



Board of Directors Meeting Agenda Monday February 10, 2020

Goals for 2020

- ✓ Complete building façade renovation
- ✓ Board development and better delineate roles for other volunteers
- ✓ Improve relevant data collection and communication with membership

- 1) Call to order by Susan at 6:30 pm.
 - a) Roll Call: Board members attending: Susan Archibald (Chair), Karen Asherah, Frank Bauerle, Chris Finnie, Rebecca Goodman, David Kurtz, Evelyn Liesching, Noelle Lightbourne, Tina Masciocchi, Johanna McCormick
 - b) Guests: Partnering opportunities at YMCA dinner, Tina on vacation, Evelyn too. May need help with takedown of the current show.
 - c) Absent:
- 2) Motion to approve Consent Agenda and minutes from January made by Chris, seconded by Tina. Vote: All in favor.
- 3) Board check-in: Becca's grandma has died. Several board members going on vacation.
- 4) Board of Directors agenda items:
 - a) Treasurer's Report and investment discussion: Frank
 - Proposal 1:**
 - i. Deposit 25K in a Liberty Bank 7-month CD at 1.95% APY
 - ii. Leave 25K in the money market account at 0.2% APY
 - Proposal 2: This proposal won the vote**
 - i. Deposit 40K in a Liberty Bank 7-month CD at 1.95% APY
 - ii. Leave 10K in the money market account at 0.2% APY
 - Proposal 3:**
 - i. Deposit 25K in a Liberty Bank 7-month CD at 1.95% APY
 - ii. Invest 25K in a Vanguard Investment account such as a Vanguard Exchange Traded Fund (ETF).
 - b) AB5 SCMAC to become an employer: Susan
Applied for employer ID. Can take 3 months for a non-profit. When does it go into effect? Chris to check. Probably need to hire payroll service. Talked to the Art League and Art Council. All their staff people are employees. They didn't know about teachers. Chris can ask Mark Stone. May get a staff member who knows. Write a letter for the board?
 - c) Request for approval on ceramics lab assistant policy revision. Need to revise safety form. Have new Tech Team. Will give input. Noelle read the new policy. Important that new policy be applied to everybody (Evelyn). More training for gallery sitters, update docent book. Nobody should be there by themselves unless Tech Team is just checking a kiln. If docent is here, that's the extra person.
 - d) Discuss use of ceramics studio by board members. Should only come during lab hours or when there's a docent in the gallery. Can use the buddy system.
 - e) Membership form: Now says they can be listed on website, or have a page. Both are for a fee. Would like to delete that. Will have a list of members and can link to their personal sites. Only host active, current members. Change online form too.
 - f) Old business:
 - i. Bids for tree work in backyard: David
Richards: \$1,000 for half and \$2,000 to remove. Christianson: \$2,600 for half and \$4,200 to remove. Use Richards to top, all in favor.
 - ii. Bids for cement work in front: Susan and Evelyn
No new bids. Still trying to get a new one from Miller. Will use old one if we can't get new. Bid was \$6,970 and subject to change because it's older than 30 days.

- iii. Update on signage and awning on facade: Susan and Noelle: Request to have a vote on putting back the large sign describing our events and classes on the same place on the side of the building near the gate. Awning is finished and in shed. Clean up old sign and then vote about whether to put it back. Are we going to have new flag signs? Sandwich signs are dangerous. Get bids for new signs. Put lights around windows. Sell at Costco. Put on timer. Put spotlight on new sign and turn on at night. Passed around proposed lettering. He can come early next week and be done in a day.
 - iv. Goals for coming year: Feedback on a monthly song circle mentioned last month. Put off until next month.
- 5) Motion to adjourn made by Tina, seconded by Becca at 7:47 p.m.

Consent Agenda Items:

Chair Report:

Met weekly with Office Manager

1/19 -1/21 Helped with take- in and installation of new show

1/23 Met with Kathryn about Youth Art

1/24 Helped with reception

1/28 SLV Non-Profit Roundtable Meeting

1/28 Met with accountant Doris and Gretchen regarding employer status

1/29 Helped with preparing and sending monthly calendar

Sat a few docent shifts.

Chair/Committee Reports

a) **Treasurer** (Frank) —

Checking: \$25,583.35 (as of 2/4)

- i. \$617.15 restricted for SCCMP (museum partnership)
- ii. \$1005 restricted for Generosity Fund
- iii. \$1685 restricted for Scholarship Fund
- iv. \$2411 restricted for Arts Now Grant
- v. \$2000 restricted for Ceramics
- vi. \$458 restricted for Building Façade renovation
- vii. \$17,407.20 available

Money Market: \$50,344.65

Exhibits brought in \$27.15 in gallery sales for January; total gallery sales for 2020 are \$27.15.

Membership —

- i. This month: 2 renewals, 0 new members, \$90 collected, 214 on the mailing list.
- ii. Last month: 9 renewals, 4 new members, \$625 collected, 221 on the mailing list.

b) **Facilities** (David) —

We have had consultation with Christianson Tree Experts regarding the cottonwood tree down near the stage. They are preparing the bid and should have something to review by the time of our board meeting.

c) **Ceramics** (Noelle) —

Our new intern Cezar Cozianu has been a wonderful addition to our team. He has remade all our glaze test tiles and remixed some of our problem glazes. We are grateful to have him here and he is fitting in well.

Carl C. will be working on a new display system for the test tiles and it should all be ready for the glazing classes coming up. The ceramics Committee at this time is Chris F., David K. and myself and we are revising some of our old policies for the lab attendants and technicians. Our goal is to make everything as clear as possible in writing to avoid miscommunication and encourage feedback.

d) **Curatorial** (Tina) —

A new exhibit is in the Thomas Gallery. This judged exhibit is called "Wild Things." The exhibit will be on display from January 22 through March 14.

Our next exhibit is the children's Spring Into Art.

There is also a curatorial meeting scheduled for Sunday, March 29, 2-4pm. All interested people are invited!

e) **IT/Web** (Johanna, David, Becca) —

Updated web TEST site:

- i. Decided to update TEST site to the latest WordPress install
 - ii. Made note that the migration appears incomplete and discussed next steps
 - iii. Decided to use site map revision started in September 19
- Discussed the new fusion builder and how its components work together
- i. Front page

- ii. Posts vs. pages
- iii. Missing components

Discussed the plugins currently in use on the LIVE site vs. the TEST

- i. Google calendar
- ii. Booeko - displaying and loading properly
- iii. Donorbox - back end plugin, not installed TEST site
- iv. Amazon Smile - need discussion if still using moving forward

Discussed content revision and condensing information

- i. Looked at different department pages, begin making sure content on LIVE site is up to date in the meantime
- ii. Discussed artist member pages:
 - Review links and remove broken ones, and those who are no longer members
 - Discontinue offering a web page on our own site?
 - Made note of differences in online membership sign-up vs paper form
 - Discussed updates to the paper membership form and Booeko

Discussed Google analytics

- i. David shared the most used pages and linked pages (Booeko)
- ii. We will create a new Google account and David will also link to the analytics page