

**ART EDUCATION CENTER, 18 N. 2<sup>ND</sup> STREET, FERNANDINA BEACH, FL  
32034**

**Board Members Present:** Gwen Cowart, Pipar West, Mark Bennett, Mary Quinlan, Barb Wylie, John Abbott, Rebecca McDannold, Susan Henderson, Vickie Maley, Brandy Sandberg, Renee Martin, Jane Hedgecock

**Board Members Excused:** Sharon Haffey

**A. Call to Order** by President at 5:28pm

**B. Discussion and Acceptance of Board Meeting Minutes:** June 10, 2019. Susan Henderson made a motion to accept the minutes. John Abbott seconded and the motion passed.

**C. Public Comment:**

**D. Discussion and Acceptance of the Consent Agenda Reports.**

Susan made a motion to accept the Consent Agenda. Barb seconded and the motion passed.

**First VP: Shrimp Fest Chair:** Pipar West/Mark Bennett

**Second VP: Gallery Director:** Mary Quinlan/Barb Wylie

**3rdVP: Art Education Center:** John Abbott/Rebecca McDannold

**Treasurer/Finance Committee:** Susan Henderson/Vickie Maley  
Treasurer reports attached

**Secretary/Membership:** Renee Martin/Brandy Sandberg  
Members list is 244 / Renewed 53% / 12 EM still haven't renewed

**Arrangements:**

**Computer Support:** George Haffey, Sharon Haffey

- I. Beginning July 15, Susan McGrath-Smith will be sending out our weekly Monday Newsblasts that will be the primary means of sharing information with our members. This will replace the quarterly newsletter and should provide a consistent, up to date way of getting new info out. All committee chairs are to get anything they wish included to Susan by Friday of each week. It is not necessary to resend the same information every week as Susan will leave out information once it becomes obsolete. Emergency eblasts will be sent by either Gwen Cowart or Sharon Haffey.

- II. All chairs are reminded to upload current information to Dropbox. If you have difficulty opening or did not receive access to a specific folder or file, or would access to additional folders, notify Sharon Haffey.
- III. The electronic slideshow is up and running in the gallery and will continue to showcase additional features of our organization.
- IV. The HP printer has been moved to the front desk to make copying easier. Also, a motion detector has been placed over the gallery front door with a chime that rings in the office so that workers will be aware of new visitors from all parts of the building.
- V. Information that needs to be placed on the website is to be sent to Sharon Haffey;
- VI. Paula Porterfield-Izzo is overseeing photography and Facebook,
- VII. Deni is in charge of Instagram posts and our Twitter and U-tube accounts are no longer active.

**House and Properties:** Jane Hedgecock

**Marketing and Communications:** Marla McDaniel

Artwalk, Nouveau Art, Featured Artist of the Month, Third Sunday Movie publicity.  
Ongoing advertising - The Islander, Amelia Now, Chamber of Commerce publications, Tourism publications

**Scholarship:**

**E. Old Business**

For September board mtg, in addition to new ideas, each committee chair to provide a list of their committee members and their specific assignments. . (Gwen Cowart)

**F. New Business**

- A. Gwen suggested that ALL board and committee members read the By-Laws and Operations Manual, also check dropbox and the website for answers to questions as the first course of action before calling directors. All committees are to update their SOP's. It was requested that date of the updates be recorded as a footer on each page.
- B. The gallery committee should meet and provide recommendations at our next meeting for a Policy for guest photographing our art at our gallery.
- C. What is the definition of an Honorary member that pays no dues? Honorary member is defined in the By-Laws. Requests for honorary membership should be brought before the board. Individuals should not be self nominated; requests should be presented by a board or committee member. The board votes on candidates.
- D. Policy for promoting other galleries in our gallery should be in the SOP. Artist of the month are permitted to put their cards and flyers at the front desk.
- E. Discussion regarding concerns and impacts about our soon-to-be new neighbor and the construction that will ensue. Primary concerns raised were the appearance of the building, (historical compliance,) and proximity to our building.

- Gwen to investigate further and requested recommendations for a Real-estate Attorney in case we need one.
- F. Date for new Exhibiting members application is being changed to September 30th. New artists will be juried by October, to hang in February. Getting out the PR, ASAP.
  - G. New member info will go to the newsletter only after the directory has been printed, possibly starting in September. Renee to update SOP if this needs to be changed.
  - H. Welcome letter (to be written) will be sent by Renee at time of joining and will add an intro for committees they can participate in and how they can do this.
  - I. Online membership information will be better clarified so new members will know which level to choose. There have been multiple refunds issued for EM signups. George to check GoDaddy, PayPal and website.
  - J. Renee requested what the new Directory Color should be; any color is fine unless it duplicates any of the last three years. The “45 Years” logo will be removed from the back cover on the new issue.
  - K. Renee to meet with the Art Nouveau to see if themes for the year have been chosen so they can be included in the new directory.
  - L. The quarterly mandatory business meeting will be held on Tuesday, September 17 at 7 PM in the AEC. It will also be the reveal of our Adopt a Chesspiece project, open to all members and the community. Committee members are reminded that attendance is mandatory.
  - M. There is currently no language in the AEC facility use rental agreement which addresses: 1) Use of the courtyard 2) Policy on alcohol. Both of these issues have come to light regarding the use agreement for the Film festival group in September. The AEC co-chairs are to check SOP. New language and guidelines need to be updated in the Use Agreement. John and Becky to create signage identifying event as a “Private Party”, and a “No Alcohol Beyond This Point” signs need to be posted at the gate(s). Policy covering dispensing of alcohol and closure of the gallery during events needs to be established and approved by the Board.
  - N. House and Property (Jane Hedgecock) requested \$3,3800 to address the following issues:
    - a) The city requires we build a walkway and add new paneling to the wall at the trash cans. Estimated cost \$300
    - b) Tree service is needed to trim the pecan tree in the back, palms in the courtyard, and hack berry over the AE building roof. Estimated cost \$1200.
    - c) There is a backdoor leak by the HVAC unit. The recommendation is to remove the door and rebuild the wall. Concern is the estimated \$450 may not be enough if other issues of rot are discovered.
    - d) Request to add extra plywood to AEC attic storage floor. Estimated cost \$260
    - e) Request to build a deck over the courtyard, across from the Gallery sales counter, estimated cost \$1050 will be addressed at a later date.
    - f) Solar lights, will be addressed at a later date.

- Improvements were approved; H&P can spend up to \$3000. Motion made by Jame, 2<sup>nd</sup> by Pipar, motion passed.
- O. It was requested we display a MAP door sticker at the front entrance. Motion made by Susan, 2<sup>nd</sup> by Renee. Motion passed. (Gwen Cowart)
  - P. Marla brought up the issues of fund raising and a Conflict of Interest Policy. We do not currently have a license for fund raising. Marla will send a link to Susan regarding the license. Susan will send all Board Members Conflict of Interest policy papers to sign. Susan will also pull the language needed for us to adopt a policy.
  - Q. Many members have not paid their 2019-20 dues. Renee will post a Newsblast reminder. Renee to provide Gwen a list of exhibiting members who are delinquent.
  - R. Next General Meeting Date: Sept. 17 (Gwen Cowart)

G. Motion to Adjourn: 7:15pm