

SAG Gallery Manager Monthly Status Report

April 22, 2021 Terri Wiebke

Accomplishments for the Month:

- ~ Continue to clear out/organize the gallery.
- ~ Shelves to be installed in bathroom, upstairs closet and office.
- ~ 2021 Bin Art form revamped with Sue M.
- ~ Spackled 1st floor, plan to paint in the next week or so.

Plans for the Next Months (or so)

- ~ Hope to spackle and paint 2nd floor.
- ~ Clean up both physical and computer files.
- ~ Replenish gallery, office and reception supplies.

Communication of SAG Web Page Content Updates:

- ~ Ask Curt to put the Bin Art and Artist Cards Forms on the website.

Challenges/Issues you want the BOD to help with:

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

H. E. L. P. !

Sangres Art Guild

Profit and Loss Comparison

January - March, 2021

	TOTAL
Income	
3rd Street Gallery Income	
Postage re-imbursed to gallery	8.42
Refunds/Discounts	10.22
Total 3rd Street Gallery Income	18.64
Calendar	
Calendar Sales - retail	92.00
Calendar Sales - wholesale	30.00
Calendar Sponsorship	3,010.00
Total Calendar	3,132.00
SAG Arts	
art camp	140.00
Total SAG Arts	140.00
SAG Business	
Donations IN	500.00
Spirit Campaign	4,224.81
Total Donations IN	4,724.81
SAG Membership	1,405.00
Total SAG Business	6,129.81
Total Income	\$9,420.45
GROSS PROFIT	\$9,420.45
Expenses	
3rd Street Gallery Expense	
Advertising/Promotional	599.20
Bank Credit Card Fee	25.49
Fall Frolic Expense	76.50
License renewals	125.00
Supplies	
Office Supplies	56.62
Total Supplies	56.62
Utilities	708.56
Winter Wonder advertising	76.50
Total 3rd Street Gallery Expense	1,667.87
Hullabaloo Expense	24.44
SAG Business Expense	156.10
Accounting Fees	245.00
Postage	28.88
SAG Marketing	400.00
Spirit Campaign Expense	223.50
Website	3.60
Total SAG Business Expense	1,057.08
Total Expenses	\$2,749.39
NET OPERATING INCOME	\$6,671.06
Other Income	
Interest Income	3.83
Total Other Income	\$3.83
NET OTHER INCOME	\$3.83
NET INCOME	\$6,674.89

Sangres Art Guild

Balance Sheet Summary

As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	33,317.38
Accounts Receivable	0.00
Other Current Assets	0.00
Total Current Assets	\$33,317.38
TOTAL ASSETS	\$33,317.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	7.27
Total Current Liabilities	\$7.27
Total Liabilities	\$7.27
Equity	33,310.11
TOTAL LIABILITIES AND EQUITY	\$33,317.38

SAG Program/Committee Monthly Status Report

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

Report Date: April 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:

- Collected scant feedback on the draft SAG Email Policy; collected notes to modify the next draft version; timing tbd.
- Worked with Bridget and Angie to get finalized versions of Board minutes and Coordinators reports onto the website.
- Posted Calendar Show winners.
- Reviewed with Sandi the Newsletter; discussed ways of sending it; converted it's file format for sending and posting; sent it to membership via Mailchimp campaign; posted it on the website
- Updated the SAG Arts page.
- Created 3 events: Hullabaloo, Drawing Workshop, and Summer Art Camp
- Worked with Mailchimp to upgrade the account to a paid account so we can get technical support.

Plans for Future Months:

- Upload and edit web pages as necessary.
- Create and upload results from the first 3 years of the SAG calendar, to assure they are recorded for posterity.

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 after I re-write it.

References / Attachments:

☐ None

SAG Monthly Status Report – Social Media/Free Press

Report date: April 21, 2021

Coordinator: Sandi Dalton

- Committee/Program/Activity Overview:
Post announcements to Facebook, Instagram and free press
Members' newsletter
- Accomplishments for the Month:
Facebook postings
Instagram - new posting strategy
1st Newsletter completed and sent
- Communication of SAG Web Page Content Updates:
- Plans for Next Month:
More of the same with FB and IG.
Promote Calendar Show and Calendar show artists
- Challenges you want the BOD to know about:

We have no centralized list for the shows. All the info is scattered across the handwritten forms and whoever sits down and types up the info for their various purposes (emailing the artists about winners, making labels for the show, etc.).

This is work that is being repeated, and once it is done, the list still does not exist or is not accessible to all who need to use it.

My suggestion is that whoever copies this information first save it in a location on the computer in the gallery that can be easily found and accessed by all. If that does not include all of the info the next person needs, at least it will be started and they can just add from there. Eventually, this could lead to having inventory lists for the shows that are in the computer, not just handwritten forms in the binder.

What would be even better is to make it possible for the artists to enter their information online or on a computer in the gallery (at intake) so that we are not making mistakes while trying to read and transcribe their handwritten forms. It would save everyone work in the long run.

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

SAG Monthly Status Report - SAG Show Coordinator

Report Date: 4/20/2021

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:

- ~Worked with Sandi regarding her concerns with getting emails for show participants Emails. Got her names and email/s for those who entered the Calendar Show.
- ~Helped proof 2022 Calendar.
- ~Got Calendar winners info to Sandi, names, photos, media, etc. so she could use once we have the reception in May.
- ~Sent out Thank you to Calendar entrants.
- ~Worked with Bridget on due dates of Coordinators Reports
- ~March 26 - Got Calendar Winner info and article to Curt to post on web
- ~March 28, dropped off Calendar winner's Proofs and CD for Curt. Artwork was photographed by Michael Arterburn. This also included an extra proof from one of the photographers - Dena Woods.
- ~Worked with Terri and Sandi on minor changes to Intake Forms
- ~ Calendar Show - determined it would not be Virtual Show - Answer - No Virtual Show this year.
- ~Worked with Linnea regarding Hullabaloo. See separate Report.

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

PLANS

- ~Continuing to work with Sandi in getting additional info to her for future FB and Instagram posts.
- ~ Work on mailing for 2021 Season
- ~ Work on continued promotion of SAG Shows
- ~ Call to Artist article for July Show to Sandi and Curt.
- ~ Review SAG Email Policy that Curt revised.

Under Website Managing: See Above

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 Program/Committee Monthly Status Report

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

Report Date: April 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:

- March 19th and April 16th Preschool Art held.
- Both sessions of Art Camp are filled and all paid!
- RF approved some scholarships for Art Camp and the Drawing class
- Scheduled adult/teen drawing workshop and open drawing sessions to be taught and coached by Lorie Merfeld-Batson and Curt Gillespie.
- ShuShu developed Drawing Class flier.
- Sent out Drawing class email to membership and Sandi posted Drawing class info social media which resulted in several inquiries.
- Basic Drawing Workshop full. Still 4 openings in the open drawing sessions.
- Art Camp and Drawing class info send to Carrie Smith at the school.
- Request received for a pastel class!
- Requested reimbursement from RF for Fall and Winter preschool sessions.
- Ordered Art Camp supplies.

Instructor led classes completed in 2021:

Basic Drawing Workshop scheduled for June 4 and 5

Open Drawing Sessions scheduled for Thursday 5-7 starting June 9th for 5 weeks.

Terri thinking of a color charting class.

Communication of SAG Web Page Content Updates

Curt updated SAG Arts page to include Drawing classes and various other updates.

Plans for Next Month(s):

Preschool Art May 21st

Resend Open Drawing session info as has not filled up.

Reminder to Basic Drawing Workshop attendees.

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: 4/20/21

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

Committee / Program / Activity Overview:

Arts Hullabaloo - Oct. 1 - 3

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

~ Linnea contact with KRCC. We will use this Radio Spot for our CCTB Partnership Grant.

~ March 28 - Met with Linnea and ladies from the Custer County Kids Council to coordinate events.

Hullabaloo/SAG will participate in their Family Day on Sunday, June 27. Will decorate scarves with fabric paints.

~CCKC will also participate in Hullabaloo with various 'activity' booths for the kids.

~ April 5 - Meeting with ShuShu and Linnea on Hullabaloo and TF

~ Worked with ShuShu and Linnea on Hullabaloo/TF Rack Card

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

~Work on Special Balloon Twisters, Face Painters, Jugglers for Arts Hullabaloo.

Communication of SAG Web Page Content Updates: Curt will get Arts Hullabaloo page up once things are more final. Schedule subject to change.

Plans:

~Continue working with Linnea.

~ Work on getting final commitments from participants.

~ 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