery Page. THANKS CURT!
- ~On Calendar Committee:
 - Worked on SAG Calendar Sponsorships
 - Due to change in sponsor sizes, was able to increase ACE to a full page ad and add an additional ad for Dark Sky Suites for 1/3 page sponsorship.

Communication of SAG Web Page Content Updates: Done, see above.

PLANS

- ~ Work with Sandi and Terri to update Intake forms for 2021.
- ~Work with Sandi in getting additional info to her for future FB posts.
- ~ Help where I can in getting Gallery ready for our first show.
- ~ Posting 2021 events on local calendars once wording finalized.
- ~ Hullabaloo - work on plan

Under Website Managing:

Drafting and approving SAG Procedures to support the SAG Privacy Policy - Still Pending!

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

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

References / Attachments: None

SAG Program/Committee Monthly Status Report

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

Report Date: February 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:

- Held Feb 19th preschool. 12 kids attended. Two open slots filled!
- Gained two more attendees for Art Camp. Waiting payment!
- Send out Art Camp email to a larger audience to generate additional sign ups.

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):

Get 2021/22 Preschool and 2021 Art Camp budgets approved by RF.

RF meeting scheduled for 2/22/21

Since new treasurer on board, Linnea likely to take RF coordinator role. Linnea and Terri to fill the position until further notice.

Request reimbursement for Fall and Winter preschool sessions in April.

April – order Art Camp supplies

Computer drawing class?

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

SAG Monthly Status Report – Social Media/Free Press

Report date: February 22, 2021

Coordinator: Sandi Dalton

- Committee/Program/Activity Overview:

Post announcements to Facebook and free press

- Accomplishments for the Month:

5 Calendar show Call to Artists posts using artwork from last year's calendar (Thank you, Angie!)

Sharing out FB posts

Sent 1st call to 6 free press outlets

1 Summer Art Camp post FB and IG

Reached out to Paul Biron to discuss virtual shows, no reply.

- Communication of SAG Web Page Content Updates:

The only new post on website was Summer Art Camp. Posted about it to FB and IG.

- Plans for Next Month:

More of the same with FB and IG.

Promote artists and post WIPs, if I get them.

Send out newsletter.

Phone meeting with Paul to discuss getting virtual shows on website.

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:

This will be ongoing - Need more photos to use in FB posts, photos I know are OK to use. Thank you Angie for the Calendar show pics!

- 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).

6) Virtual shows.

- References/Attachments: none

SAG Program/Committee Monthly Status Report

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

Report Date: **February 19, 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:

- Sent the Summer Art Camp Mailchimp campaign.
- Renewed the post about Summer Art Camp on the Welcome page of the website.
- Reviewed Mailchimp paid subscription services and requested approval from BOD.
- Answered emails from members about reminders to renew membership after they already did.
- Renewed domain names for one more year for allaprimawestcliffe.com, allaprimawestcliffe.org, artshullabaloo.com, and artshullabaloo.org.
- Asked Paul to estimate his SAG website maintenance time: **~200 hours in 2020**, most of which was monitoring Wordfence, blocking IPs that were probable "malicious actors," updating WordPress, and its plugins, etc., and correcting my few mistakes. This timing does NOT include programming
- Added links to the five new Calls to Artists for this year, created the Shows and posted images and links to the Calls. Added a link on the Gallery page to the Shows & Events page.

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