

**Chatham Artists Guild
Board Meeting Minutes - 01-31-23**

Special Meeting of the New Board for Purposes of Planning and Familiarization

Members Present:

Ric Harber, Minnie Gallman (via facetime), Amy Wandless, Vince Pitelka, Carolyn Rhinebarger, Steevie Parks, Selden Lamoureux, Leslie Palmer, Karen West, Louise Hobbs

Call to Order: 10:10am

Housekeeping: Transitioning to New Officers and Members:

New Board Members: All new board members must sign and return the Conflict-of-Interest form. All board members were encouraged to read the By-Laws.

Orientation to the New President : Ric Harber

Ric requested that board members refrain from copying him on every email, stay on the topic of each email thread, change to a new email thread if you plan to discuss a new topic, understand that Ric may sometimes choose an extreme position to generate discussion.

Transition to the new Treasurer/Treasurer's Report: Selden Lamoureux

Selden has special expertise in acquisitions and budgeting. Most of Barry's data has already been transferred to Selden's computer. Form 990N needs to be submitted. If this form is not submitted at least once every three years, we can lose our tax-exempt status. There will be no penalty for late filing as long as we get it in soon. Our NC Secretary of State Annual Financial Form was filed last year by Amalia. Selden has already paid Amalia \$75.00 for the first quarter of 2023. Selden may need some help from Amalia to learn more about Quick Books, and we may need to pay something extra for this. Selden will figure out how to improve on the Treasurer's report structure to reflect any changes in the guild's budget format.

Minutes: Steevie Parks

The minutes from the January 10th Board Meeting were corrected and approved online on January 13th. These minutes were moved to the shared CAG Drive on January 29, 2023.

Technical Issues: Ric Harber

Ric went over all of the different email addresses that the board uses for business, and shared a handout about this with all of the board members at the face -to-face meeting. We talked about forwarding emails from our chathamartistsguild.com to our chathamartistsguild.org account. We also need to fix one of the email icons on the website that is not working properly. Vince Pitelka will take care of this. Another issue involves the two-factor identification process that needs to be changed so that someone besides Gina Harrison can get into the account. Vince will help Selden and others to be put onto the our shared google drive.

Preliminary Calendar:

1. Board meetings were changed to the second Monday of the month. Our next meeting will be held on February 13th from 6-8pm. Location to be announced. Selden and Louise will check on some possible inside locations for future meetings, that are central to all board member's homes.
2. The next AMM will be held on April 23, 2023. Steevie will contact Jordan Lake to look into reserving the space. Their phone number is 1-877-722-6762. The October meeting will take place on Sunday, October 22nd. The January 2024 AMM Meeting will be on January 21st.

Procurement:

In the recent past, Gina handled procurements for the guild. In the future, committee chairs may be able to do this on their own with board approval. We will need to adopt a formal 'Procurement' policy. This may involve giving various people access to the guild's debit card. Leslie and Carolyn have had to use this when they chaired the PR committee. Selden volunteered to draft a

tentative 'Procurement Policy' and will present this to the board when it is finished. Someone will need to check on the status of our lights and camera equipment. We will also need to make an inventory of hard assets. Vince will check with Lani who may still have a list of these assets. This information needs to be utilized in formulation of our budget.

Power-Sharing/Delegations/Designated Survivors:

We need to draft a policy about how to exercise powers of the president and key board officers in the event that someone will either be on vacation or must precipitously leave the board. Karen will work on this.

Committees and Chairs:

To chair a committee involves a great deal of work. We are still lacking chairpersons for several key committees and need to fill these spots as soon as possible. We need information from recent chairs regarding the specific pre-requisite skills and abilities that are necessary for members of their committees. We also need to know how many members they need to do the work, and whether or not they have ideas about people they can target to participate in their committees. Ric and Selden will work on formulating and sending out a questionnaire to 2022 committee chairs to solicit this information. Ric will also work on a survey for the membership regarding their skills and abilities.

Operations Analysis: Ric and Amy

The board will need to have an additional working session on committee assignments. Someone suggested asking Donna Stubbs or Jody Nash if they might be willing to serve on the PR Committee as both of them appear to have some relevant experience in that area. If we are unable to find suitable chairs and committee members for the PR Committee, we may have to look into hiring a PR firm. This will be costly and members will need to weigh in on the decision. Selden will contact Annabelle Stein to see if she is willing to serve on the Finance Committee as she has expertise in this area. Vince volunteered to contact Jim Aiken to see if he would be willing to serve on the Fundraising Committee, since he has successfully chaired this committee in the past. All Board members are encouraged to help recruit appropriate people to serve as committee chairs.

Brochure Report: Carolyn Rhinebarger

Caroline presented the board with four distinct scenarios regarding expenditures for brochures and distribution of brochures. The majority of board members present favored a strategy that would allow for printing a larger number of hard copy brochures. Several businesses complained that they ran out of brochures early on and that these brochures were never replaced. The Cost per Reach ratio was included on the worksheet that Carolyn shared. Leslie brought up the idea of using cover artwork that could be utilized for multiple purposes such as ads. She suggested that we have an 'established masthead' that could appear on all of the promotional materials to reinforce our branding. Minnie, Carolyn and Leslie all contributed their opinions to this discussion.

Ric suggested that we include descriptions of two of the above scenarios in an email to the guild members, in order to elicit feedback. We need to also give members some idea of how much work and money each scenario might entail for members, as well as how it might impact tour fees, as well as working vs. non-working member fees.

Leslie went over the cost benefits of using a 'Residential Drop' vs. using a 'Purchasing List'. Carolyn made it clear that she can provide help in the form of consultation to the new PR Committee, but that she does not wish to serve on this committee any longer. Caroline agreed to craft a message to the members outlining the base cost for each of the two approaches. She will convey that the board has heard each member's stated concerns and that these are the two scenarios we came up with based on these concerns.

Discussion about 'Working' vs. 'Non-Working' Members: Entire Board

Ric made a proposal to turn on the current online payment function for membership, and to wait on turning on the payment function for Tour Participation, until we gather more information about brochure related costs. Steevie so moved and Leslie seconded. Leslie gave us some history of the 'Working' vs 'Non-Working' distinction. After further discussion, Vince proposed to leave both the member fees and tour fees the same, as well as the rates for 'Working' vs. 'Non-Working' members. The tour payment button will open immediately with a deadline of April 1st for the 2023 Tour. This time, Steevie moved and Selden seconded.

2023 Budget: Ric Harber

Rick went over the 2023 Budget Planning Summary, as well as the Budget Planning Expenditures. We looked over requested expenditures by committee. There were a number of large expenses in 2022 that we will not have in 2023. Ric will urge past committee chairs to fill in some of the gaps before we review the final budget for 2023.

Bottom Line: We need to determine what changes, if any, we need to make as a board to ensure our financial health as an organization.

Decisions and Next Steps:

We will have our next Board Meeting on Monday, February 13th from 6-8 pm. Steevie will contact Janet Place to make sure that this time fits into her work schedule. We will be reviewing next steps and strategizing about the best way to move forward given all of the current concerns of our membership. Ric proposed that we talk about membership fees as covering a certain number of working hours.

Ideas for April AMM and Dealing with Current Guild Issues: Tabled.

The meeting was adjourned at 2:30pm.

Minutes Respectfully Submitted by: Steevie Parks, Board Secretary