

BdMtg20240408

Chatham Artists Guild Board Meeting Minutes

April 8, 2024

Meeting called to order at 5:35

Members present – Boots, Darcy, Ellison, Selden, Steevie, Leslie, Vince.

May 15 meeting will be back at Holmes Meeting Room at the Library.

March Board meeting minutes were approved online.

Treasurer's Report – presented by Selden Lamoureux

- The 2024 Guild budget was approved via email, and has been loaded to Member Resources.
- As of March 31, 2024, our checking account balance was \$39,361.25 and the Money Market account balance was \$10,003.56.
- Revenue for the month was \$9,195.08. \$3000 of that was the Capacity Grant from the Chatham Arts Council, the rest from member dues and tour fees.
- Five members renewed their membership in March, and we exceeded last year's membership dues total by \$240.
- We have a total of 69 members who have paid their dues, and one who said that she would pay later in April.
- 23 members paid Tour fees, but by the end of March we were \$3,125 short of last year's Tour fees. Selden anticipates that we will have more fees come in over the next few weeks.
- We had \$874.98 in expenditures in March. \$300 was from the Ed Outreach Committee for repairs to the walls from last year's Student Art Show at Chatham Mills. The remainder was administrative costs (Zoom, PayPal, storage locker, Mailerlite, etc.).
- Our first quarter sales and use tax form was submitted electronically.
- Added note from Selden: As of April 6th, 7 more members have paid another \$2,175 in Tour fees, so we are now less than \$1000 shy of last year's level – 51 members have paid for the tour.

Committee Reports

Finance Committee – Selden Lamoureux

The Finance Committee met to discuss two main topics – credit versus debit card, and liability.

- Credit card versus debit card – the Committee unanimously supported a change from our current debit card to a Guild credit card, which gives greater security from online fraud. Selden will make the change with Truist Bank.
- Selden asked that anyone using the Guild's debit card on an account please let her know so that she can supply the new card number once the card is issued. There needs to be a person's name on the card, and thus a new card will be issued with each change in secretaries, and the card information will need to be changed on any account/service that we pay for by credit card.
- Leslie had suggested that Selden look into the issue of liability for whoever is serving as secretary and has their name on the card, and a banker at Truist assured Selden that there was no personal liability associated with being the person of record on the account.
- The issue of general liability came up, and the Committee unanimously concluded that there are no circumstances where it would be acceptable for the Guild to assume liability. Regarding the damage to the walls at Chatham Mills, Chatham County Schools has written to say that in the future, they would be happy to take on the responsibility to repair any damage caused by the Student Art Show.

- Selden is working on “cheat sheets” to ease the transition to the new secretary next year, and she and Kathy Millikan met to test the cheat sheet for filing quarterly tax returns, and it seems to work well. The Committee will work on additional cheat sheets and documentation to ease the transition to a new treasurer.
- Selden will be out of town between May 14 and June 28, and Kathy Millikan will be checking the Guild PO Box and working with Steevie to get checks signed and mailed. Selden will still be checking the Guild PayPal and Truist accounts and will be able to send the May Treasurer’s report in time for the June Board meeting.

Fundraising – Diane submitted a committee report.

- Diane and Kristin are pretty much doing all the fundraising work right now, focusing on new and continuing sponsorships. Sally Pilcher has not been able to help because of ongoing family issues.
- Diane is very concerned about this, and feels that if we cannot get more people to help with recruiting sponsorships, we should raise the fees and scrap the sponsorship program.
- Diane has sent out thank-you notes to all of our current sponsors.
- Diane has compiled a list of 71 local businesses, and has created a design for a postcard to be sent to each business encouraging them to become a sponsor and support local art via the Guild. Boots motioned, Leslie seconded, and we voted to approve printing the postcard.
- It was suggested that 79 West be given at least a bronze sponsorship in recognition of letting us display art in their space.
- It was suggested that BMC Brewing be given at least a bronze sponsorship in recognition of their help in letting us take over the Smelt Gallery.
- Janet brought up the idea of holding fundraising events, like perhaps a silent auction, and it was suggested that we put the idea out to the membership.
- We discussed asking members to look at the list of 71 local businesses that Diane compiled, and contact ones that they are familiar with and suggest becoming a sponsor.
- We need to stress the importance of the membership helping with this, and it was stated that an organization like the Guild rises and falls depending on what the members put into it.
- Members might also have suggestions of other businesses we might approach about sponsorships.
- We need more people on the Fundraising Committee.
- Diane suggested that we get PR to do promotion of the sponsorship program via social media.

Public Relations – Janet Place

- Cat Mahin and Lani Chaves are now doing both the newsletter and the news page on the website.

Education Outreach

- Someone on Education Committee needs to email Greg at Chatham Mills to let him know that in the future the Chatham Schools will cover any damages caused by the Student Art Show.
- Darcy read Cally’s notes about the upcoming event with 3 emerging artists participating and selling their work at First Sunday in May in Pittsboro. Bridgette will run a children’s art tent at the same event where they will do oil pastel drawing. The emerging artist program is also reaching out to venues and schools in Siler city and potentially Bear Creek.

Member Continuing Education – Vidabeth Benson

- Vidabeth has announced another screen-printing workshop to be held on April 13th at her studio. Four people have signed up so far.
- Vidabeth will talk to Sharon Allen about doing a screen-printing workshop for Chatham teachers.

- Members asked about a framing workshop, and Beth Bale offered to teach one.
- Bobby Izquierdo has offered to teach a workshop on Lightroom and Photoshop.

Exhibitions – Boots Quimby

- The current show at 79 West features the work of Jim Aiken and Cally Curtis, and Boots reports that it looks great. The reception is April 21 from 1 to 3.
- The Tour preview exhibition will be at the ArtCenter in Carrboro, and the reception is Friday, November 8 from 6 to 8 PM. All the dates for the exhibition are on the Quick-Access Calendar on Member Resources.
- Boots pointed out that the ArtCenter has raised their commission on sales to 30% to bring it in line with other galleries in the area. That's now much of an issue, since there are so few sales at the Tour preview exhibition.
- Boots is still looking for a rolling case for display of 3-D work.
- Darcy said that she has glass cases for jewelry, but they are not rolling cases.
- Vince mentioned that some work does not display well in a glass case and works better on pedestals.
- Someone mentioned the possibility of a tall case with multiple shelves. Vince mentioned that if such a case is used at 79 West or at Smelt, it needs to have lighting on every shelf.

Smelt – Leslie Palmer

- Wednesday, May 29 is take-down/pick-up for the Rhythm of Nature exhibition, and drop-off/set-up for the next exhibition, Proud to be Me, an exhibition to promote diversity and inclusion.
- Vince has put all of the dates for upcoming Smelt exhibitions on the Quick Access Calendar.
- Ellison has been looking for metal cases for exhibition of 3-D work at Smelt. The management specified that they should be metal. There is \$580 on the budget that could be spent on this, and Selden said that the Guild could spend more than that.

Operations – Vince Pitelka

- Amy and Karen Greager will have the tour statistics ready for the AMM later this month.
- They will be adding a significant amount of email address to our mailing list.
- 35 out of 41 studios sent in their Tour sign-in sheets. That's 85% up from 70% last year. There were 1934 sign-ins, up 51% from Last year's 1280 sign-ins.
- Averaged 47 sign-ins per studio up 34% from 35 last year.
- There was a high of 208 sign-ins in one studio and a low of 13.
- The first Saturday was the strongest with 812 sign-ins logged, 42%. First Sunday had 507 sign-ins at 26%. Second Saturday had 484 sign-ins at 25% and the last Sunday (with bad weather) had 131 sign-ins at 7%.

Website – Vince Pitelka

- The members who have left the guild have had their profile pages and interviews switched to "draft," so we still have those pages, but they are not visible on the website.
- Vince is going to contact Chris about building a donations webpage on the website with a donations button on the homepage. This will be paid for out of our \$1000 matching funds we are supplying under the conditions of the CAC grant.
- Vince is going to build a new member orientation webpage.

Diversity Grant – Steevie Parks

- The diversity grant committee has met twice so far.
- At the first meeting they pulled together a list of three candidates to act as our facilitator and advisor in order to move forward on constructing a strategic plan for increasing diversity among our future members and using more inclusive language in our materials.
- The three candidates were Hillary Pollan, Brenda Clegg, and Stephanie Terry. Stephanie Terry was chosen. The other two candidates offered to help in any way they can.
- Carol Hewitt did most of the work on this. Carol will draw up a contract for Stephanie and Steevie to sign, so that the Committee can start working on implementing Stephanie's proposal.

Brochure

They are waiting to receive bids from two designers.

Receptions

- Linda Watkins emailed Steevie saying that the Reception Committee needs to plan for upcoming receptions.
- Committee needs information including the dates and times, the venues, the venue contacts/coordinators, the theme of the exhibition (if any), and the budget available (if any).
- We pointed out that all of the exhibition reception dates and times are listed on the Quick-Access Calendar.

Membership

- Forrest and Vidabeth are interviewing the new members.
- Vidabeth has been working to match up people who need to do the Tour in a shared studio with those willing to share.

Signs – Beth Bale

- The Signs Committee will meet at the storage unit to inventory the signage and assess what's there on April 13.
- Beth has looked in the unit and feels that we need shelving for storage. The signs are piled on top of one another in the unit.
- Beth thought that the signs actually better overall than she expected.

New Business

Upcoming All-Members Meeting

- Stress the importance of members participating and helping in fundraising.
- Ask membership for fundraising ideas. It would require people willing to step forward and run any fundraising projects.
- It was suggested that we pass around a list of the 71 businesses mentioned earlier, and people can sign up to contact them – hopefully members who are familiar with the particular business.
- We need to stress the importance of attending every AMM, since attendance is mandatory unless there is some substantial and unavoidable reason that a person cannot attend.

Meeting was adjourned at 7:45

Minutes compiled from notes taken by Darcy, along with information provided by others, and submitted by Vince Pitelka.