

Franklin County Arts Guild Regular Meeting Minutes

September 26, 2017 at 7:00 pm | called to order by Nancy Wallace

Members Present: Nancy Wallace, Margie Gallagher, Denise Miller, Judy Grealis, Pat Richards, Anna Kathryn Anderson, Joe Butler, Mark Ledbetter, Dwain Adams, Joyce Adams, Mackie Priest, Patty Priest, Gail Christopher

Note: There was no program as Joe Butler had not had time to prepare one.

Approval of Minutes and Memberships Report: Margie Gallagher

Minutes of the last regular meeting were approved as circulated. Guild Membership stands at 61 members, 48 of whom are contributing artists in the Artisan Depot. Secretary has tried to contact the People's Choice Wriggle with a complimentary Guild membership for one year, but has not been able to make contact. She announced that pertinent documents for members of the Guild and the Gallery will be put in a virtual folder on our private member website. She handed out a list of document that could be included (Attached) and ask that additional items be added by members. (no additional items were added)

Treasurer Report: Denise Miller

Denise Miller gave the reconciled year-end report for 2016-2017. It was compared to the proposed budget for 2016-17 and the proposed budget for 2017-18. A smaller group will meet to finalize budget for 2017-18. Nancy Wallace, Denise Miller, Margie Gallagher and Mark Ledbetter will meet on a Sunday afternoon October 8 at education building. Anyone interested is invited to attend. Balance at end of August \$14,424.38, before August sales cleared.

PR Report: Pat Richards

The number of e-newsletters were discussed. The general group agreed that while the e-newsletter would have more impact if there were fewer. That the e-newsletter should be published around the middle of the month (15th) so it can contain all meeting minutes and gallery notes perhaps linked to website. Also discussed Arts and Ales including banners. And agreed that the Paypal site should begin selling tickets.

Action Item: Pat Richard will make suggestions banners for Arts and Ales and see that we start promoting Arts and Ales on the site and set up ticket sales. There are at least 70 \$20 tickets left for sale.

Gallery Report: Margie Gallagher

- Gallery sales were good for September primarily due to Mackie Priest Show and extremely high attendance well over 140 people, as well as a successful Fall Heritage Festival effort. We had free collage making for festival goers as well as a mod art project that was a Circuit Riders Quilt. We had over a 100 people in the gallery over the 3 day period and had over \$250 in sales. We promoted Arts and Ales and Workshops. Sold 11 presale tickets.
- Three workshops open to the public for minimal cost are being in the gallery starting September 26, 2017 and going through October. These workshops coincide with Tennessee Craft Week.

- Amelia Roehm has taken our phone/square problem in hand. She tried to fix our old phone with a complete reset, but it didn't work. So Nancy Wallace gave her authority to purchase a new phone. She will also ask her to look at using a tablet instead of a phone Glenn Vanden Bosch research an operating phone for the gallery but in the end it proved to be too expensive.
- Work of non-Guild members has been removed from the gallery.
- At the last gallery meeting we decided it would be a good idea to have an electronic members folder. A virtual folder that contains all the things that a new guild member and a new contributing artist needs to know and know where to find. A list of items has been prepared and I would like ideas from members.
- Renovations continue to be on hold and we need to decide about have an opening show in the current space
- Leaks are a continuing and worsening problem. Mark brought over a dehumidifier to help with the mold problem. It working very well. We hope to make roof repairs during renovations.

Action Item: Nancy will ask Amelia to look at using a tablet rather than a phone for the square.

AGENDA ITEMS

1. Scholarship Endowment: The endowment is established at the Community Fund of Middle Tennessee at <https://www.cfmt.org/grants-scholarships/scholarships/> Go to this site and do a search for Franklin County Arts Guild and it will come up with a description and a button for giving to the scholarship.

2. Grant Report: Margie Gallagher has gotten us registered in the new TAC grant system, which included getting the Guild a new DUNS number. Where does this information reside? She also wrote a mini-grant for Arts and Ales music, but it was not funded. But we are in the system now.

3. Arts and Ales

Nancy Wallace contacted Mark Ledbetter and the date of Arts and Ales is established as February 17, 2007. ACCESS grant not funded (see above). Tickets

4. Guild Budget 2017-2018

Last year's budget. Since data has not been moved to Denise Miller's computer we were not able to check last year's expenditures against those that had been projected. However, Denise was will go ahead and buy us a laptop computer looking at places on the internet that have been suggested as well as local bargains.

Action Item: Denise Miller will buy the Guild a laptop by October 8th.

5. Participation in Fall Heritage Festival and in Tullahoma Crafts Day during Tennessee Craft Week

We had free collage making for festival goers as well as a mod art project that was a Circuit Riders Quilt. We had over a 100 people in the gallery over the 3 day period and had over \$250 in sales. We promoted Arts and Ales and Workshops. We have sold 11 presale tickets. How do we become a sponsor of the festival?

6. Anna Kathryn Anderson asked that the Guild and especially PR make sure that newspaper publicity not emphasize one artist over another and that we ask anyone outside of the Guild not to write press releases about the guild shows or activities.

Action Items: Patricia Richard will talk to anyone about not writing publicity about shows in the gallery, particularly since they leave out other artists and endanger our grant capacity because the way the pieces are written. Margie Gallagher will make sure that the sign-up sheets for Community show will instruct participants agree that the all publicity for the community shows are handled by the Guild PR group.

7. Motion to adjourn was made at 7pm and was uncontested.

Announcements

Nancy announced that the Wednesday Art Group will be doing a special project and anyone who wanted to participate was invited.

Attachment 1 Members Folder

Membership Folder

1. By-laws
2. Charter
3. Brief History
4. Scholarship explanation and how to give
5. Arts and Ales Fund Raiser
6. Guidelines for Gallery Workshops
7. Artisan Depot
 - a. Community Shows:
 - i. Guidelines
 - ii. Sign in sheets
 - b. Student Gallery
 - c. Member Shows and Special Shows

Contributing Artist Folder

1. How to Become a Contributing Artist to the Artisan Depot
 - a. Jurying
 - b. Contributing Artist Agreement
 - c. Commissions
 - d. Working the Gallery including Training
 - e. How to Get a Show and Guidelines for Member Shows
 - f. Governance of Gallery
 - g. Inventory Sheets

Attachment 2 Budget

5:38 PM
09/20/17
Accrual Basis

Franklin County Arts Guild
Profit & Loss
July 2016 through June 2017

	Jul '16 - Jun 17
Income	
Activities/Event Income	
Arts & Ales	
Tickets	
PayPal	1,919.85
Tickets - Other	6,123.38
Total Tickets	8,043.23
Mugs	40.00
T-shirts	390.15
Arts & Ales - Other	100.00
Total Arts & Ales	8,573.38
Mask Making	28.00
Activities/Event Income - Other	440.00
Total Activities/Event Income	9,041.38
Contributions and Support	
Matching Funds	0.00
Grants - Dedicated	6,610.00
Scholarship Fund - Dedicated	614.69
Total Contributions and Support	7,224.69
Donations	690.03
Gallery Income	
Sales	
Cash	8,867.14
Credit Card	5,568.27
Off Site Sales	2,324.37
Total Sales	16,759.78
Yard Sales	227.09
Total Gallery Income	16,986.87
Interest Earned	3.02
Membership Dues	1,914.66
Other Miscellaneous Income	86.00
Total Income	35,946.65
Expense	
Activities/Event Expense	
Arts & Ales	
Beer Distributors	1,739.00
Entertainment	900.00
Mugs	539.72
Tshirts	285.00
table rental	122.36
Arts & Ales - Other	740.56
Total Arts & Ales	4,326.64
Other Expense	556.87
Total Activities/Event Expense	4,883.51
Advertising/Publicity	2,626.54
Contract Labor	3,903.50
Donations/Memorials	50.00