

Board of Directors
Meeting Notes Monday September 9, 2014

Goals for 2013 - 2014

- ✓ *Market the Art Center – Promote Membership, classes, & events, increasing community awareness*
- ✓ *Develop & implement an effective Adult Education Program*
- ✓ *Fundraising, fundraising, fundraising*

- 1) Call to order by Susan Archibald at 6:37 pm.
Quorum established, Board Members Attending: Susan Archibald, Brenda Berg, Jennifer Hennig, Tina Masciocchi Johanna McCormick, LAuruS Myth, Stephanie Triolo
Guests:
Absent: Julie Hendriks, Noel Littlejohns, Jody Snyder
- 2) Motion to approve Consent Agenda and minutes from August made by Jen, seconded by Jody,
Vote: all in favor.
- 3) Announcements:
- 4) Issues:
- 5) Meeting Focus:
 - a. Art League has requested financial help. In the spirit of community building, Stephanie made a motion, seconded by Brenda, to approve giving the Art League a donation of \$100.
Vote: all in favor.
 - b. New website implementation
 - i. Working on choosing a different payment gateway. Possibly Square. Julia is looking into it.
 - ii. Julia will schedule the next IT meeting for November, to discuss where we are and what goals we have.
 - iii. Julia has done the majority of work on the new website, the Board wants to recognize her contribution with a stipend/gift. Jody & Noel donated \$2000 via the Earth Matters Fund earlier in the year. Stephanie made a motion, seconded by Johanna, to give Julia \$1000 now, and another \$1000 when the payment gateway/class registration component is complete, from funds donated by the Earth Matters Fund. Vote: all in favor.
- 6) Old Business:
 - a. Budget preparation: Youth program, Ceramics, curatorial and IT needs will be addressed in a budget meeting after open Studios. By the January Board meeting we will have the 2015 budget developed and each department will propose their own budget based on this year's actuals. We are getting better at tracking funds by program. Stephanie will call the meeting.
 - b. Accounting: We need more than one person knowing how to do the weekly accounting tasks and use Quickbooks. Gretchen has started setting up automatic payments for some of the regular monthly bills.
 - c. Membership form: Johanna showed her latest version of the membership form. Gretchen will set up a system in Filemaker for sending renewal letters out monthly.
 - d. Youth Ed:
 - i. Art Saturdays still plagued by low enrollments. Maybe we need to rethink this program.
 - ii. Brenda talked to the head of sales at Blick and got an offer for the kids tables of \$163 each with the shipping waived. Tina made a motion, seconded by Stephanie, to purchase the 2 Sandusky tables from Blick for \$326. Vote: all in favor.
- 7) Motion to adjourn made by Tina, seconded by all at 8:10 p.m.

Next meeting will be Monday, October 13, 6:30 pm at the Art Center.

Consent Agenda Items:

1) Treasurer's Report and Budget:

- a. Checking: \$23,929.96 (as of 9/1)
 - \$860 restricted for scholarships
 - \$617.15 restricted for SCCMP (museum partnership)
 - \$6423 restricted for Guest ceramic artists
 - \$16,029.81 available

b. Money Market: \$44,036.41

c. Mellow Yellow Exhibit: brought in \$677.17 in gallery sales for August.

2) Chair Report:

- a. Helped with Art Camp Registration. Thanks you Rhea and Stephanie
- b. Very Successful Art Camps this Summer. Thanks to all the teachers for leaving the facility clean and seeing that children's completed artwork was taken home. Thanks especially to you Diedra for the great coordination and help to teachers, parents and children.
- c. Preparations for and attendance at Heart and Soul Event 8/17/14. Thanks Julie and Larry H., Stephanie, Johanna, Christina E. Anne-Marie for set up, clean up, decorations, prizes, and Julia H for media help.
- d. Calendar, newsletter, Youth Art Flyer and entry form for new show sent 8/22/14. Thanks Susan Radner
- e. Ceramic Workshop 8/24. Thank you Jen and the Ceramic Committee.
- f. Received word that our letter of intent for a Community Foundation grant for our Youth Art Program was accepted and we must submitted grant by 9/17/14. Thank you Kathryn Pierno

3) Chair/Committee Reports

a. Membership –

- i. This month: 6 renewals, 2 new member, \$270 collected, 198 on the mailing list.
- ii. Last month: 5 renewals, 4 new member, \$445 collected, 194 on the mailing list.

b. Curatorial (Susan) –

- i. Meeting 8/26/14 with Christina M., Stephanie, Johanna. Discussed next year's shows. We will not have a guest show and will focus on cleaning and painting inside of gallery and office. The show dates have been set. Titles in progress.
- ii. We have discussed re-introducing some themes in our shows, at least for wall and some 3D work. These include a "figurative show", a show called "a closer look" which would emphasize detail, photography, "from the earth" emphasizing landscape, mix-media, fabric, clay, reeds. Feedback and help with these show ideas is welcome. We could use more committee members so talk to me, Tina, Christian M.
- iii. We have had great gallery sitting help from several volunteers, which has reduced the load on the participating artists. Thank you Sunny J., Anne-Marie, Adrianna, Yvonne, Maddi, Susan R., and Everett.

c. Facilities (Noel) –

d. Fundraising –

- e. Grants (Kathryn) –
- f. Publicity/Marketing (Johanna) –
 - i. Met with Gretchen, Susan and Stephanie, discussed membership form.
 - 1. Decided to NOT make it a self-mailer.
 - 2. Revision 2 of Membership Form to be presented at Board Meeting.
 - 3. Brain-stormed membership renewal reminder notices.
 - ii. Began work on Member Artist website page. Plan to have sample pages up on the site and a downloadable pdf with instructions.
 - iii. Changed Web home page slide show to include Art After School announcement.
 - iv. Created Fall 2014 Youth Classes Flyer for Aug. mailing.
 - v. Created Youth Fall Classes header for Facebook.
 - vi. Created poster, flyer and web graphic for Ceram-A-Rama.
 - vii. Created flyer for Brenda Berg's fall classes; Painting and Mixed Media.
 - viii. Created flyer for Travis Lange's Taste of Throwing class.
 - ix.
- g. Music (Julie) –
- h. Ceramics (Jen) – attached at the end of this doc.
- i. Events –
- j. IT/website (Julia) –
- k. Education (Brenda/Rhea) –

CERAMARAMA Meeting 8/20/14 notes

1. **Jen** ordered clay and tools from Phoenix (300lbs. + 5 sets). Will be delivered at least one week prior to event to wedge for contests.*

Noelle and **Travis** will help Jen weigh and wedge clay for contests and throwing bowls. **Jen** will pick up wax paper to keep them from sticking together.

2. ***Make awards: what will they be:** A variety! Extruded awards made by **Susanna Arias**, Frank award retrieved by **Liz Payne, Nora, Noelle, Carolyn, Travis and Jeannine** all will make an award!
Awards needed

for demonstrators, biggest contributor for ceramics at the center (Frank award), and the three contests (tallest pot, blindfold and extruded piece).

3. **Noel** ordered (8) Hay bails from Mountain Feed delivered August 22.

4. **Susanna and Liz P. and Liz W.** will prep for the extruder hand-building contest at Susanna's studio on Saturday at 8:30, ahead of time so pieces are stiff enough to build with the next day.

5.*Friday: final blow-down of property 12:00 p.m.

Clean up by volunteers- kitchen and outside areas, empty trash ready the stage for demonstrators at Ceramarama

Travis L. bringing his potter's wheels. **Alan, Susanna and Jen** bringing their easy-ups

Volunteer(s) to:

-move shelves for soda and raku fired pieces

-make signs for road, different areas and contest sign-ups (**Jody +**)

-Ceramics-A-Rama 11-4...; For sale: Pizza, soda, beer, cookies, apples, t-shirts, bisqueware for raku; Throw the tallest pot with 5 lbs. of clay; extruded hand-building contest; blind folded throwing contest; a sign for the empty bowls cause- explaining; a beginners area sign; Raku glaze area sign; schedule of day signs

-**Jen** bringing current class offerings typed up for sign-ups

-set out ceramics outside for sale.

-**Noel**: will order 10 pizzas- 5 marguerita and 5 meat for Sunday pick up.

And pick up: beer, 2 case Hansen, 2 cases juice, and other snacks?

supplies: sharp knife, pizza paddle, pizza cutter, Reynolds wrap, corn meal

6. CERAMARAMA: YEAH!

All arriving by 9-9:30AM: except Noel who is picking up the pizzas etc

LIGHT KILN -**Jen**

Move wheels with everyone's help

Hang the fabric for the stage area

Hang signs

Hang tee-shirts

Go get ice across the street and prep the buckets with beer and sodas

Put up water cooler with water-add lemon

Help with food set up

Set up cash register

Need tickets and hole punch for Raku ware -give to **Noel**/cash register folks (raku ware \$0.25/square inch)

Take Large signage to Highway 9, place banners outside at the gate

Post the schedules and sign up for contest board

Set up umbrellas

Set up Awards on the stage with post its-

Blindfolds from Pat? -put w/clay matron (**Jen**)

Place trash bins about-recycle for clay and as well as cans etc) buy if need more

Place tools and bats/boards etc. to their places: hand-building area, beginners' area, wheel area

Set up wheels with water buckets, tools etc

Possible easy up for greeters to set up or umbrella

Greeters: **Carolyn, Noelle, Susan?, and other volunteers**

MC: **Travis L.**

Soda fire opening: **Paula & David**

Empty Bowls info- **Jen**

Help w/Demonstrators: **Jen, Laurel**

Raku helpers- **Dale, Alan, Narita, and David**

Hand-building area- **Liz Payne, Susanna and Liz Whitaker**

Beginners': **Tina, Tamara**

Food Helpers w/**Noel**- **Carolyn and other volunteers**

Cash Register help w/**Noel**: **Carolyn and other volunteers**

Timekeeper/Scheduling-Troubleshooting: **Jen and Jody**

Membership table: **board members-??**

Clay Nazi: **Jeannine and Jen**

Clean up Committee- **Nora B. ALL 4-5 to Music of Mark and Travis**

Everyone bring flowers and fruit from home that needs to be picked!

All volunteers signed up for these jobs and are highlighted in red as a reminder of who does what.

Schedule

11:00- Opening Soda firing - Welcome and announce soda firing opening, **raku firing loading**, and demos and contests to follow (overview)

11:15- James Arena demo (15-20 mins.) on stage

11:30- Tallest pot contest and intro/announcement of **hand-building contest** (where, what, how...)

12:00- Brad Burkhardt demo on stage – introduce and announce that **raku firing starting**

12:30- Volunteers clear out wheel area for Jeannine's demo

1:00- Jeannine's demo in wheel area – introduce and announce that **raku firing will be unloading-next one loading-** last raku! (may or may not have room for more people)

2:00- Blindfold contest and announce **raku firing starting**

2:30- Hand-building contest call to be judged

3:00- Iver demo- introduce and announce **raku firing unloading**

4:00- Give Frank Award to (it's a surprise!) and **Thanks** all of our sponsors and volunteers. Wind down and **Clean-up to the music of Mark Wallace and Travis Lange** – asking for assistance with clean-up to all who are available.

Everything in bold above will be on the schedules posted for patrons to see at the event.

Yes it ends early because we usually run late!