

**Monday, November 11, 2019, 5:30PM**

**Board Members Present:** Gwen Cowart, Barb Wylie, John Abbott, Rebecca McDannold, Susan Henderson, Vickie Maley, Bee Sandberg, Sharon Haffey, Pipar West, Marla McDaniel, Jane Hedgecock, Mark Bennet, Mary Quinlan, George Haffey

**Guests:** Cindy Jenkins, Logan Pierson, Rob Buckley, Susan Colcord, Jane Salvaggio, Andrea Lee.

**Board Members Excused:** Renee Martin

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

**B. Discussion and Acceptance of Board Meeting Minutes:** October 14, 2019. Motion to accept the minutes: Susan Henderson. Seconded: Vickie Maley. Motion passed.

**C. Public Comment:**

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

A. Computer Support report given verbally:

- Instagram account has been re-activated. It would be greatly appreciated if we utilize it and add to the reactions (“Likes”) for IAA.
- Also, if there are any volunteers for the CS team, please contact George.
- Backups for the website are now being stored on Go Daddy instead of Drop Box.

B. Motion to accept the Consent Agenda: Pipar West. Seconded: Rebecca McDannold. Motion passed.

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

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

- A. Jury for newest exhibiting member is complete. The scoring supported five new artists along with two alternates. Meetings have been scheduled with new artists to tour the gallery and distribute info packets; mentors have been assigned to them.
- B. New daily forms are at the front desk and were implemented on Monday the 11<sup>th</sup>.
- C. “Please no Photography” signs have been posted in the gallery.

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

A) Contracted three new workshops for 2020:

- Sally Cummings acrylics Jan 16-18
- Kathleen Mooney acrylics Mar 18-20
- LeeAnne White landscape photography Mar 23-27
- Elio Camacho returns Mar 9-12
- Publicity for new workshops is being handled through Becky.

B) Beginning discussions on a second summer Kids Camp. Initial presentation to the board Feb 10, 2020.

C) Simplifying the fee structure for the AEC rental. Draft presentation to the Board December 9. Intend to implement June 2020.

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

- A) August P&L and August Balance sheet attached to agenda.
- B) The loose change bag was taken from the office. Local business Blue Dot was also robbed. Jane reported the perpetrators have been arrested. Gwen requested that Treasurer write up a comment in the next news blast for front desk workers to be extra aware.
- C) Susan is working on the September P&L and Balance sheet numbers.

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

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

- A. George requested support of members for the IAA Instagram account through the use of #(hash tag) on outside Instagram comments that will bring attention to our account.
- B. George offered to assist members in setting up an Instagram account for themselves.

**House and Properties:** Jane Hedgecock

**Marketing and Communications:** Marla McDaniel

- A) Media Coverage ongoing: Art Walk, Featured Artist, Nouveau Art Show/Sale, Third Sunday coverage, ongoing. Renewals of annual advertising publications as needed. Islander magazine holiday issue spotlight in addition to ongoing ad.

**Scholarship:**

**E. Old Business**

- A) (Gwen) Update on adjacent property and gallery impacts. The new concept drawings were presented to the Historical Review Committee October 16<sup>th</sup>. Initial conceptual presentation was accepted. Next step will be the technical review. Jane, John, Susan, and Gwen to attend. The adjacent property plans are not on the agenda for the November 14<sup>th</sup> Technical Review Committee meeting.
  - A) (Jane) We are about 90% ready to move the water line and cap the old sewer line.
  - B) (Jane) Continuing concerns are storm water drainage, and overhang on side of the adjacent property.
  - C) John questioned the issue of the Pecan tree that overhangs the adjacent property. Jane responded that trimming of intruding branches is the responsibility of the new building owners. They are to contact the City Arborist before conducting any trimming. IAA's major concern is main limbs, and roots will be impacted. The viability of the tree will be assessed by the City Arborist.

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**F. New Business**

- A) (Gwen) Historically the Committee Chairs have not been required to have Board approval for expenditures of \$100 or less. Susan to research the language in the Operations manual for documentation of requirements for Board approval on purchases. Language is to be added to Operations Manual if needed.
- B) (Gwen) Ongoing programs need Board approval of annual budget items annually.
- C) Gwen presented a request from Jacksonville Magazine for IAA's assistance/participation in the inaugural Dickens Illuminated Procession to hold lantern making workshops for the Lantern Parade. The general consensus is, there is not enough time to coordinate workshops, and we will not be participating.
- D) For the benefit of new Exhibiting Members in attendance: Reminders of the December 3rd Holiday party at 6:00pm. Gift swap, of a small, handmade gift, is optional. "Fill the Stocking" will be available for donations if we are still short matching funds. Artists are invited to bring a potluck dish to share. Also, the next General Business for January; Committee Chairs should be prepared to present.
- E) Marla is designing ads for the upcoming Holiday season.
  - A) Dates for News Leader Ho Ho Bo Go (buy one, get one) Tues., will be Fri., Dec. 20th and Fri., Dec. 27<sup>th</sup>. Ads are changed from Holiday to New Year's on second ad. \$240 for both ads, color would be \$360 for both ads.
  - B) Ad for Wed., Nov. 27th before Friday's Pajama Party downtown.
  - C) Sharon offered a template for the ad that is stored on her computer if needed.
  - D) John volunteered to open the gallery for Black Friday at 8:00am and work till 10:30. The Gallery Directors approved.
- F) Gallery holiday hours will be: open till 5:00pm on Christmas Eve and New Years eve.
- G) Marla requested Sharon's subject for her upcoming class so it can be placed in Friday's newspaper.
- H) Barb/Mary introduced the new Exhibiting Members: Logan Pierson, Andrea Lee, Jane Salvaggio, Susan Colcord and Robert Buckley; and, alternates Becky White and Cynthia Jenkins.
- I) Board Resolution on Bank Account Signatures. A motion was made that the following Board Officers be designated check signers and have access to our safe deposit box.:
  - Co-Presidents: Gwen Cowart and Sharon Haffey
  - Co-Treasurers: Susan Henderson and Vickie MaleyMotion by Susan Henderson. Motion Seconded by Mary Quinlan. Motion passed.

J)

G. Motion to Adjourn: 6:04pm