

Monday, December 9, 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, Renee Martin

Board Members Excused: George Haffey

A. Call to Order by President at 5:25pm

B. Discussion and Acceptance of Board Meeting Minutes: November 11, 2019. Motion to accept the minutes: Rebecca McDannold. Seconded: Mary Quinlan. Motion passed.

C. Public Comment:

D. Discussion and Acceptance of the Consent Agenda Reports.

A. Treasurer/Finance report distributed at meeting.

B. Motion to accept the Consent Agenda: Mary Quinlan. Seconded: Rebecca McDannold. 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

Secretary/Membership: Renee Martin/Brandy Sandberg

New Members have been added since publishing the directory. The updated list is in the back of the gallery desk directories.

Computer Support: George Haffey, Sharon Haffey

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.

B) HoHo BoGo (buy one, get one) ads for December 20th (Christmas) and December 27th (New Years) Newsleader.

C) Distribution brochures to B&B's.

Scholarship:

E. Old Business

A) (Gwen) Update on adjacent property and gallery impacts. The adjacent property plans are not on the agenda for the December 12th Technical Review Committee meeting. They go back before the Historical Committee for review in January.

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- A) (Jane) We are ready to move the water line and cap the old sewer line. It should only take 2-3 days to accomplish the work. We will need to remove part of the sidewalk but we should be able to accomplish that, as well as the down spout and drainage, within the \$10,000 budget.
- B) Gwen reiterated the Pecan tree that overhangs is the responsibility of the adjacent property building owners to remove any that overhangs on their property. However, we are concerned that will kill the tree. This will either be addressed at a city technical review meeting, or we can possibly get permission to remove the tree before construction begins.

F. New Business

1. Pipar – Sunday’s on 2nd budget proposal. The motion is \$1,500 for the year (Jan.-Dec.) This covers all supplies and guest artist (if needed). Currently artists are booked though May. Motion by Pipar. 2nd Becky. Motion passed.
2. Renee – Suggest sending out a “call for volunteers” reminding all EM and SM of the volunteer opportunities and a request for participation; send it separate from the News Blast so it doesn’t get overlooked. Renee is volunteering to write the message, create it in Mail Chimp, and send it out 3 times starting in January. The intent is, by the time May rolls around, everyone will have seen it several times. Renee to present this at the General Business meeting in January.
3. John – Proposed revision to the fee structure for AEC usage and rental. (Draft distributed at the meeting.)
 - a. The fee structure numbers need to be revised for courtyard rental to include access to the studio restrooms. Courtyard rental contract needs to include a map showing which areas may be accessed.
 - b. Verbiage needs to be included that free classes may be bumped for paying groups
 - c. John checked with our insurance coverage to confirm, renters are not required to have their own insurance rider.
 - d. The issue of what the deposit covers need clarification. Language needs to address a fee for cleaning if studio is not cleaned up. Also, if the deposit is to hold the rental reservation. Deposits will need to be collected from all renters.
4. Marla –
 - a. Annual Chamber of Commerce Discovery Map is \$750 cost for members, this recurring fee is covered in the budget. Marla will continue to pay unless instructed other wise.
 - b. City Website
 - c. The Gallery Brochure will be corrected and updated.
5. Gwen – Dickens on Centre will impact parking and gallery access. If sidewalks are blocked, we can ask vendors to clear access.
6. Mary –
 - a. 2020 Featured artist update. Two exhibiting artists are wanted for alternates, a request will be put in the next Newsblast.
 - b. Update current exhibiting artists & medical leave requests. Current terms & conditions are getting complicated. We have 44 artists, (plus new juried in,) but with leaves we are down to 30 artists, just enough to cover the calendar. Mary and Barb want to simplify the SOP and consider a new model regarding leave of absences. They will work up a draft for consideration.

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G. Open Floor:

1. Susan suggested putting the gallery Open sign out on the street for better visibility. Everyone agreed.
2. John worked Black Friday from 8- 10:30. About 10 or so walk-ins but no sales.
3. Susan updated the school grants; grants were late but sent in December. The last scholarships were returned due to winners not being in school. One was re-sent/used after reenrolling and one is still in limbo.
4. Sharon - New "security" system in the gallery. An arm bracelet that will make a loud noise when a pin is pulled. It can be worn while working if desired.
5. Sharon/Gwen – The General Business meeting is changed from Jan 21 to Jan 14th.
6. Gwen/Sharon - Suggested a meeting for brainstorming new children's programs, and the presentation of how the money will be used, to matching fund donors.

H. Motion to Adjourn: 6:43pm