

BdMtg20231113

Chatham Artists Build Board Meeting Minutes – 11/13/2023

Member's Present:

Amy Wandless, Janet Place, Louise Hobbs, Steevie Parks, Selden Lamoureux, Vince Pitelka

Meeting was called to order at 6:20pm

Minutes: Steevie Parks (accomplished by email)

Treasurer's Report: Selden Lamoureux

Major Highlights:

1. Our Revenue for the month was \$120.08, bringing our total Revenue for the Year to \$27,483.30. (The \$120 was from jury fees, the 8 cents was from our Money Market interest.)
2. Our Expenditures for the month came to \$12,488.99, and our total Expenditures Year to Date are \$17,902.12. Our biggest expense of the year, the brochure printing, has been paid (\$11,995). We can expect most of our PR and Ed Committee expenses in the next two months.
3. Our bank balance at the end of October was \$38,421.51 (\$28,418.35 checking, \$10,003.16 Money Market)
4. Mailer Lite took its first automatic payment from our debit card (\$22.93) — so we've successfully set up payment with them (Thank You, Andrew!). There is a larger discount for annual subscriptions rather than monthly, **we might want to consider moving to an annual subscription** now that it seems to be a successful transition.
5. Nancy Anne asked for paint to touch up/repair some of the triangular Tour signs. I took \$24.59 from Miscellaneous Expenses to cover the cost since there was no budget for the Sign Committee this year. She also inquired about buying new banners, but hasn't yet sent photos and descriptions of what she was requesting. Julio, who has more experience with the Sign Committee thought it might be time next year to get new banners as the ones they were able to locate looked pretty tatty. He also recalls other signs that he cannot now locate, though he thinks the large billboard sign is stored in Gretchen's hanger. All this is to say that **we will probably want to take stock of what we have, where it's located, and decide if we need to replenish the signage next year.**
6. To date, we have met 91 percent of our projected income, and 100 percent of our projected income from sponsorships alone.

President's Report: Amy Wandless

1. Amy reported that our Grassroots grant for \$1,000 was accepted, however the money has not yet been received, and that Jim Aiken has finished writing, and sending out our Capacity Building grant.
2. The results of the Jury Committee are in. Six out of nine applicants were accepted. More information to follow from Vince.

3. Amy reported that our 30 second spot from WCHL has not yet been aired. She will contact them to make sure that it gets aired before the tour starts.
4. Lani Chaves has volunteered to handle our newsletter in 2024. We all agreed that the newsletter and website 'news page' should be handled by the same person.
5. Karen Greager-Hall has volunteered to analyze the data sheets from the studio tour.
6. Boots Quimby and Greg Wandless have volunteered to serve on the board in 2024.
7. The Mailer-Lite payment went through and we will most likely start paying annually soon to save money.

Committee Reports: Amy Wandless

PR Committee: Janet Place

1. All of our Press Releases and Calendar Announcements have been sent out.
2. The PR committee will have a meeting on Weds, November 13th from 6-8pm.
3. Amy requested that members of the PR committee not 'like' any business when acting as any of our CAG pages on social media, and Janet and Steevie, who are both members of the PR committee agreed.

Education: Louise Hobbs

1. The education committee is gearing up for the student shows. At least 200 students in 20 schools are participating in the show this year.
2. There was a discussion about how we can further monetize this event. One idea with good support was to have a donation bucket where anyone could contribute something to the guild. The website committee is working on adding a 'donation' button to our website.
3. Steevie agreed to order some more trifold brochures. She will ask Alice Matthews what this might cost.

Brochures: Minnie Gallman

No new news.

Brochure Distribution: Jeff Clark

The vast majority of the brochures have been distributed. There is one box left.

Website: Vince Pitelka

We are in the process of adding more sponsor logos to the website, as well as adding a button for regular donations to the guild.

Membership: Vidabeth Benson and Forrest Greenslade

An email was sent to all members of the membership committee reminding them of their obligation to produce a slate of officers to the board. We are still in need of a new President and a new Secretary for 2024.

Fundraising: Diane Swann

We have met, and exceeded our fundraising goals for the year.

New Business

The next board meeting will be held on December 11th from 6-8pm at 1244 Cedar Grove Road.

There will be another Board meeting on January 8th.

The next AMM will be held on January 21st from 2-4pm at the **Chatham Grove Community Center**. 1301 Andrews Store Road.

Minutes respectfully submitted by Steevie Parks, Board Secretary