

ART EDUCATION CENTER, 18 N. 2ND STREET, FERNANDINA BEACH, FL 32034

Members Present: Gwen Cowart, Vickie Maley, Barb Wylie, Lis Krawiecki, Betty Rufus, Marla McDaniel, Mark Bennett, Sharon Haffey

Members Excused: Susan Henderson, Walter Cartatequi, Cori Beychok, Piper West

Guests: Joe Winston, Paul Massing, Diane Withrow, Libby Chase, Amanda Cartwright, Dante Deflorio, Ana Diaz, Renee Martin

3:30 p.m. A. Call to Order by President Gwen Cowart

3:35 p.m. B. Discussion and Acceptance of Board Meeting Minutes: Feb. 12, 2018. Mark made a motion to accept the minutes, which was seconded by Vickie and the motion passed.

3:40 p.m. C. Public Comment: Paul stated that the new sign was in and ready to hang. He will meet with Walter when he returns to discuss how best to hang it.

3:45 p.m. D. Discussion and Acceptance of the Consent Agenda Reports

President: Gwen Cowart

1. Dickens on Centre injury claim: The initial IAA interrogatory has been submitted.

2. Front hanging sign: Paul Massing has reviewed and accepted the design proof and been given approval to proceed with sign purchase and installation.

First VP: Shrimp Fest Chair: Mark Bennett

- Artists were notified of their acceptance and advised to pay their booth fee by March 11th.
- As of March 4th 201 artists have paid and the 174 that have not paid were sent a reminder.
- Mr. Goodsell the owner of the Standard Marine building graciously is letting us use the property for parking again this year. I have started conversations with the Boy Scouts.
- I emailed the Tourist Development Council asking if they would be paying for the Artist Locator again this year and received a reply that they would not be paying for that this year. At this time I am considering other alternatives.
- Artists will be allowed to set up on Friday starting at 2:00 PM until 6:00 PM. No vehicles will be allowed in the Festival area after 6:00 PM.

Second VP: Gallery Director: Vickie Maley

1. A jury was held on Feb. 27. We welcome these new members who will be able to hang as early as June or September, once they fulfill the pre-requirements.

- Libby Chase, 2D Painting
- Amanda Cartwright, 2D Painting
- Dante Deflorio, 2D Painting
- Ana Diaz, 2D Painting
- Renee Martin, Jewelry

Thank you to the jury committee for your knowledge, thoughtful consideration and time.

2. The back office renovation will be completed within the week. Sharon and George Haffey, Will Schraft, Walter Cartategui, Jane Hedgecock worked diligently through the past few months to complete different tasks.

The goal was to clean up, and mainly, **to get things off the floor**, so cleaning can be done weekly, thus reducing dust, bugs the dust attracts, etc. We do not need to breath in filth. Thorough cleaning cannot be done regularly when the housekeeper must move all the things stacked on the floors in order to clean. Due to time, they understandably clean around it. Also, most if not all the holes in the walls have been plugged to keep out the critters. Our closets are clean!

Please note:

- The back office now has different areas for tasks: a computer desk area, the middle table for meetings, storage in the book shelves, hanging space for art work temporarily not picked up, bulletin boards, refreshment area, etc.
- The hallway bulletin boards have been moved to the back office, while the hallway now showcases our awards in one place, rather than being scattered throughout the gallery. (at least until we get so many they won't fit!)
- The back office closet now holds only records and Shrimp Fest information which is the intent.
- Also, the side closet in the gallery, which was also cleaned and rearranged, now holds our display furniture and other furniture - pedestals, shelves, tables and chairs, etc. Everything is arranged by type and placed on shelves or hung on the wall, other than the pedestals - again to keep as much as possible off the floor.

Please help keep our gallery beautiful and professional looking.

- Take the time to replace these items where they should go after you use them.
- Do not clutter these areas with "stuff" you want to get rid of. We do not have room for anything other than the essentials for our gallery.
- If someone must leave something for you, it should be placed on a shelf in the gallery office and PICKED UP ASAP.
- Promptly pick up artwork removed at re-hangs or at the end of a show. There is no storage area for that artwork.

Everyone has done a really good job not cluttering the front desk again the past year. It takes all of us replacing things appropriately to keep it that way. Thank you, all.

3. Our next gallery committee event is Exhibiting Artist of the Year Award. Nomination forms will be available at the front desk on April 1 through May 1 - end of the work day (5:00 pm). The current Artist of the Year and a previous winner will count the votes, order the award, etc.

4. We also will have our first Supporting Artist of the Year Award as approved by the board last year. Supporting members will be nominated by committee chairs and selected by the IAA Board. The winners will be announced at the June Social.

5. The Community Band will play in our courtyard again for the April 14th Artwalk. They are excellent and bring in customers to our gallery before and after their performance. Also, they attract some folks who happen by when they hear the band. Please support them on that day by coming to the gallery!

3rd VP: Art Education Center: Sharon Haffey

The Ed Center is being utilized more frequently than in the past with children's art spearheaded by Pipar West and Suzanne Binnie, Paul Massing's Portrait Group, the Photographer's Group, 3 drop in painting groups, 1 closed painting group, Art Chat, meetings, Suzanne Binnie's watercolor workshops, Jute Delft's Floral Art workshop, Sharon Haffey's 4 mornings of free classes, the musicians of the Fun Group, and Mitch Lyon's monoprint workshop. On Feb. 21, an art event was held for 25 Youth Leadership Nassau students. Gwen Cowart, Barbara McConnel and Jane Hedgecock were on hand to assist. The February Sunday Afternoon Art Flicks were well attended and the hope is that the series will continue next year. In addition, 2 more floral design classes as well as Kat Fitzpatrick's Encaustic Workshop are scheduled for early March and April. Elio Camacho will be returning with 8 days of instruction this month. Associate member Barbara McConnel's "Art Start", a no cost 6 week opportunity to explore personal interests in the arts was rescheduled for September due to poor enrollment.

Treasurer/Finance Committee: Susan Henderson

Secretary/Membership: Lis Krawiecki: There are currently 262 members

Arrangements: Barb Wylie & Mary Quinlan

Computer Support: George Haffey

Due to a failure of the motherboard on the old CPU (desktop computer) located in the IAA office, it had to be replaced. The display screen, however, did not need to be replaced. Some things to know about the swap out:

a. Data on the desktop hard-drive has not yet been retrieved. The intent is to wait for input from users to ascertain the need prior to paying for the process at a local computer shop. One valid requirement to do so has been identified, so an attempt will be made. There is no reason to assume that a motherboard failure would damage stored information. Members will be advised when this process is complete so that any other needed data can be identified and retrieved. Although all data would be available (on thumb drives), there is no plan whatsoever to store that data on the new hard-drive.

b. The info above serves as a reminder that these types of failures can occur at any

time. The best way to protect data is to store it in the cloud (online) utilizing DropBox or other services. Personal information, such as photos or correspondence, is not to be stored on an IAA asset.

c. The new computer can be accessed via the existing password.

d. Be advised that the installation of new software programs on this computer has been restricted. Please contact CS members if it is necessary to add programs. As of now, only bundled programs, browsers, and Windows Office programs (i.e., Word, Excel, etc.) are installed.

2. There have been reports of internet outages in the AEC. Ironically, if it's working, the source of the problem is difficult to find. It is working now, but I would appreciate any info if you have a difficulty with it. If you are familiar with network properties, it would be helpful to utilize your cellphone to troubleshoot by determining whether it is the extension router, the primary router, or the Comcast feed itself. If none of that makes sense, don't worry about it and contact me.

3. Please do NOT attempt to reconfigure the audio-visual hook-ups in the AEC. There is no valid reason to do so. It creates a major inconvenience for the next user expecting the system to be properly configured when setting up for a presentation. IF something is not working for you, please contact CS prior to any attempt to reconfigure ANY hardware or software. (George Haffey, Chair)

House and Properties: Walter Cartatequi

Marketing and Communications: Cori Beychok & Marla McDaniel

Scholarship: Betty Rufus

Vickie made a motion to accept the consent agenda. It was seconded by Mark and the motion passed.

3:55p.m. E. Old Business

1. Bathroom Plumbing Issues:

Susan Henderson met with Dale Turner from Dave Turner plumbing. They were the plumbing sub-contractor on the AEC building.

- The AEC DOES have a separate sewer line to the street; it is NOT tied into the gallery sewer line. You can roughly trace the AEC line by looking at the white plastic clear out near the AEC door and the city clear out in the sidewalk that lines up with it at the street.
- The water supply to AEC is what is connected to the gallery and there is no need to change that situation.
- It is possible to cut in and take the gallery sewer line to the AEC line avoiding cutting concrete floors in the main gallery area.

Because doing this requires permitting and bringing our bathroom up to ADA compliance as well as current building codes for plumbing we are looking at replacing the fixtures in the bathroom. ADA requires a sink that a wheelchair can roll up to as well as ADA height toilets etc., replacing all the plumbing in the walls to meet current code for venting etc. etc.

So he said we would need a contractor as basically we are gutting the entire room and rebuilding it. The contractor would then hire a plumbing subcontractor for that part of the job.

Rough off the top of his head estimate for the plumbing part : work to tie in to AEC sewer line, replace ALL plumbing stacks, vents, pipes, fixtures etc. would be \$4,000 to \$6,000 depending on the price of the plumbing fixtures (sink and toilet) chosen. In addition to that would be the contractor charges for demo, walls, floors, electrical outlets etc. needed to do the job.

We need to talk to contractors to pursue our estimated costs and options. There are a couple Susan has dealt with who will do this commercial work that she can recommend:

Parker Construction – this is a good option as they have some subs in house

Harvey Ward – her contractor for 3 projects also does commercial around town (Amelia tavern, Pogos) and experienced in commercial in the historic district. He may not be interested or have the time but we can check

Dale from Turner also mentioned **Dave Justin** who Susan knows and hears good things about, but haven't used herself.

There are probably others that people could recommend for this type of job also. Board members were encouraged to share names of reputable contractors with Gwen.

The Board discussed this and believes the estimate might be much higher than what was quoted by the plumbing company.

Construction should not impact the functioning of the Gallery. The back hallway can be closed with plastic, and there will be no artwork hung on the back wall. The AEC bathroom can be used during the construction.

Sharon made a motion to proceed with getting estimates to bring the bathroom up to be ADA compliant and tie into the AEC sewer line. The motion was seconded by Mark and it passed.

2. Mortgage Payment: Susan Henderson has made the extra principal payment of \$15,000 by having the bank make that transfer. It appears our balance due on the balloon is down to \$23,686.93.

The parameters used are:

Current principal balance from bank system:	\$137,695.42
Monthly principal and interest loan payment	\$2138.29
Additional monthly principal payment;	\$1,000.00
Loan maturity date:	9/21/2021

At the end of March an eblast will be sent out to all Exhibiting Members encouraging them to attend the April Art Chat meeting. During the Business section of that meeting, there will be a vote for increasing Exhibiting Member Dues to \$200.00 per year. The May meeting will be elections.

4:15 p.m. F. New Business

1. Proposal that we do away with discounts on memberships for renewing/entering after the first of the year. We continue to have significant problems with people paying full price and not being given the discount which makes us either refund or try to convince them to donate the difference, and with others who are or have been members waiting until January to renew so they can do it at half price. Know of no other organization that discounts this way and think we need to end it. Walter has just had another month of these issues come up in the sales slips.

After discussion by the Board, Lis made a motion to have new members wanting to join the IAA after January 1, be allowed to pre-pay as new members for the following year and receive the months prior for free. Sharon seconded the motion and it passed.

Lis will put notice on the Membership book and have an eblast sent out to Exhibiting Members so they will know how to process new Membership.

2. Clarify cash payment protocol so that all members are handling this the same way.

It appears that the way cash is handled in the cash box and end of day tally is inconsistent. Vickie will speak with Susan to clarify to correct procedure. That information will then be shared with Exhibiting Members and desk workers and be put into the Procedures book.

4:30 p.m. G. Motion to Adjourn