

Chatham Artists Guild

March 20, 2023

Chatham Artists Guild Board Meeting Minutes

Members Present: Amy Wandless-President, Vince Pitelka-Vice President, Selden Lamoureux-Treasurer, Steevie Parks-Secretary, Minnie Gallman, Leslie Palmer, Janet Place, Karen West, Carolyn Rhinebarger

Meeting was called to order at 6:02 pm.

Approval of Minutes: Steevie

Minutes from March 2nd were pre-approved by consensus via email.

Treasurer's Report and Budget Approval: Selden

Selden provided both the 2022 expenditures and expenses and the 2023 Proposed Budget via email, and we reviewed both in depth during the board meeting. We began 2023 with a total of \$28,788.54 in our combined accounts, after removing all of the 2022 expenditures. Prior to removing these expenditures, we started with \$31,888.54. We decided to research the possibility of using our 2023 capital expenses as an asset. If we do this we will need to change our 'QuickBooks' account to reflect these assets. Selden will follow up with Annabelle and Amalia on the bookkeeping question, and revise the budget taking into consideration the points raised at the meeting. Our projected revenue for 2023 is estimated at \$29,241.00. After meeting with Annabelle and Amalia, Selden will draft a revised proposal that the board should be able to vote on by our next meeting on April 10th, 2023.

There was a discussion of the possibility of cutting some of the expenses in the Education Committee's budget, in order to balance the budget, but we decided to leave things the way they were until further notice. A suggestion was made for the education committee to have the EAP Student Artists use their own method of collecting money from their sales at the Calico Festival in April. Using the CAG Square account is messy and confusing as we have to add and subtract money from our account unnecessarily, and also pay for the square fees. The board agreed that the emerging artist's need to learn how to manage their own accounting. Steevie agreed to call Louise after the meeting to let her know what the board decided. The Board also decided to call Member 'Development', Member 'Education', in order to bring the language closer to the board's mission of educating our guild members, as well as the community outside of the guild.

Carolyn brought up the distinction between and 'Accrual' vs. 'Cash Basis' accounting system. We seemed to agree that what we wanted to focus on using a Cash Basis system as it is easier to interpret. Selden agreed to meet with Annabelle and Amalia in order to answer some questions that the board had about where to input our capital expenses on the proposed treasurer's report and the 2023 budget.

The 2023 budget was provisionally approved by the board. Steevie motioned and Janet seconded.

Procurement Draft Guidelines: Selden

We reviewed a document prepared by Selden that outlined how our board expenditures are to be handled. The board voted on a proposal that contracts between the Guild and other entities can be signed by committee chairs, as long as there is money allocated in the committee's budget to cover these expenses. Committee Chairs will be required to sign contracts for all expenditures over \$500.00. Committee Chairs will have the power to sign invoices made out to the Chatham Artists Guild, as they have always had in the past. The motion was made by Karen, seconded by Vince. The motion was accepted by a show of hands from the board members. The Procurement Document will be revised in order to note this change.

We did not have time for Committee Reports due to the extensive discussion around the proposed budget, and will go over these in a few weeks at our April 10th board meeting.

New Business:

1. The board discussed the possibility of sending an email out to the membership to find out what aspects of our organization are most valued by our members. This will be part of our discussion on April 10th.
2. At the end of the meeting, Amy announced that she was not interested in continuing her role as Board President after April 23rd, but that she was willing to remain on the board and to continue as Chair of Operations. Therefore, all board members were encouraged to talk to members of the guild who might be willing to perform this very important and challenging task.

Action Items:

1. Selden will make minor revisions in the 2023 budget after consulting with both Annabelle and Amalia about how to best handle our capital expenses, as well as any other questions we have about accounting that they might be able to answer for us.
2. Selden will revise the budget, before presenting it to the board again on or before our next meeting on April 10th, 2023.
3. Steevie will contact Louise about some of the issues that were brought up concerning the Education Committee (the use of the CAG square account and possible changes to the Education Committee's budget for 2023).

The meeting was adjourned at 8:30pm

Minutes respectfully submitted by: Steevie Parks, Board Secretary