

## SAG Gallery Manager Monthly Status Report

March 17, 2021 Terri Wiebke

### Accomplishments for the Month:

- ~ Recieved 2021 Show Schedule brochure and SAG envelopes. Bundled some to give to artists at intake to distribute to their contacts.
- ~ Setting up show notebooks to include all current needed docs and info.
- ~ Continue to clear out/organize areas of the gallery.
- ~ Shelves to be installed this week in bathroom, upstairs closet and office.
- ~ Recieved 2021 Liquor License
- ~ Fielded multiple phone and email questions.

### 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.
- ~ Update 2021 Bin Art form (defined, soon) on the website.

### Communication of SAG Web Page Content Updates:

- ~ Put the Bin Art and Artist Cards Forms on the website, once updated.

### 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 - February, 2021

	TOTAL
Income	
3rd Street Gallery Income	
Postage re-imbursed to gallery	8.42
Refunds/Discounts	10.22
<b>Total 3rd Street Gallery Income</b>	<b>18.64</b>
Calendar	
Calendar Sales - retail	20.00
Calendar Sales - wholesale	30.00
Calendar Sponsorship	1,505.00
<b>Total Calendar</b>	<b>1,555.00</b>
SAG Business	
Donations IN	500.00
Spirit Campaign	4,224.81
<b>Total Donations IN</b>	<b>4,724.81</b>
SAG Membership	1,000.00
<b>Total SAG Business</b>	<b>5,724.81</b>
<b>Total Income</b>	<b>\$7,298.45</b>
<b>GROSS PROFIT</b>	<b>\$7,298.45</b>
Expenses	
3rd Street Gallery Expense	
Advertising/Promotional	24.45
Bank Credit Card Fee	18.63
Fall Frolic Expense	76.50
License renewals	125.00
Supplies	
Office Supplies	12.58
<b>Total Supplies</b>	<b>12.58</b>
Utilities	414.58
Winter Wonder advertising	76.50
<b>Total 3rd Street Gallery Expense</b>	<b>748.24</b>
Hullabaloo Expense	24.44
SAG Business Expense	28.17
Accounting Fees	245.00
Postage	28.88
Website	1.80
<b>Total SAG Business Expense</b>	<b>303.85</b>
<b>Total Expenses</b>	<b>\$1,076.53</b>
<b>NET OPERATING INCOME</b>	<b>\$6,221.92</b>
<b>NET INCOME</b>	<b>\$6,221.92</b>

# Sangres Art Guild

## Balance Sheet Summary

As of February 28, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	32,858.72
Accounts Receivable	0.00
Other Current Assets	0.00
<b>Total Current Assets</b>	<b>\$32,858.72</b>
<b>TOTAL ASSETS</b>	<b>\$32,858.72</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	1.58
<b>Total Current Liabilities</b>	<b>\$1.58</b>
<b>Total Liabilities</b>	<b>\$1.58</b>
Equity	32,857.14
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$32,858.72</b>

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

**Report Date:** 3/17/2021

**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:**

Finalized last of Calendar Sponsor payments.  
Got ads for my sponsors to Curt.

Zoomed with ShuShu, Terri and Linnea on Thomas Fluharty event.

Worked with Bridget in revising January Co ordinators Report (Original report missing a couple of reports and took out proposed 2021 SAG Budget)

Emailed copy of all Prospectus/Call to Artist to Sandi so she could have for future reference regarding dates, times, receptions, etc.

Emailed ShuShu a couple of the Prospectus/Call to Artist forms.

Worked with Linnea regarding Hullabaloo. See seperate Report.

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

### **PLANS**

- ~ Work with Sandi and Terri to update Intake forms for 2021.
- ~Continuing to 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.
- ~ Now that In Take for Calendar Show done - contact artists with thank you, etc.
- ~ Work on Hullabaloo

### **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:** See Hullabaloo Report



## **SAG Monthly Status Report – Social Media/Free Press**

Report date: March 17, 2021

Coordinator: Sandi Dalton

### **• Committee/Program/Activity Overview:**

Post announcements to Facebook and free press

Members' newsletter

Virtual Shows

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

5 Calendar show Call to Artists posts using artwork from last year's calendar

Sharing out FB posts

Discussed virtual shows with Paul Biron – we are already set up for virtual shows and have been.

Completed Newsletter content and send to ShuShu for her graphics magic

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

#### **• Plans for Next Month:**

More of the same with FB and IG.

Promote artists and post WIPs, if I get them.

Send out newsletter.

Move forward with whatever is needed from me on virtual shows.

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

Some areas of website are not up-to-date. When they are, I will have more to work with for social media posts, esp. those used to direct traffic to our site.

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

Need to get someone permissions to post virtual shows. Paul says Curt can do this but he will need to advise.

When we have events to post, I need it in a form I can copy and paste from. Although I can from some PDF's, I cannot from those posted on the website (nor from jpg). All I need for this is the text, so it could be done by just copying and pasting the text into an email to me when the post is made. This prevents errors and omissions in the social media posts. If I am clicking back and forth, trying to find and read the relevant text in the graphic and then retype it for social media posts, there will be errors.

## SAG Program/Committee Monthly Status Report

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

**Report Date:** March 13, 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:**

- March 19<sup>th</sup> preschool scheduled. Linnea cannot attend, but Terri and Anna Powell will run it.
- 5 paid for Art Camp. Waiting payment on 2 more!
- 2021/22 Preschool and 2021 Art Camp budgets approved by RF.
- Sent out Art Camp email to a larger audience to generate additional sign ups.
- Linnea volunteered to take RF coordinator role.
- Started discussions on drawing class for adults and teens

Instructor led classes completed in 2021:

None yet.

Interest in a computer drawing class, but instructor Terri had lined up is moving 😞.

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 Art Camp flyer to school.

Since new treasurer on board, Linnea and Terri to fill the position until further notice.

More work on drawing class

April - Request reimbursement for Fall and Winter preschool sessions.

April – order Art Camp supplies

#### **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 - Arts Hullabaloo**

**Report Date:** 3/19/2021

**Coordinator Name:** Angela Arterburn - Chair  
Linnea Laurila - Co Chair

### **Committee / Program / Activity Overview:**

#### **Arts Hullabaloo - Oct. 1 - 3**

Worked on Budget with Linnea and Kathy - Budget included in Budget Report by Kathy.

Met with Linnea.

Had a ZOOM meeting with Linnea, ShuShu and Terri.

Had a phone meeting with Linnea, ShuShu and Terri.

A creative, 3 days of fun for kids and families. • Encourages artistic creativity.

#### **Brief Summary**

**Friday** - Chalk Art and Presentation by Frontier Pathways -

Will judge for 'best History' Chalk Art

Chalk Art - Friday and Saturday

**Saturday** - Day full of various creative stations and demonstrations including dance, music and Quick Draw. Involves various organizations throughout Custer County.

SAG Members - Booth Space - N/C

**Sunday** - On the Bluff - Kite, decorating & Flying and contests

Paper Plain building, decorating - contests

#### **VARIOUS ACTIVITIES/CREATIVE STATIONS:**

Gold Panning

Caricature Drawing

Face Painting

Kite Decorating

Astrology/Planet Decorating/Kits

Art Easels: 1) Kids paint their own 2) "Help an Artist Draw" - An artist helps kids learn how to draw or paint something, like maybe a dog, etc.

Balloon Artist

Vendors, Music and Dance

Pottery Demonstration and Hands On experience at Wild Iris.

~ Event designed to have organizations man and set up their 'creative stations', which takes the burden off of SAG volunteers.

~ Time of event a plus for SAG, should draw more people to SAG reception. Bring more awareness to the public and families of what SAG has to offer.

~ Fall Colors will help draw participants to Westcliffe.

~ WCPA will plan on their 10 Minutes Plays for that Friday and Saturday evening.

**Communication of SAG Web Page Content Updates:** Will get updated info to Curt

#### **Plans:**

Continue working with Linnea.

Work on getting final commitments from participants.

Work on Promotional material

Confirm 'Alternative' spaces throughout town incase of bad weather.

Get a break down of Hullabaloo Happenings to Sandi to post on FB

#### **Under Website Managing:**

Update Hullabaloo happenings.

**Challenges you want the BOD to know about:** Not so much with the BOD, but will be asking membership for some help.

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

**References / Attachments:** None

## **SAG Monthly Status Report – Marketing      2021**

Report date: March 20, 2021

Coordinator: Teresa Farish

### **• Committee/Program/Activity Overview:**

Working with ShuShu on copy for various areas of exposure and listings

Investigating Mail Chimp versus Constant Contact as email service. Forwarded the email response from Mail Chimp with regards to their service and the opportunity to use them for free to all appropriate parties.

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

1. Discover Guide 2021 – sent in new info and photos
2. Contacted Danielle Dascarlos, PR person we contracted with in Denver. She will be initiating her work Spring 2021.

### **• Plans for Next Month:**

1. Continue research of potential areas for free advertising and assessing working with those opportunities. Getting with Sandi to coordinate where she is placing information on SAG events.
2. Continue investigating adult programs in other areas and groups and determine potential there and areas of advertising / marketing those entities use so we can expand on Adult Programs for SAG.

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

See below

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

Need for information as some decisions are made within the month for things the BOD and chairs should know so correct info goes out from the start, ie Show Reception Times



## SAG Program/Committee Monthly Status Report

### **SAG Monthly Status Report: SAG Website Content Management – March 2021**

**Report Date:** **March 20, 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:**

- Requested and got approval to spend \$20.99 per month on a paid Mailchimp subscription. Still awaiting response from Mailchimp on how to get a non-profit discount.
- Updated some missing account information on the Our Artists website pages; happens when a member allows their membership to lapse and their mediums become “undeclared”.
- Reviewed with interest a summary of the discussion Paul had with Sandi about posting virtual shows on the website. That would take a tremendous amount of SAG resources, for which I am NOT willing to invest the time. I think that the reward for such a huge undertaking is dubious. Still need to discuss the potential of listing SAG Arts classes on the Shows and Events page, as well as online registrations.
- Reviewed, modified, and sent the draft SAG Email Policy.
- Posted that the Calendar Show intake is “on” for 3-20-21.

#### **Plans for Future Months:**

- 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 SAG Procedures to support the SAG Privacy Policy ➔ Still pending!**

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

- **Drafting and approving SAG Procedures to support the SAG Privacy Policy ➔ Still pending!**
- Approval of the second draft of the SAG Email Policy.

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

☐ None

MARCH 2021 SAG

Branding Coordinator Report: ShuShu Clark

**Accomplished:**

- Created with Terri and printed the 3rd Street Gallery 2021 8-panel Show Schedule. Sending links in separate email.

- Created with Terri and printed a SAG envelope to mail the brochures in. We can also use them for other mailings.

- Created and/or updated all our listings on Custer County Tourism Website. Separated 3rd Street Gallery and Sangres Art Guild into their own separate listings for emphasis, and added updated copy and 8 visuals to each.

<https://visitwetmountainvalley.com/directory/listing/3rd-street-gallery>

<https://visitwetmountainvalley.com/directory/listing/sangres-art-guild>

- Updates for each 3rd Street Show on the CCT Schedule of events will be posted later this week.

- Happy to give a little graphic polish and brand continuity to Liz's Volunteer Guidelines and Sandra's new SAG Newsletter.



## SAG Volunteers

Sangres Art Guild and the 3rd Street Gallery operate on volunteer time and effort.

Volunteer opportunities include Board of Directors, Coordinators, Committees, Sales Host, etc.

For more information email [terrilynn1229@yahoo.com](mailto:terrilynn1229@yahoo.com).

**Gallery Season:** May through December, Thursday through Monday, 11 a.m. to 4 p.m.

### 3rd Street Gallery Volunteer Sales Staff (Host) Requirements

- Sangres Art Guild [membership](#).
- Arrange training with the Volunteer Coordinator.
- Attend Annual Volunteer Meeting.

### Responsibilities

Sales Staff handle all operational duties, such as but not limited to, greet gallery visitors, provide gallery, SAG and artist's information, handle sales transactions accurately, problem solve issues and communicate with the volunteer coordinator or the manager.

### Scheduling

- Gallery hosts are identified in early January of each year.
- Priority is offered by seniority to hosts who continue from the previous season.
- Priority is offered to those who work 2 days per month, the same days of the week.
- Selection of the remaining days are offered to hosts who work one day per month.
- Hosts may trade dates with other hosts as needed but must inform the coordinator.
- As staffing needs occur, a SAG member on the waiting list will be offered a position.

### Display Space

- Most 2<sup>nd</sup> Floor space is reserved for the volunteer sales staff members.
- Hosts working 2 days per month will earn approximately 6' wall space.
- Hosts working 1 day per month will earn approximately 3' wall space.

### Displaying Art

- Follow [3<sup>rd</sup> Street Gallery Criteria](#).
- Display in Gallery Style NOT Salon Style.
- Maintain an accurate [Inventory Sheet](#) in the 2<sup>nd</sup> Floor Volunteer Inventory Book.
- Refresh assigned wall space periodically at the host's discretion.
- Trade assigned spaces once per season as directed by the volunteer coordinator.

**Housekeeping Duties** are required to maintain gallery standards. This is the concern and responsibility of all volunteer staff members and, while on duty, hosts will perform housekeeping tasks. Specific assignments will be established prior to season opening.

To volunteer at the 3rd Street Gallery, email [lvansomeren@yahoo.com](mailto:lvansomeren@yahoo.com)



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# SANGRES ART GUILD

## Membership Newsletter #1

We have decided to start sending members a periodic newsletter to keep you informed and up-to-date on what's new with SAG, remind you of the benefits of membership that you may not be taking advantage of yet, and let you know how you can participate and help us do more to promote you and your art.

I hope you enjoy our first edition and find it useful. If there is something we have left out or you have other suggestions, let me know!

Thanks, Sandi / SAG Social Media  
[sandradalton@centurytel.net](mailto:sandradalton@centurytel.net)

### EVENTS AND OPPORTUNITIES

#### 3<sup>rd</sup> Street Gallery

The full listing of this year's 3<sup>rd</sup> Street Gallery shows can be found at the bottom of the newsletter. I suggest you put these in your calendar right away.

We will be sprucing up the gallery in April. Volunteers needed! If you would like to help, contact Terri at [terriynn1229@yahoo.com](mailto:terriynn1229@yahoo.com) or call 719-331-2164.

#### SAG Arts Classes

The dates are set for Summer Art Camp for kids. We are holding two five-day sessions for kids ages 7-12. The sessions are \$50 and include lunches.

June 14 – 18 (M-F) 10:00am – 3:00pm

June 21 – 25 (M-F) 10:00am – 3:00pm

Student artwork from both sessions will be showcased in an art show starting on Saturday, June 26<sup>th</sup>.

## SCHOLARSHIPS

The Sangres Art Guild (SAG) will award one \$1,000 or two \$500 non-renewable scholarships this year to a high school graduate(s), from Custer County, who will be furthering his or her education in an art related program in college, university or art institute.

Scholarship applications are due April 30<sup>th</sup>. For more information contact Jan Krause at [jankraus16@gmail.com](mailto:jankraus16@gmail.com) or call 719-429-4911. Applications can be found here:

<https://www.sangresartguild.org/wp-content/uploads/2020/02/SAG-Scholarship-form-2020.pdf>

## ARTWORK FROM PAST SHOWS ON THE SAG WEBSITE

Did you know that visitors to our website can view the winning artwork for past shows by visiting the show pages?

[www.sangresartguild.org/shows-events](http://www.sangresartguild.org/shows-events)

All winners from 2019 and 2020 are on display there, as well as winners of some of the shows from previous years.

*Help Us Help You!*

## YOUR ARTIST PAGE ON THE SAG WEBSITE

Everybody has one, but you have to activate it and upload your artwork. Go activate and populate your Artist Page if you haven't already. If you have already populated your Artist Page, now might be a good time to refresh it with new artwork.

If you don't know how to activate your page or can't remember how to update it, request the instruction by sending an email to [info@sangresartguild.org](mailto:info@sangresartguild.org).

## SOCIAL MEDIA

Help us promote you on social media by sending the following to Sandi Dalton at [sandradalton@centurytel.net](mailto:sandradalton@centurytel.net).

**Your preferred website link.** This can be your artists website or another site. Make sure it is the one you want shared! This can be used to help drive traffic to your art anytime we mention you on our Social Media, including show announcements letting people know who is in the show.

**Your achievements.** When you win an award or have something else to share about your art – send it to Sandi so she can share it. Generally, a link works if there is a photo of your artwork there. We can also use your own write-up and photo of your artwork.

**Work-In-Progress.** Are you working on something right now? Tell us about it, include pictures - pictures as you go along are great. We can post this on Facebook and Instagram. Make sure you send that link to your website to include with the post!

**Like and follow us on Facebook and Instagram.**

This helps us tag you when we mention you in posts.

Facebook - [www.facebook.com/3rd-Street-Gallery-604881412902520](https://www.facebook.com/3rd-Street-Gallery-604881412902520)

Instagram - [www.instagram.com/sangresart](https://www.instagram.com/sangresart)

## CURRENT SAG BOARD

Robert Gaarder	President 2020–2021
Angie Arterburn	Vice President 2020–2021
Bridget Dean-Pratt	Secretary 2021–2022
Kathy Lindvig	Treasurer 2021–2022

Susan Butterworth-Clark	2020–2021
Linnea Laurila	2020–2021
Sandi Dalton	2021–2022
Teresa Farish	2021–2022
Terri Wiebke	2021–2022

## HISTORY

December 2020 – Voted onto the Board of Directors by membership for new two-year terms were Sandi Dalton, Kathy Lindvig and Teresa Farish. Re-elected to the BOD for new two-year terms were Terri Wiebke and Bridget Dean-Pratt. Continuing in their two-year terms are ShuShu Clark, Angie Arterburn, Linnea Laurila and Robert Gaarder.

Retiring from their terms were Jan Kraus and Pattie Wall. Votes were taken at the annual membership meeting on December 5 where a quorum of membership attended, or were present by proxy (six proxies were provided this year). Officers were chosen by the Board at the BOD meeting on December 28, 2020.

## 2021 3<sup>rd</sup> Street Gallery Shows

<a href="#"><u>Calendar Show</u></a>	<p><b>Runs:</b> May 29 - Jun 28</p> <p><b>Reception:</b> May 29</p> <p><b>Intake:</b> Mar 20</p> <p><b>Pickup:</b> Jun 27 &amp; 28</p>	<p>SAG's 2021 gallery season opening show is judged, featuring original 2D, 3D and photographic art. Thirteen (13) artworks will be chosen for the 2022 fine art calendar juried by artist Charles Frizzell of Canon City. 2022 Calendars will be available for sale.</p>
<a href="#"><u>July Show</u></a>	<p><b>Runs:</b> July 1 - 26</p> <p><b>Reception:</b> July 3</p> <p><b>Intake:</b> June 27 &amp; 28</p> <p><b>Pickup:</b> July 25 &amp; 26-26</p>	<p>An all new art show welcoming summer, showcasing recent work of regional artists. The show is judged by our own acclaimed artist, Sarah Woods who will also host demos. Upstairs features artwork by Sarah Woods as well as our gallery volunteers</p>
<a href="#"><u>August Show</u></a>	<p><b>Runs:</b> July 29 - Aug. 30</p> <p><b>Reception:</b> Aug. 7</p> <p><b>Intake:</b> July 25 &amp; 26</p> <p><b>Pickup:</b> Aug. 29 &amp; 30</p>	<p>Showcasing exciting new art inspired by our internationally recognized Dark Skies. Also enjoy the great artwork on the upper level by our gallery volunteers AND a showcase of Astrophotography.</p>
<a href="#"><u>September Show</u></a>	<p><b>Runs:</b> September 2-27</p> <p><b>Reception:</b> Sept. 4</p> <p><b>Intake:</b> Aug. 29 &amp; 30</p> <p><b>Pickup:</b> Sept. 26 &amp; 27</p>	<p>Bold new art show celebrating the beauty of the valley and our Western Heritage with the latest fine art and photography. Enjoy our Volunteer's artwork in the upper gallery and a KLZR musical tribute to our Colorado roots.</p>
<a href="#"><u>October Show</u></a>	<p><b>Runs:</b> Sept. 30 - Nov. 1</p> <p><b>Reception:</b> October 2</p> <p><b>Intake:</b> Sept. 26 &amp; 27</p> <p><b>Pickup:</b> Oct. 31 &amp; Nov. 1</p>	<p>Crisp, vibrant art show celebrating the glory of Fall. Our 2021 Annual Visiting Artist, Thomas Fluharty, world renowned painter, illustrator and caricature artist will host events and exhibit his artwork. Enjoy our Volunteer's artwork in the upper gallery.</p>

**Runs:** Nov. 4 - Dec.  
20

**Opening**

[Holiday  
Show](#)

**Reception:** Nov. 6

**Holiday**

**Reception:** Dec. 4

**Intake:** Oct. 31 &  
Nov. 1

**Pickup:** Dec. 19 &  
20

Featuring a bounty of one-of-a-kind art. The perfect gift.  
Small works of art just in time for the Holidays. Unique  
Volunteer show upstairs.

Additional information for shows at [3rd Street Gallery](#):

- SAG may jury-out artwork for any reason.
- Awards will be based on Jury and/or People's Choice and are announced at the reception.
- All shows are in the downstairs gallery; the gallery volunteer shows are in the upstairs gallery, with some feature shows.