

27 July 2021 SAG BOD Meeting Minutes

Attendance: Robert Gaarder, Teresa Farish, Linnea Laurila, ShuShu Clark, Sandi Dalton, Terri Wiebke, Angie Arterburn, Bridget Dean-Pratt; absent: Kathy Lindvig

Robert reminded all that “**Art is our main Goal**”

Approval June Minutes: discussion to amend 30 June Meeting minutes to read “**to be discussed**” under **SAG Titles To Use**; Terri moved to approved “as amended”;
Teresa (2); all approve

Review Membership Meeting:

- Sandi noted that it was important that the Membership needs/wants to **continue to work as an Art Group at weekly meetings (i.e. Mon./Wed.)**; she plans to acknowledge this idea from members in the newsletter; Robert suggested Wed., since SAG closed then; Angie volunteered to get it started.
- Shu Shu met resistance when she offered to revise & send out the MM Presentation deck as a follow-up measure (on website as of 1pm today)
- Sandi will highlight MM in newsletter & reach everybody & can link Presentation deck
- Membership Meeting Presentation deck now on website Homepage
- Members seemed optimistic & feeling was that SAG “not just a Building”

Review RACI

- Robert explained that Organization issues can lead to poor morale
- Lack of Clarity can be a cause; often due to unclear “boundaries”
- RACI Chart is a Matrix (*not hierarchical*) in structure; meant to spread out tasks
- Can Show “at-a-glance” who is Responsible, Accountable, Consulted &/or Informed
- ShuShu said it originated as a blank framework & a group worked to fill it in according to known SAG talents
- Robert mentioned job descriptions could fit into chart
- ShuShu (Branding) wrote new & Teresa (Marketing) changed parts of their position descriptions
- Irregularities that were reviewed were noted on chart; this will be ongoing discovery as we go; i.e. “email”-has several meanings (Curt, Sandi, Bridget? TBD)
- Angie expressed confusion with RACI & concern BOD hasn’t formally approved its use
- Linnea mentioned it’s difficult to flip back-and-forth through our RACI chart
- Sandi said we need to make a more useful simple visual chart
- Bridget wondered if we were putting the “chart before the job descriptions”, especially if it’s meant to be a short cut
- Robert plans to use both tools: job descriptions & RACI, to help with issues of “overstepping boundaries”

Review Job Descriptions

- Angie & Linnea explained that these job descriptions were created to “hand down” to others, or to write down somewhere all the tasks required for each position
- Bridget started with **Secretary** position; By-laws mentions requiring “a book” where meeting minutes are collected; BOD discussion indicates that publishing minutes online substitutes for a physical “book”; other responsibilities include “keeping corporate records and recording substantive changes”; again BOD felt writing minutes and “updating to an electronic book” is sufficient.
- Some discussion about **proofreading** followed; often it takes a few, for facts, history & other precise checks
- Sandi discussed what had been written about **Social Media**; she is the “go-to” to “get the word out”. Sandi was concerned about the intersection of **Marketing** and her positions; needs to know & coordinate press releases inside/outside the organization; Facebook ad placements, (but not otherwise); questions about when inside/outside audience for SAG Arts; receptions invites go to most & beyond; Thos. Fluharty promo goes to all & beyond; seeks further clarification whenever possible. Linnea says she can send ppl reminders asking for promos, too.
- Linnea proposed a good idea **when revising**, to use the **position title** rather than a specific name.
- Shu Shu as Director of SAG Branding introduced **SAG Titles to Use** & a handout describing Officers(A), Directors (A), Producers (R), Coordinators (R), Instructors(R);
- Many felt that “Coordinator” was far too confusing because unclear as to meaning; “Producer” is the main responsible party; “Director” manages the overall area; Terri suggested “Event Coordinator” since there are 1-offs & Ongoing Coordinators; Robert thought maybe Producer of Each Show.
- Angie made known her feelings about being “out-of-the-loop”, especially as regards the newer Upstairs Specialty Shows. Terri described that since it was a new endeavor and since Angie seems overburdened already with all that she does, and sometimes a bit resistant to change, they just wanted to be creative in its design. Angie said that Terri & she do a lot of things together & it hadn’t been so recently. This brought up the BOD job description binders fiasco, more frustration, upset and worry. Robert mentioned that control issues further complicate things and gave some examples. Sandi expressed her frustration over recent show intake communication & misunderstandings. Robert again stressed the need to have a full BOD with each member engaged & involved; to Angie, he told her, “you were doing too much; ...you know all of the SAG history and we appreciate all you do.”
- Terri exasperated said that “SAG has always relied on others to do what they do best; these are the gifts we each give; we need to use all our gifts and strengths & let each do what they do best.”
- Robert then called the meeting as the group had reached an end to productivity.
- No date for next meeting yet -- TBA.
- He said, “Be generous to one another.”

Decisions:

- **Approved** “as amended” 30 June 2021 Minutes
- Robert proposed we use the new title of: “Producer of _____” (Each Pop-Up Show); Teresa (2); all **approved**.
- If/When smaller committees do meet, they must make a **report of progress back to BOD** in order to maintain good communication

In Future:

- **SEPT 23 - Rural Philanthropy Tourism Day “Walk Thru”- need someone to welcome group at Gallery**
- **Explore “email” meanings (see above RACI discussion)**
- **To Discuss: Art Resources like YouTube for kids & adults; to include “good links” & point to those Curt has already on the site**
- **Discussion led by Linnea: SAG as a member-driven guild and fairness to all members is a priority**
- **Added items today: Angie requested “Summer in the Valley” item & Publicist**

**Respectfully Submitted,
Bridget Dean-Pratt**