

Monday, June 10, 2019 5:30pm

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

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

**Board Members Excused:** Renee Martin, Jane Hedgecock

**Guests:** Karen McFadyen

**A. Call to Order** by President at 5:32pm

**B. Discussion and Acceptance of Board Meeting Minutes:** May 18, 2019. Susan Henderson made a motion to accept the minutes. Pipar West seconded and the motion passed.

**C. Public Comment:** Karen initiated discussion of three items.

1. Could grant money be found to fund an Adult Art Program?
2. Karen requested the IAA let her know what they plan to do with her art currently being displayed in Studio 1. She is willing to leave them hanging if the IAA so wishes. She requested the IAA let her know what their future plans are for the displayed items.

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

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

**President: Gwen Cowart/Sharon Haffey**

Gwen reported that:

The Committees are mostly staffed.

Libby needs help with email for Shrimpfest.

We are still in need of a historian, someone to find news articles and keep the scrap books up to date. Karen McFadyen agreed to serve as Historian this year.

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

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

Mark reported on the Boy Scout participation at the ShrimpFest. Funds paid to the Scouts was increased from \$1200 to \$1400 this year, due to the increased number of lots they helped manage.

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

Rebecca requested clarification regarding if purchasing of supplies for Studio and Gallery are combined.

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

**Secretary/Membership:** Renee Martin/Brandy Sandberg

**Arrangements:**

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

George addressed the email hacks. He requests that you try to provide him the email address that was used for sending if you receive scam e-mail. George is changing all passwords and will notify those who need them of the new passwords.

George will provide a folder at the front desk for instructions on the wifi reset process.

George is looking at an electronic display for over the front desk.

**House and Properties:** Jane Hedgecock

**Marketing and Communications:** Marla McDaniel

**Scholarship:**

**E. Old Business**

No old business was carried forward from the previous meeting.

**F. New Business**

1. Board meeting time and day of month will remain 2nd Mondays at 5:30pm.
2. Operating Committees
  - a. First committee meeting of year to be held by July 15.
  - b. Each committee shall propose a minimum of 1 activity (no maximum limit on number of activities proposed) that the committee recommends to improve, enhance, or add, to the current activities/processes/practices in their committee's area of responsibility. These proposals (to include any associated costs, personnel demands, other impacts, as well as desired positive outcomes) will be brought to the board at the September board meeting for discussion.
3. Consent agenda reporting needs to be emailed to Brandy before each meeting. All officers should report on status of their responsibilities. (i.e. membership numbers, budget/finance numbers, just current status.)
4. SOPs: Each board member or committee leader should provide Standard Operating Procedures for their area of responsibility. This will ease the transition of new heads and volunteers. Each department head should post the SOP in dropbox.
5. Eblasts versus newsletter proposal. It was discussed that weekly email blasts be sent in lieu of a monthly newsletter. Each committee head will need to send their information to Susan McGrath. Details regarding format and lead times will be forthcoming. It was suggested we

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call the eblast's, "*NewsBlast*". Motion was made by Mary and seconded by Susan. Motion passed.

6. Scheduling a new artist jury process. Gallery directors are planning next jury in September for October. Question was raised if we could keep additional alternates to fill spaces vacated by exhibiting members. It was agreed that we could.
7. Dropbox training. Printed instruction for use of Dropbox were distributed. Requests for access to specific files should be addressed to Sharon.
8. Foundation match- propose that Membership and Marketing work together and send a letter to all IAA members and major donor type organizations in the area outlining the Foundation match opportunity and encouraging donations be made to take advantage of the match. Membership and Marketing committees should meet to discuss draft of formal letter to send out to businesses and all members for donations. We are currently at \$2700 towards the goal of \$5000. Marla will get a list of potential donors to contact. The Patrons committee folder will be shared.
9. The Nassau County School District has sent a donation request for funding their appreciation event. Discussion stated other provisions are already being donated for art supplies. It was unanimously agreed that no contribution to this fund will be made.
10. Barb raised a motion to have a platform for the front desk. Discussion concluded that the desk and chair are set for computer height ergonomics. The chair can be adjusted by individual. Further discussion of the issues was tabled for the next meeting.
11. Zap contract needs to be renewed. Motion was made by Susan and seconded by Rebecca. Motion passed.
12. Subject was raised questioning the need for a printer ink subscription. Discussion questioned the need, suggesting usage may not warrant the need. Computer support to check into and evaluate the cost.
13. Vickie requested a printer be moved to the front desk for making copies. Computer support to look into it.
14. Sharon requested an electronic bell be installed at the front door so staff will be notified if they are away from the front desk.
15. Brandy "Bee" Sandberg volunteered to take the co-Secretary position with Renee following the official vote at the last meeting. Request that Brandy be officially recognized as co-secretary. Motion was made by Barb, and seconded by Vickie. Motion passed.

G. Motion to Adjourn: 6:35pm