

July 2022 3rd St Gallery Management Team Report

Here are additional thoughts regarding the 3rd Street Gallery gallery sales staff discussion at the July 5 BOD meeting.

From The Gallery Management Team:

We appreciate your respect and cooperation in following our requests and policies.

- Rationale for the policy that "Only the Sales Staff Handles Gallery Sales: "Each gallery day the sales/host reconciles the cash drawer to begin that day's accounting, writes the day's sales transactions to record them, reconciles the cash drawer at the end of the business day. This procedure which maintains the accuracy of and responsibility for the cash drawer and the cash sales. When a transaction is handled by a non-sales person the reconciliation process is compromised
- Please ask a potential after-hours customer to come to the gallery during open hours.
- If a customer is unable to visit the gallery during open hours, contact one of the members of the Management Team for further instructions.
- Non-Sales Staff, Do not help, advise, or supervise the sales staff hosts.
- Non-Sales Staff, Do not participate or interfere in conversations between a gallery sales host and visitors about artwork or gallery business.
- For non-gallery-staff such as BOD members and SAG Committee Chair-People, try to conduct your gallery business between 11:15 a.m. - 3:45 p.m. to avoid distracting the gallery host at opening and closing times. The gallery host needs to focus on conducting opening and closing duties such, as but not limited to, counting the cash drawer and starting and shutting down PayPal properly.
- Accountability For After-Hours Gallery Usage: In the notebook located in the office labeled After-Hours Gallery Usage, fill out the information: date, your name or name of the group, purpose for the gallery usage, equipment used such as the computer, the computer programs, the printer and the SAG purpose for the printer usage, etc.

From Liz: Thanks to Sandi Dalton for forwarding contact information of a potential customer (p.c.) from the gallery Facebook Messenger expressing interest in art work from the two past shows. With very little description and with the gallery host, Tim Diffenderfer's help, our research located the oil painting that the p.c. might or might not buy. I'll arrange the purchase through the gallery if she decides to buy.

FYI: The gallery phones have been showing signs of aging. Tim Diffenderfer, our facility manager, is working with the gallery management team as is Terri Weibke. We'll keep the BOD informed about the prognosis of the ailing phone.

From Alicia: There's a gallery computer concern when someone gets into folders on the SAGVolunteer desktop and opens files that they shouldn't be messing with. One example is the Excel wall tag file that would not connect properly to the Word document when I was trying to create tags after the July intake was completed. It could have been a glitch in the system, but I don't know for sure since the sign in is generic. **No one should be in this Excel wall tag file.** There is a separate wall tag file on the desktop (not in a folder) that people should use.

From Eileen: The sales staff has been very good at opening up the gallery and attending to customers on the floor. We have had no problems with Zettle, our credit card processing system, now that everyone has had some experience with it. That does not mean that the sales staff who work only once a month don't have questions occasionally, but for the most part they have been doing a

good job. There have been no issues with the bookkeeper and our receipts. The gallery has been kept clean with everyone attending to their duties on their gallery days. The gallery staff has also had no issues with office personnel and all seems to be functioning well.

Respectfully Submitted,
The 3rd Street Gallery Management Team

SAG Monthly Status Report - Treasurer's Report

Report Date: JULY 2022

Coordinator Name: Reported by Angie Arterburn

Committee / Program / Activity Overview:

INTERIM TREASURER

~ At the time of this report, I have only held the position as Interim Treasurer for about 2 weeks. PLEASE NOTE: I am not Linnea, who held the Treasurer's job for many, many years.

WHAT TO KNOW:

- ~ I am working with Deb Mitchell, who is the backbone of the treasurer job.
- ~ If I have questions, I WILL ask for help or guidance
- ~ The 2nd Qtr. Sales Tax has been filed, thanks to Deb as that is part of what she does. Having a business, I knew they were due and asked about it. All is good.

WORKIN ON:

- ~ Clarify how 2022 Brochure cost of \$360. is to be broken down by committee.
- ~ Clarify how the 2022 Summer In The Valley Quarter Page ad is to be broken down by committee.
- ~ Am working with Deb on getting the P & L done.
- ~ Will be checking the various committees and their budgets so we can see where we are at.

STILL PENDING:

- ~ Parts of the Budget still need to be fixed and amended. Next step to have done in next couple of weeks.

CONCERNS: Help! Only kidding, as stated before if I have questions, I will ask. Also, if there is a question regarding an expense that has been credited to your committee, etc., please let me know and we will work it out. No need to email the world about it. Most often can be explained and if not, will get to the bottom of it. PLEASE NOTE; Deb only posts where she is directed and if she is unsure, she will ask.

SAG Monthly Status Report - Show Coordinator Report

Report Date: JULY 2022

Coordinator Name: Reported by Angie Arterburn

Committee / Program / Activity Overview:

JULY SHOW

~ Standard items, Call To Artist, Ad to WMT, reminder to attend reception.

~ Took photos of Tim and Marti hanging the July Show.

~ Was able to get Gerald Merfeld to judge the July show. Worked with him in the evening so he could do the judging ahead of time. He came back and talked with those that were attending the Reception. Had good response from the public.

~ Having the July Show judged added a new 'layer' of items to be photographed and given to Sandi and Curt for FB and Web. The web took some time for Curt to post as he had a very busy schedule. Got the actual list of People's Choice and Gerald's awards for Easel Art and Photography/3D out right way, photos followed later.

~ Sandi proofed July Ad copy.

PICK UP AND INTAKE:

Cathryn Cordova-Garbers replied back to me and stated that she would be out of the state for the July pickup and could she either pick her artwork up earlier or after she came back. I advised her it would be better to pick up a few days early and that she could also bring her artwork, if she had any, to enter the August Show. I called Alisha to let her know and left a note on the counter for Liz, who was the host the day that Cathryn was coming in.

CHECK OUT SAG'S website and FB to view photos of winning artwork.

WEB COMMITTEE

Got info to Curt and Committee on following:

Vista Works (they do the CCTB website)

Claudia Morris - SAG member and supporter offered to help with SAG website

Michael Davis - Member of SAG and was excited and offered to redo the SAG website.

Not sure where it stands on the above and Curt is on vacation for about 10 days.

CALENDARS

Took Calendars over to Library Craft Show to sell.

TO DO:

Work on graphics for remaining shows.

Continue working with Sandi in getting info from the artists. Did this via email to entrants in the shows and per Sandi, it has helped some.

Questions, Alisha will be my contact on the GM team.

CONCERNS: None.

SAG Program/Committee Monthly Status Report

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

Report Date: July 12, 2022

Coordinator Name: Linnea Laurila

Committee / Program / Activity Overview:

Conduct subsidized art classes for teens and adults.

Work with Rebecca's Fund to gain funding for kids' events.

Accomplishments for the Month:

- Completed sessions of Open Drawing: June 16, 23, 30
- Held RF Art Camp
- Held 2nd Saturday Pastel class taught by Terri
- Reviewed and updated SAG Arts KLZR spot. Combined it with gallery.
- Presented to SAG BOD to help clarify path forward on separation of RF and SAG systems

Instructor led classes completed in 2022:

Basic Drawing Workshop January 28 and 29

Open Drawing Sessions January 6, 13, 20, 27, Feb 3, 17, Mar 3, 10, 24, 31, Apr 7, 14, June 2, 9, 16, 23, 30

RF Art Camp

RF Preschool Art – monthly except May - Sept.

2nd Saturday – Framing, Color Charting, Assemblage, Pastel

Communication of SAG Web Page Content Updates

Decide how to update SAG Arts page on website – on hold pending new website

Plans for Next Month(s):

- Request reimbursement for Art Camp
- Hold 2nd Saturday Watercolor class
- Still waiting on response from Kim Faiella on possible mural project
- Confirm RF visiting artist dates and Let SAG know in case SAG wants to use will be a LEGO artist. Likely not until April 2023
- Get with Lorie in late August on a Fall Drawing Class

Challenges you want the BOD to know about:

Didn't get to check the SAG brochure so some information regarding Art Camp is not correct. Gives a poor impression of SAG. This process needs to be better managed next year.

Issues/Concerns you need Help with from the BOD:

- None currently

References / Attachments:

See SAG website