

# Minutes

## Chatham Artists Guild

March Board Mtg | Wednesday, March 31, 2021 | 3:30–4:58 PM | Zoom

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Participants included: Michael Blotzer, Shannon Bueker, Karen Crowell, Martha Danek, Kathy Flood, Minnie Gallman, Gina Harrison, Louise Hobbs, Marsha Kitkowski, Vince Pitelka, Barry Udis, Amy Wandless, and Andrew Wilson  
Absent: Lee Kazanas, Carolyn Rhinebarger and Heather Washburn

A video recording of the Zoom Meeting was transcribed by Karen Crowell to produce the minutes.

**Welcome & Call to Order-** Gina Harrison

**Approval of Minutes** – Karen Crowell

Michael moved and Vince seconded and no objections were made, so the minutes from the previous Board meeting were approved unanimously.

**Treasurer's Report** – Barry Udis

At the end of February, the checking account balance was \$20,922.58. Deposits were received from PayPal (\$2,770.00 total) for members renewed online. PayPal deducted \$65.14 in fees for the transactions. CAG also used PayPal to purchase an annual subscription for Zoom (\$189.90) and a monthly storage fee (\$40.00) leaving a balance of \$23,397.54 in the checking account and \$10,000. 60 in the money market account as of the 29<sup>th</sup> of March 29<sup>th</sup>. Barry agreed to make changes to the report for clarification and to correct a typo. A motion was made by Vince and seconded by Minnie and no objections were made, so members unanimously approved the report as amended.

**Committee Reports/Discussion**

**Operations** – Andrew Wilson

Andrew explained that the old CAG Google drive and email addresses are being replaced by the Google Suite. He has been working on updated membership and committee rosters and create new folders for Administration and CAG that will be accessible by Board and CAG members as needed. Documents in the old drive will eventually be archived after review by Amy and Karen.

**Membership** –Marsha Kitkowski

Marsha reported that her roster showed a total of 53 members, but that did not include the ten new applicants that were accepted by the Jury for membership in the Guild. Vince has been in frequent contact with the new members about the jury, so he offered to provide them with copies of Memberhip's new Welcome Packet. Marsha will coordinate with VidaBeth and Forrest about conducting interviews of the new members to be posted on the web site.

**Jury** - Vince Pitelka

Vince reported that things went smoothly for the most part for the Jury to use Zoom this year but the tallying of the results was a little tricky because jurors used different ways to provide him with the results. But he will review the procedures and make any changes as needed.

### **Web Site** – Vince Pitelka

The next web site project will focus on working with PR to create a new Sponsorship page on CAG's web site. Rather than just raising money for the Studio Tour, CAG needs to raise awareness of what an economic and cultural asset CAG is to the community. There will be different levels of support for sponsors to choose from and any number of ways we can promote sponsors online throughout the year.

### **PR** – Kathy Flood

PR has already sent out press releases about new members and Kathy confirmed that she is posting information about new members on social media. She will relay information to Carolyn about plans for interviewing them.

### **Brochure** -Vince Pitelka

Work on the brochure is not expected to start until July. Vince noted that members were given the option of delaying payment of the Studio Tour fee when they renewed their memberships, so they need to be reminded at the All Members Meeting that the deadline for payment of the Tour fee is May 1<sup>st</sup>.

### **Education** – Louise

Louise noted that there are some new schools in the area now. The committee's first project is to identify a location for the Student Show. The Chatham Mills was the best location when CAG was holding its Exhibits there. Gina noted that there is a new restaurant moving in and Greg Lewis, the owner, might be a good person to contact.

The committee is also considering several participatory art events for students in:

- Heather Washburn's [Calico Makers Market](#), held the first time this year with several CAG members participating, features interactive art sessions and Heather could use the help of students in planning next year's show.
- [Chatham County Grand Trees](#) holds virtual tours of its Rockridge site and students could be taught nature journal writing by CAG artist Jane Eckenrode as part of a school assignment.
- Coordinate local arts events to tie in with national holidays for the arts in order to benefit from their resources and promotion.

Gina asked Louise and the committee to select and develop a plan for one of these projects in the next few weeks, and Louise urged Board members to provide input.

### **Fundraising** - Gina

Gina noted that a sponsorship web page on CAG's web site is in the works. Gina also recommended two sources of funding that CAG should apply for. Both have been awarded to CAG in the past.

- Chatham Arts Council's [Grassroots Arts Grant](#)
- Galloway Ridge's [Chatham County Charitable Fund](#)

### **Exhibitions** – Shannon Bueker, Martha Danek

Shannon and Martha reported that they had looked at the Ag Center in Pittsboro. The space is available in early December, but even with a discount it would cost CAG \$1,800. However, the

biggest drawback is the lack of any hanging system. Gina asked Shannon and Martha to create an inventory of all potential exhibit sites in the area, which would be helpful given all the closures and new development going on.

### **Signage – Michael**

Michael asked Gina if Julio will be on the Signs Committee because he was instrumental in getting much of the work done last year. In the meantime, he will reach out to the rest of the committee members. Gina noted that members can be assigned to more than one committee if, like Signage, the committee's work doesn't require their involvement early on. Minnie asked Michael to share the spreadsheets that he made for the Brochure Design Committee last year. He created them as part of his work proofing images as artists submitted them, and Minnie wants to be able to put them to use again this year if he's not going to be available to help.

### **Unfinished Business**

- Gina reviewed the Budget for 2021. **Michael moved to approve the budget, the motion was seconded, and there were no objections, so it was unanimously approved.**
- Gina reminded members of the board to submit their Conflict of Interest forms if they haven't already done so.
- Michael noted that it seemed unlikely that there would be any restrictions on indoor gatherings by the time the Studio Tour takes place in December. Members were already offered the opportunity to delay paying their fees for the Tour until May 1<sup>st</sup>, so Michael moved that **CAG not extend any refunds for Studio Tour fees this year.** The motion was seconded, no objections were made, and the **motion was unanimously approved.**
- There appears to be **no written statement** pertaining to the **30% commission** CAG has traditionally charged artists who sell any of their work during CAG exhibits. Gina noted this **needs to be verified and documented.**

### **New Business**

Board members reviewed the proposed agenda for the **All Members Meeting** to be held on April 18<sup>th</sup>, 2:00 -4:00 pm. Board members were asked to **join the session at 1:30** and Gina will find someone other than Andrew to moderate the Zoom meeting.

Gina plans to establish **Ad Hoc Committees** to review the **By-Laws** and to consider **increases in dues and fees in 2022**, as well as revising the **CAG Calendar of Events**. In the meantime, Gina asked Vince to explore the feasibility of **recruiting new artists earlier** in the year so the jurying can be done and new members can be **accepted into the Guild before the end of the year**. This would allow them to benefit from a full year of membership in the Guild and give them the opportunity to participate much sooner, too.

Gina has included in the 2021 Budget money to pay for **Quick Books** and the temporary hiring of a **bookkeeper** to implement the software and provide **training** to Board officers responsible for CAG's finances.

The meeting adjourned at 4:58 pm. The next Board Meeting will be held **Tuesday April 27<sup>th</sup> at 3:30 pm.**