

August 15, 2022

To: SAG Board of Directors
From: 3rd Street Gallery Management Team
Alicia Waugh, Eileen PiaECKi-Couch, Liz VanSomerén
RE: August Report

Gallery Sales Procedure Update For Bookkeeping Efficiency:

With Don Vawter's guidance, the Zettle Ipad instructions have been rewritten for accuracy in tax calculation on every credit card sale. This will be very helpful to our bookkeeper, Deb Mitchell.

According to a recent contact with Deb Mitchell, this year's new sales procedure, stapling the wall tag to the bookkeeper's sales receipt, has improved her ability to make consistently accurate commission payments to the artist whose work has sold. In the past Deb sometimes had to spend too much time researching whom to pay. She no longer has to waste her time doing that.

Unfortunately, on Aug 12, a 2nd floor bin art work was sold \$100 lower than the artist intended because the wall tag printed with an incorrect price. Terri Wiebke, the sales hostess on that day, can tell the story and handled the issue successfully. The artist accepted responsibility for not verifying the wall tag price which she placed on the art work. As a result of this experience, 2nd floor artists will receive an email from the gallery management reminding them that it is their responsibility to print and verify that their wall tags are correct, as well as, maintaining correct information on their inventory sheets.

Gallery Improvements:

Thanks BOD and Tim for the window blinds on the 2nd floor west window which will help protect bin art and some wall art from the afternoon sun rays.

Thank you for not placing window shades on the 1st floor west window. That area is already protected from afternoon sun rays by the porch roof. Additionally, the sales staff needs the ability to look out that front window for their own sake, as well as, to see that visitors are approaching the gallery door.

According to the July BOD Minutes there was a discussion to provide a way for 1st Floor artists to have a bio which visitors could read and learn more about them. Perhaps one-simple-collective notebook could allow 1st Floor artists the opportunity to submit an 8 1/2" x 11" sheet describing their art mediums, type of art themes, commission projects and their contact information. This notebook with optional artist participation would take very little maintenance. Sales hosts could offer a bio photocopy of artists who are in the 1st Floor Notebook.

Last month's minutes summarized a discussion of an artist generated photo frame as a possible way to provide artist bios. Please allow the management team to help decide the benefit or lack of benefit for a photo frame. Will a photo frame easily provide an artist's bio and contact information? Will the location of a photo frame on the 1st Floor compete with or distract from each show's art work? Is there a place on the 1st Floor that will allow a visitor to watch the photo frame without impeding another visitor's entrance into the gallery or view of the current show? Will the photo frame be placed near or on the sales desk and thereby cause a distraction during a sales transaction? What's the purpose of the photo frame? Keep in mind the limited size of the 1st Floor.

An Improvement Needed:

The music system in the gallery office is not working and it might be time to get a new system which plays primarily music from the 60's (just kidding on the choice of music!).

Respectfully Submitted on Behalf of and with the Approval of the Management Team,
Liz VanSomerén

SAG Monthly Status Report - Treasurer's Report

Report Date: AUGUST 2022

Coordinator Name: Reported by Angie Arterburn

Committee / Program / Activity Overview:

INTERIM TREASURER

WHAT TO KNOW:

- ~ I have been working with Deb Mitchell, who is the backbone of the treasurer job.
- ~ Deb will be meeting with Sangre Solutions regarding issues with Quick Books.
- ~ Deb furnished the P&L which is attached.
- ~ Clarified how 2022 Brochure cost of \$360 was to be broken down by committee.
- ~ Clarified how the 2022 Summer In The Valley Quarter Page ad it was be broken down by committee.

STILL PENDING:

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

CONCERNS: If there is a question regarding an expense that has been credited to yur 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.

ATTACHED:

P & L for January - July 2022

Sangres Art Guild

Profit and Loss

January - July, 2022

	TOTAL
Income	
3rd Street Gallery Income	1.06
2nd Floor Rental	1,210.00
Art Intake	
August	304.00
July Show	440.00
June Show	368.00
Total Art Intake	1,112.00
Art Sales - SAG Commission	2,668.41
Bin Art Fees	370.00
Donation for use of Gallery	50.50
Miscellaneous sales	202.49
Refunds/Discounts	17.94
Total 3rd Street Gallery Income	5,632.40
Calendar	
Calendar Intake	378.00
Calendar Sales - retail	460.00
Calendar Sponsorship	3,005.00
Wholesale Calendar	496.50
Total Calendar	4,339.50
Colorado Creative Industries	10,000.00
SAG Arts	
16+ classes	1,000.00
2nd Saturday Class	425.00
Total 16+ classes	1,425.00
art camp	590.00
Preschool Art	1,782.87
Total SAG Arts	3,797.87
SAG Business	
Donations IN	13.69
Donation box	10.00
Spirit Campaign	2,240.71
Total Donations IN	2,264.40
SAG Membership	2,140.00
Total SAG Business	4,404.40
Total Income	\$28,174.17
GROSS PROFIT	\$28,174.17
Expenses	
3rd Street Gallery Expense	347.41
Advertising/Promotional	198.00

Sangres Art Guild

Profit and Loss

January - July, 2022

	TOTAL
Bank Credit Card Fee	214.54
card expense	241.50
Gallery Marketing	55.00
July Show	224.71
June Show Expense	178.43
License renewals	35.00
Postage Paid	19.45
Supplies	309.02
Display Supplies	18.49
Office Supplies	256.16
Total Supplies	583.67
Utilities	1,497.19
Total 3rd Street Gallery Expense	3,594.90
Calendar Expense	3,348.51
Colorado Creative Industries Grant	7,787.60
Hullabaloo Expense	668.40
Reconciliation Discrepancies	0.32
SAG Arts Expense	364.00
16+	1,215.53
2nd Saturday Classes	878.36
Total 16+	2,093.89
Art Camp	6,665.14
Preschool	1,612.37
Total SAG Arts Expense	10,735.40
SAG Business Expense	77.32
Accounting Fees	260.00
Insurance	432.00
Post Office Box Rental	100.00
Postage	62.32
Scholarships Awarded	1,000.00
Website	248.46
Total SAG Business Expense	2,180.10
Total Expenses	\$28,315.23
NET OPERATING INCOME	\$ -141.06
Other Income	
Interest Income	7.72
Total Other Income	\$7.72
NET OTHER INCOME	\$7.72
NET INCOME	\$ -133.34

SAG Monthly Status Report - Show Coordinator Report

Report Date: AUGUST 2022

Coordinator Name: Reported by Angie Arterburn

Committee / Program / Activity Overview:

AUGUST SHOW

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

~ Took photos of volunteers, Tim Diffenderfer with the help of Pat Moore and Sue Marconi, hanging the show.

It was printed in the Tribune along with the promotion of the show and on SAG FB.

~ Ad copy proofed by Sandi for August Show

~ Took photos of reception and People's Choice Awards and got images to Curt and Sandi for the web and FB.

~ People's Choice winners images and info given to WMT.

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

WEB COMMITTEE

Met with Don and Sandi. Report to follow at August BOD meeting.

CALENDARS

Sold 10 2023 Art Calendars at the Library Art and Craft Show

TO DO:

Send out reminder to Pickup and Intake for August and Artist's Choice Show.

Ad copy to Tribune for Artist's Choice Show.

Work on graphics for remaining shows.

Continue working with Sandi in getting info from the artists. Alisha is 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: August 13, 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: July 7, 14, August 4, note Aug 11th cancelled due to model no show
- Held 2nd Saturday Watercolor class taught by Pam Wedel
- Confirmed RF visiting artist will be in Westcliffe in April 3-6, 2023
- Requested and received RF Art Camp reimbursement for SAG

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, July 7, 14, August 4

RF Art Camp

RF Preschool Art – monthly except May - Sept.

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

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):

- Hold extra 2nd Saturday Watercolor class on Aug 20th
- Hold 2nd Saturday jewelry class
- Still waiting on response from Kim Faiella on possible mural project
- 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

SAG Monthly Status Report - WEB Committee Report

Report Date: AUGUST 2022

Coordinator Name: Reported by Angie Arterburn, Don Vawter and Sandi Dalton

Committee / Program / Activity Overview:

AUGUST SHOW

~Per Curt's request, we are moving forward with the new SAG Website.

Don Vawter has volunteered to take over and spearhead this projec

A summary and approval of out next steps will be presented to the SAG BOD at the August 23, 2022 meeting.

Web Committee will continue to update the BOD as needed.

SCHOLARSHIP REPORT

August 2022

Jan Kraus - Chair

In May of 2022, SAG awarded Custer County High School graduate Harrison Walter a \$1,000 scholarship to pursue a fine arts degree at Colorado Mountain College in Leadville.

To update you, the check was issued for the \$1,000 and Harrison is off to college.