

SAG Program/Committee Monthly Status Report

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

Report Date: September 13, 2022

Coordinator Name: Linnea Laurila

Committee / Program / Activity Overview:

Conduct SAG 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, August 18, Sept 8. That completes the 5-week session. Now taking a break to regenerate interest.
- Held 2nd Saturday Watercolor class taught by Pam Wedel on Sept 10th and a 2nd session on Sept 17th.

Instructor led classes completed in 2022:

Basic Drawing Workshop January 28 and 29

Open Drawing Sessions January 6, 13 August 18, Sept 8, 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 (2 sessions),

Jewelry Sept 10th

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 2nd Saturday oils class, possibly two sessions
- Still waiting on response from Kim Faiella on possible mural project
- Get with Lorie 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: September 2022

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

Committee / Program / Activity Overview:

Again, per Curt's request, we are moving forward with the new SAG Website.
Don Vawter has volunteered to take over and spearhead this project.

The following reports are presented by Don and need discussion from the SAG BOD:

IT Report

Statement of Worth

IT Report September 2022

1. New website

A statement of work has been prepared for the Boards consideration. If approved we should present to Michael Davis.

2. New SAG computer

Electron Wizard will build us a new computer with a SSD and 24" monitor for \$750. If the Board approves I will meet with him to formalize the specs and place the order.

3. Gallery telephones.

One of the handsets will not function. Tim has tried replacing the batteries without success. We have several options:

- a. Live with one handset and hope it doesn't also fail.
- b. Buy two Ooma handsets to replace the Panasonic System. They are on sale for \$40 each.
- c. Replace only one handset with a Panasonic handset. I believe those are \$40-50 on Amazon. That still leaves us with the old Panasonic which may be near EOL.
- d. I have an old Panasonic system which I can donate to SAG as long as I can get a tax letter for the donation. It is probably newer than the existing but is definitely not close to new.

My recommendation would be b. The Ooma handsets are much nicer than what we have and have built in integration with our Ooma account so we could access voicemail remotely etc. That would also eliminate the bulky charger/deskset. Option a is risky, c doesn't make sense long term. D is free but that system probably has a pretty limited life expectancy.

Don Vawter

Website Statement of Work

The purpose of this document is to detail the features and functionality expected in version one of a new website for Sangres Art Guild (SAG). It is not our intent to declare how these features are implemented but rather to define the functionality required.

A) General Requirements

1. Platform: Wild Apricot
2. Content updates: SAG personnel must be able to update the content of events, shows and news articles without involving a developer or programmer. While the personnel can be expected to prepare media in the required format (e.g. jpeg maximum pixel size etc) they cannot be expected to write html or JavaScript code. Formatting of the content should be done behind the scenes by making use of templates. The personnel will provide plain text (or RTF if the template provides an RTF editor).
3. Training of SAG personnel on the process of updating content must be provided as part of the project.
4. Any email communications required in maintaining the membership database should be automatically generated using the Wild Apricot services.
5. Credit card processing should be done via the Wild Apricot server. PayPal links may be provided to solicit donations etc. but this need not be integrated with the Wild Apricot processing.
6. The look and feel of the website should be governed by use of Wild Apricot themes. Ideally SAG should be able to change those themes without developer interaction but if this isn't feasible then training of some of SAG's technical members on the process needs to be done.
7. Provide a page on the site with links back to the current site for features not being implemented in this phase so that users can seamlessly access that information.
8. Ensure that users can access a particular page on the site via url. Provide these urls to SAG personnel so we can send users from the current site to the new site. For instance we will disable everything to do with membership on the old site but provide a link to the new site for membership.

B) Specific Requirements

1. Membership Database
 - a. Fields to be included:
 1. First Name
 2. Last Name
 3. Address 1
 4. Address 2
 5. City
 6. State
 7. Zip
 8. Email
 9. Join Date
 10. Expire Date

11. Type (Single, Family, Corp,?)
 12. ID
 13. Active
 14. Phone
 15. Cell
 16. Company
- b. Data for all members of SAG must be accurately maintained including all relevant dates (joined, expire date, renewal date)
 - c. Members must be able to be assigned multiple roles. The available roles should be dynamic and a mechanism for SAG personnel to update them provided.
Initial roles:
 1. Gallery Manager
 2. Show Coordinator
 3. Website Manager
 4. Content Creator
 5. Volunteer Manager
 6. Gallery Sales
 7. Board Member
 8. President
 9. Vice President
 10. Secretary
 11. Treasurer
 12. Board Emeritus
 13. Volunteer
 14. Artist
 - d. There must be pages on the website that allow:
 1. A person to join SAG
 2. Renew their membership
 3. Cancel their membership
 4. Edit their information
 5. Pay for their membership using Wild Apricot's payment system.
 - e. Provide a mechanism for reporting membership data to the board, book keeper and treasurer.

2. Events

There must be a page for showing upcoming events and a template provided which allows SAG personnel to provide:

- a. Title
- b. Description
- c. Dates and times
- d. Venue
- e. Contact information to register
- f. Media to display for the event

3. Shows

- a. There must be a page for showing upcoming shows and a template provided which allows SAG personnel to provide:

1. Title
2. Description
3. Dates and times
4. Venue

5. Contact information to register
6. Media to display for the event
7. Prospectus

b. Provide forms for a person to register for a show:

1. Intake Form
2. Stermer waiver
3. The person should be able to fill out the form online and print it on his computer.
4. If possible we should maintain the data from the forms in a database. Mechanism TBD.

4 SAG news

Have a page where SAG personnel can post News. Follow a template similar to events.

5 Gallery Information

Have a page with Gallery information similar to the existing site.

SEPTEMBER REPORT

GALLERY MANAGEMENT TEAM

9-15-22

To: Sangres Art Guild Board of Directors

From: 3rd Street Gallery Management Team

Re: September Report with 3 attachments

A demo of a motor-sport's sketch by Kevin Koch, a non-sales volunteer, was held on the gallery parking lot on Sat, Sept 3 under a new tent, purchased by the 'grant.' Kevin's flyer was distributed by his wife and himself at the car show between 9 – 10 a.m. At 10 a.m. he, Jeannie, his wife, Tim Diffenderfer and minimal help from Liz, set up the tent. After the car show closed at 2 p.m. the gallery had many visitors with most of the day's sales perhaps due to Kevin's extra publicity efforts. Thanks to Tim for helping Kevin take down the tent and returning it to the gallery office. Four buckets donated by Tim filled with sand purchased by the grant are currently stored under the gallery porch. Thanks, Terri, for your guidance in the availability and usage of the tent.

The new building usage form is attached to this email. Greg Smith is teaching a one hour smart phone photography class on October 12 at the gallery to fulfill his volunteer requirement for renting gallery space for his *Altitude Adjustment* books. His flyer has been emailed by Sandi Dalton via Mail Chimp and posted on social media, he'll handle his own press release. Encouraged by Pat Moore, Melody DeBenedictis is sponsoring a recurring art group starting in November on the 2nd Tuesday of each month at 3rd Street Gallery. Her flyer will be emailed via Mail Chimp by Sandi and posted on social media. Thanks, Sandi!

The original goal for the Young Artist's Walls was to hang children's art, middle school, and high school through the summer. The program is being extended through the rest of the season because it has been well received.

The 2nd Floor has been rearranged as all 2nd floor artists have been asked to trade a space or freshen their spaces for the remainder of the season. Two artists have removed their works from the 2nd floor because they needed their inventory at other venues.

The phone in the office works but the 2nd phone located on the sales does not work. Tim has tried installing new rechargeable batteries which did not revive the extension phone. Therefore, we've decided to manage with the office phone as no one seems to need a phone on the sales desk.

Eileen Piasecki-Couch is out-of-town until mid-October. Liz VanSomeran agreed to be the substitute sales volunteer coordinator until she returns.

Respectfully Submitted,
The Gallery Management Team

3rd Street Gallery Facility Usage Agreement

Gallery First Floor

3rd Street Gallery facility usage is free but the dates and times must be reserved by the sponsor/leader of the group.

Name of SAG Member Leader _____
(signature) (date)

Name of Organization _____

Purpose of Organization:

Usage Day & Recurrence: (Circle) Tuesday or Wednesday (Circle) Weekly Monthly

Other Explanation (1st week of month, etc.) _____

Evening Usage, if applicable: _____

Starting Calendar Date: _____

Starting Time: _____ Closing Time: _____

Responsibilities of the Group Leader:

1. Opening the gallery:

Group Leader will be given the code to the keyless front door lock.

Group Leader agrees that no one else will be given the code.

2. All attendees of the organization must sign SAG and Stermer Waivers.

3. A drop cloth must be placed under table to keep paint off the carpet.

4. Report to a member of the SAG Board of Directors as needed.

5. Closing duties:

- Return all gallery equipment/furnishings used by the group such as tables, chairs, easels, canvas drop cloth, etc. to their proper storage locations.
- Clean gallery floor from spills and debris which occurred during the session.
- Keep kitchen clean, if used.
- Turn off lights and music.
- Lock doors and windows.

How to Make Better Pictures With Your iPhone

(and similar smartphone devices)

A free Sangres Art Guild workshop with
Greg Smith

We will discuss:

- Advantages of phones
- Limitations of phones
- Settings and Options
- Key accessories
- Copying artwork

You will learn:

- How to control focus
- How to control exposure
- What key settings do
- Composition tricks
- Intro to picture editing

Wednesday, Oct. 12

(snow date Oct. 19)

11 to noon

3rd Street Gallery

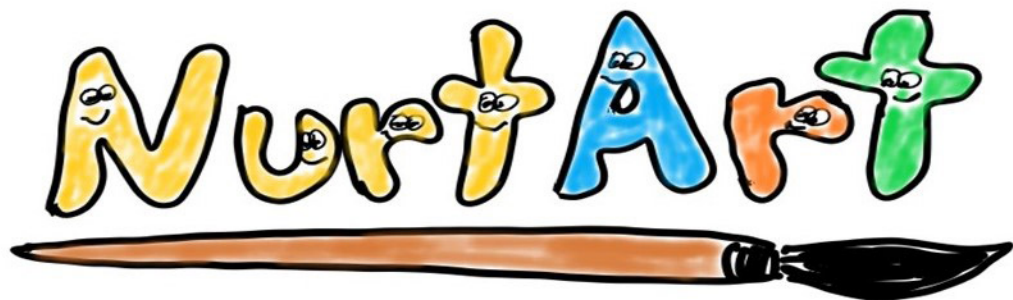
59000 Hwy. 69 North, Westcliffe

Limited to 15 iPhonographers

RSVP to greg@imediasmith.com

Learn and see more about Greg and his pictures:

imediaSmith.com • AltitudeAdjustment.net



Are You a Creative looking to connect with other local Artists?

Every 2nd Tuesday of the month beginning this November
The 3rd Street Gallery will be open from **11 to 2pm** with an
Informal gathering of local artists sharing their craft.

Bring a snack, drink and project you're working on with your supplies!

As a local Artist, I recognize the value of 'connecting' with other artists, connecting can be a source of encouragement and inspiration nurturing our creative self!

Hosted by SAG Member Melody DeBenedictis

For more information contact

Melody at 505-429-6597

Sponsored by 'Sangres Art Guild'

SAG Monthly Status Report - Show Coordinator Report

Report Date: SEOTENBER 2022

Coordinator Name: Reported by Angie Arterburn

Committee / Program / Activity Overview:

ARTIST'S CHOIC SHOW

- ~ Standard items, Call To Artist, Ad to WMT, reminder to attend reception.
 - ~ Took photos of volunteers, Jeanene Parker and Pam Wedel hanging the show.
 - ~ Ad copy to Tribune, SAG web and SAG fb for posting.
 - ~ 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.
- ~ Sent out reminders to entrants about reception and then at the end of the show reminder of Pick-up of artwork and info for FALL SHOW.
 - ~ Did graphics for FALL Show, got it to membership, SAG FB and Web.
 - ~ There were a few minor issues that came up with the hanging of the Artist's Choice Show, I emailed and called Alisha Waugh, my contact for the GMT. With her consent, I went to 3rd St. and took care of the few items, got copies of the changes to all parties involved.
 - ~ Set up Reception.
 - ~ New item to take care of when there is a sale of artwork on the main floor of the Gallery. Will pass this on to GMT. There was a sale of 2 items, normally the wall tags are stapled to the receipt book. Since this was the day of the People's Choice voting, the customer agreed to leave the purchased artwork up until after the vote. PROBLEM, can't staple the tags in the receipt book as they need to stay up on the wall for the vote. What we did was make copies of the wall tags and stapled the copies to the receipt book and put the original tags back on the wall so voters could place their votes.

TO DO:

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

Ad copy to Tribune for Fall 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: Website - SAG is working on getting a new site that allows more than one person to input info.

SAG Monthly Status Report - Treasurer's Report

Report Date: SEPTEMBER 2022

Coordinator Name: Reported by Angie Arterburn

Committee / Program / Activity Overview:

INTERIM TREASURER

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WHAT TO KNOW:

- ~ I continue to with Deb Mitchell, who is the backbone of the treasurer job.
- ~ Deb furnished the P&L which is attached.
- ~ Worked with Deb regarding W-9 and 1099's.
- ~ Went over what to do when she is gone.

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. PLEASE NOTE; Deb only posts where she is directed and if she is unsure, she will ask.

ATTACHED:

P & L for January - August 2022

Sangres Art Guild

Profit and Loss

January - August, 2022

	TOTAL
Income	1.06
3rd Street Gallery Income	1,225.00
2nd Floor Rental	
Art Intake	
Artists Choice Show	520.00
August	304.00
July Show	440.00
June Show	368.00
Total Art Intake	1,632.00
Art Sales - SAG Commission	3,064.56
Bin Art Fees	370.00
Donation for use of Gallery	50.50
Miscellaneous sales	230.49
Refunds/Discounts	17.94
Total 3rd Street Gallery Income	6,591.55
Calendar	
Calendar Intake	378.00
Calendar Sales - retail	530.00
Calendar Sponsorship	3,005.00
Wholesale Calendar	496.50
Total Calendar	4,409.50
Colorado Creative Industries	10,000.00
Hullabaloo	
Hullabaloo Sponsorships	125.00
Total Hullabaloo	125.00
SAG Arts	
16+ classes	1,000.00
2nd Saturday Class	810.00
Total 16+ classes	1,810.00
art camp	6,314.84
Preschool Art	1,782.87
Total SAG Arts	9,907.71
SAG Business	
Donations IN	13.69
Donation box	22.00
Spirit Campaign	2,240.71
Total Donations IN	2,276.40

Sangres Art Guild

Profit and Loss

January - August, 2022

	TOTAL
SAG Membership	2,440.00
Total SAG Business	4,716.40
Total Income	\$35,750.16
GROSS PROFIT	\$35,750.16
Expenses	
3rd Street Gallery Expense	433.49
Advertising/Promotional	198.00
august show	199.65
Bank Credit Card Fee	238.62
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	323.68
Total Supplies	651.19
Utilities	1,619.27
Total 3rd Street Gallery Expense	4,094.31
Calendar Expense	3,348.51
Colorado Creative Industries Grant	8,333.25
Hullabaloo Expense	679.19
Reconciliation Discrepancies	0.32
SAG Arts Expense	364.00
16+	1,290.53
2nd Saturday Classes	1,233.86
Total 16+	2,524.39
Art Camp	6,665.14
Preschool	1,612.37
Total SAG Arts Expense	11,165.90
SAG Business Expense	152.32
Accounting Fees	260.00
Insurance	432.00
Post Office Box Rental	100.00
Postage	62.32
Scholarships Awarded	1,000.00

Sangres Art Guild

Profit and Loss

January - August, 2022

	TOTAL
	269.41
Website	2,276.05
Total SAG Business Expense	\$29,897.53
Total Expenses	\$5,852.63
NET OPERATING INCOME	
Other Income	7.72
Interest Income	\$7.72
Total Other Income	\$7.72
NET OTHER INCOME	
NET INCOME	\$5,860.35

Sangres Art Guild

Profit and Loss

August 2022

	TOTAL
Income	
3rd Street Gallery Income	15.00
2nd Floor Rental	
Art Intake	520.00
Artists Choice Show	520.00
Total Art Intake	396.15
Art Sales - SAG Commission	28.00
Miscellaneous sales	959.15
Total 3rd Street Gallery Income	
Calendar	70.00
Calendar Sales - retail	70.00
Total Calendar	
Hullabaloo	125.00
Hullabaloo Sponsorships	125.00
Total Hullabaloo	
SAG Arts	
16+ classes	385.00
2nd Saturday Class	385.00
Total 16+ classes	5,724.84
art camp	6,109.84
Total SAG Arts	
SAG Business	
Donations IN	12.00
Donation box	12.00
Total Donations IN	300.00
SAG Membership	312.00
Total SAG Business	\$7,575.99
Total Income	\$7,575.99
GROSS PROFIT	
Expenses	86.08
3rd Street Gallery Expense	199.65
august show	24.08
Bank Credit Card Fee	
Supplies	67.52
Office Supplies	67.52
Total Supplies	122.08
Utilities	499.41
Total 3rd Street Gallery Expense	545.65
Colorado Creative Industries Grant	

August 2022

190	Summit & Main	200	Summit & Main	210	All Aboard Westcliffe
189	Summit & Main	199	Summit & Main	209	All Aboard Westcliffe
188	Summit & Main	198	Summit & Main	208	All Aboard Westcliffe
187	Summit & Main	197	Summit & Main	207	All Aboard Westcliffe
186	Summit & Main	196	Summit & Main	206	
185	Valerie Hill	195	Jeanette Steigerwald	205	Brett Bowditch
184	Valerie Hill	194	Jeanette Steigerwald	204	Alexis Elliot
183	Dorenda Manning	193	Kimberly Nandin	203	KyAnne Briggs
182	Dorenda Manning	192	Betsy Ellison	202	Shanna McKellop
181	Staging table	191	Betsy Ellison	201	Brittany Burke

10'

160	Cathy Snow	170	Debbie Lipka	180	Cheryl Swartz
159	Cathy Snow	169	Jill Kamenski	179	Cheryl Swartz
158	Cathy Snow	168	Gina Maloney	178	Cheryl Swartz
157	Cathy Snow	167		177	Cheryl Swartz
156	Cathy Snow	166	Cowboy Church	176	Carol Blehm
155	Cathy Snow	165	Cowboy Church	175	Carol Blehm

Deb and Angie

This is what is getting submitted for the grant in case you need to reconcile anything. There is roughly \$850 in grant money that for now is being justified with utilities because Terri and I were running out of time or we didn't want to buy the technology stuff yet, but the intent is eventually to spend it.

Linnea

Linnea Laurila

Alpenglow Alpacas

Linnea@AlpenglowAlpacas.com

From: Linnea Laurila

Sent: Sunday, September 11, 2022 1:36 PM

To: Annie Dawid <annie@anniedawid.com>

Cc: Terri Wiebke <terriynn1229@yahoo.com>; Linnea Laurila <lsaurila@outlook.com>

Subject: RE: Colorado Arts Relief Award - Final Report Reminder

Hi Annie

Here's what we have:

926 Propanel accessories

585 Easels

6580 Trailer

54 Locks

24 Bungees and ties downs

86 Tables

546 Tents

42 Sand

300 Steve Wiebke to outfit the inside of the trailer

\$9143

Up to \$1671 in utilities to cover "buy later" items"

Receipts for all this attached.

This is what we'll still buy later

Possibly to spend - **estimated**

Trailer registration \$70

Trailer insurance \$80

Portable computer \$400

Portable printer \$100

Ipad \$400

Linnea

Hi Bridget,

Considering we have not done a major re hang in quite some time the venues have still been refreshed sufficiently. At Ranchers Roost the artist took things down which gave an opportunity to Tim Johnson to show three pieces. Tim's work is unique and does not go just anywhere. Ranchers Roost was a perfect fit for his quirky assemblage pieces. The Library wanted their walls for a two month display of Womens art and asked us to remove AIPP. once that show was finished Carol Bribach was ready to hang the space with new pieces. Trent's office at Kirkpatrick Bank had pieces needed by the artist so Melody DeBenedictis came forward with some very large impressive wildlife paintings. (Wasn't sure Trent would be able to concentrate with that huge cat looking at him). Then ShuShu removed her pieces from the lobby which gave Alicia Waugh an opportunity to show her "in your face" Owl that was a big hit with the girls at the bank. In fact it was such a hit it sold almost right away to Charlie Ellison for one of his Air B&B's. Nicole was crushed. 100% of that sale goes to the artist. Tim Defenderfer is going to fill the two spaces available at Kirkpatrick. An article in last week's Tribune highlighted AIPP, Dark Skies, Scott Dankof' photography, and SAG member Claudia Morris's who commissioned Scott to photograph the Milky Way over each historic cemetery in the Valley. Claudia purchased these through SAG so we would get the commission and is donating the sale of them 100% to Dark Skies. Very impressive arrangement. These are hung in the hallway just outside the Board room at Kirkpatrick.

PLEASE STOP BY TO SEE THEM and read the article Last Thursday September 8.

So, things keep moving along.

Whew..... That's a lot!!

Respectfully Submitted

Karen

Sent from my iPhone

SAG Monthly Status Report - Arts Hullabaloo

Report Date: September 15, 2022

Coordinator Name: Angela Arterburn - Chair

SUB-COMMITTEE:

Quick Draw: Curt Gillespie Chair, Terri Wiebke - Co-Chair

Committee / Program / Activity Overview:

Arts Hullabaloo - September 23-25

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

First year that SAG has a couple of tents, which are very welcome and needed, this was thanks

Friday & Saturday: Chalk Art Competition, open to kids, adults and families.

Saturday: 2nd Annual Quick Draw Competition @ Jess Price Park - 8:30-11am. Wsa able to get Gerald Merfeld to judge the competition. Public invited to come out and vote at 11am for People's Choice awards. Models were obtained as well. Curt Gillespie and Terri Wiebke were in charge of the Quick Draw.

Also @ Jess Price Park, 9am-3pm, various creative stations set up: beading, decorating fabric bags with fabric paints, watercolor project, acrylic project, kids yoga, Indigo-dye project, decorate stones with Molly, glitter tattoos. Several vendors with a variety of hand crafted wares.

DEMONS for Saturday: Spinning demo, Indian Drumming and History.

Sunday: Noon - 3pm - At the Bluff, decorating and flying of Kites and Paper Planes. Dark Skies Observatory open for an hour at noon.

Non-Profits involved with Arts Hullabaloo:

Friends of Beckwith Ranch

Wet Mountain Wildlife Refuge

Custer County Kids Council (CCKC)

Dark Skies

and WCPA scheduled their 10 Minute Plays to coincide with Arts Hullabaloo.

To Do: After events, get photos and winners to Tribune, Sandi for FB and Curt for the web. Follow up with participants from show.

Under Website Managing:

Due to issues with our current website, only having one person to do input it made it a challenge to get things posted in a timely manner or at all. This in turn effected the FB page as those posts referenced the SAG website. There is work being done to take care of it all with the proposed new website.

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

References / Attachments: None