

MINUTES

Franklin County Arts Guild Regular Meeting

July 24, 2018 7pm | called to order by *Nancy Wallace*

Members Present

Nancy Wallace, Margie Gallagher, Denise Miller, Diane Lamb, Patty Priest, Mackie Priest, Joyce Adams, Pippa Brown, Sharron Hammond, Kim Phillips

Approval of Minutes and Membership Report: Margie Gallagher

- Hearing no objections Regular Meeting minutes for June 26, 2018 were approved as circulated.

Treasurer Report Denise Miller

The Treasurer presented a year end budget report. (attached). Report was approved by membership

AGENDA ITEMS

All other reports were suspended in order to discuss bylaws and gallery.

- Final draft of bylaws was passed unanimously by members present.
 - As per new bylaws Membership voted to have regular meetings quarterly this year with the next meeting taking place on October 23rd in the Artisan Depot.
 - Membership voted that the Board (and other members as named) would be free to pursue the planning and implementation of the annual Arts and Ales events and report to the membership at the October meeting.
 - The Board agreed that the costs at the Winchester Facility and in Cowan are about the same. Therefore the Board recommended to the membership that we remain in Cowan at the Artisan Depot in which we have invested \$1000s of dollars in the last 2.5 years and contact Cowan Development Corp (with whom we have a good working relationship) under their usual contract. Cost/month based on last 2.5 years would be
 - \$170/ month electricity
 - \$130/ month water
 - \$130/month gas
 - \$133/month taxes
 - \$ 5/month insurance
 - Total is about \$568/month

In order to be able to pay for this contract the board recommended a fee from contributing artists of \$20/month. Such fees are common in most cooperative artist galleries. Currently 25% of sales would pay about \$400 each month leaving us \$170 short each month and does not allow for a maintenance fund. So other funds would become necessary such as fees from artist. We would not have the expense of moving. If artist (30) paid \$20/month we would have money to make up the difference and have an additional \$3100 for maintenance The student gallery and community show would remain in place.

Members of the galley would not need to be members of the Guild, but would be encouraged to join. Further the board recommended that the membership embrace this new opportunity with energy and enthusiasm. That this energy be fully invested in the bringing the gallery and the programs offered there forward. To this end the board recommends that the Guild make maximum use of the gallery which now includes a volunteer run contributing artists space, community shows, a student gallery, workshops, the Acoustic Jam, and an Art Corner for exchange of art supplies for donations. We need now to include Art Wednesday and meetings in this space. Note was made that workshops can take place in other spaces as necessary and that Thursday evenings need to be reserved for the Acoustic Jam. Recommendation passed unanimously.

- The membership voted to write a check to the Cowan Development Corp for \$1000 to help defray cost of the repairing the gallery. Action Item: Denise Miller will send the CDC a check.
- Announcement from Diana
 - The next Winchester Wriggle (September 28th) was discussed. The group agreed to hang the winners of the juried competition in the gallery and offer a Guild membership to the winner for a year.
 - There will a mixer at the Livery September 1st.
 - September 8th there will be Rising Sun Festival. Diana has reserved a table for anyone at he guild who might want to participate. Kim Phillips said she was interested.
 - The Taste of Autumn event will take place Oct. 20th in Winchester.

Attachment 1. Approved Bylaws

FRANKLIN COUNTY ARTS GUILD

(A NON-PROFIT CORPORATION)

BYLAWS

ARTICLE I NAME

The Name of this corporation shall be THE FRANKLIN COUNTY ARTS GUILD.

ARTICLE II MISSION STATEMENT

The Franklin county Arts Guild is an organization of local artists and supportive members who are interested in promoting fine arts and crafts in Franklin County and surrounding area in Tennessee. The primary focus is on advancing and providing arts education and awareness for the youth and the general public and in actively seeking venues for local artists to exhibit, showcase, and sell their works.

ARTICLE III MEMBERSHIP

The Arts Guild shall have a multilevel membership open to the public to include Individual Member, Family Membership, Student, Associate, Patron and Benefactor. Membership dues are to be paid annually on or before July 1. Dues amounts are reviewed and set at the Guild's annual meeting.

ARTICLE IV MEETINGS

- A. The Art Guild shall hold regular scheduled meetings as **determined by vote** of the membership. At least one annual membership meeting shall be held in July of each year. Additional meetings may be held at the discretion of the board and/or membership

- B. A quorum of ten percent of membership must be present in order to conduct business. Motions shall be carried by a simple majority vote of members present at a meeting. In addition to regular meetings, business and votes may be conducted by mail or electronically. All members must be notified a month in advance of such a vote and at least 10% of the total membership must vote electronically for a motion to be carried by a simple majority of the total members voting.
 - C. Minutes shall be taken at all meetings.
 - D. A financial report shall be given at each meeting. Financial records shall use July 1 through June 30 as the fiscal year for bookkeeping purposes.

ARTICLE V ARTS GUILD OFFICERS

The Board of Directors shall appoint a Nominating Committee of three non-board members in April of each year. The Nominating Committee shall select officer candidates and shall present its candidate list to members at a scheduled meeting in May or electronically. Voting may take place electronically or at a scheduled meeting in May. At least 10% of the membership must participate in electronic voting. Officers are elected by a simple majority and installed in June. Elected officers serve for a period of 1 year. Vacant offices shall be filled by special election at the general meeting following announcement of the vacancy.

The elected officers of the Arts Guild shall be President, Vice-President, Secretary, Treasurer and Public Relation Officer. Officer duties follow.

- A. Duties of the President
 - 1. To preside at all meetings of the Arts Guild,
 - 2. To appoint all committees not otherwise provide by the bylaws,
 - 3. To be ex-officio member of all committees except the nominating committee,
 - 4. To sign checks in the absence of the Treasurer.
- B. Duties of the Vice-President
 - 1. To preside at all meeting in the absence of the President,
 - 2. To be the Program Chairperson for regular Arts Guild meetings,
 - 3. Also serves as the President-elect and works closely with the President
- C. Duties of the Secretary
 - 1. To keep accurate, written records of all meetings,
 - 2. To file and maintain all documents, writings and correspondence
 - 3. To keep all records, bylaws, and any standing rules that are used for reference.
 - 4. To keep a current membership list including addresses, phone numbers, and email addresses.
 - 5. To send membership notices and record new members
- D. Duties of the Treasurer
 - 1. To keep and maintain completer and accurate records of all receipts and disbursements for the Arts Guild,
 - 2. To receive funds and issue checks as authorized by a majority vote of the membership,
 - 3. To present an itemized financial report to the members each month,
 - 4. To keep books available for audit,
 - 5. To file tax related forms.
- E. Duties of the Public Relations Officer
 - 1. To publicize projects and activities of the Arts Guild by
 - a. By writing and submitting articles to newspapers and radio stations covering Arts Guild programs, projects etc., and
 - b. By developing or leading the development of poster, handouts, etc. publicizing Arts Guild exhibits and sales events.
 - c. By developing appropriate electronic media

ARTICLE VI BOARD OF DIRECTORS

- A. The current President, Vice President, secretary, Treasurer, Public Relations Officer, Immediate Past President. The term of office shall be for one year, concurrent with the office year. The current Arts Guild President shall conduct meeting of the board. All meetings of the Board are open to the membership and the public.
- B. The Board of Directors shall act as a “steering committee” holding monthly meetings for the purpose of planning projects and activities for the Arts Guild. A majority of the Board members must be present in order to conduct business. Minutes of Board meeting shall be taken and made available to the membership.
- C. The Board’s overall plans shall be presented and approved by majority vote at the general annual meeting in July of each year.

ARTICLE VII AUTHORITY

Robert’s Rules of Order shall be followed in all matters of procedure not specifically covered by these bylaws.

ARTICLE VIII NON-DISCRIMINATION STATEMENT

FCAG does not discriminate on the basis of race, color, sex, religion, sexual orientation, national or ethnic origin, age or disability in any program or activity administrated by FCAG or with regard to membership or elected board.

ARTICLE IX ADMENDMENTS

These bylaws may be amended by a majority vote of Arts Guild members. Amendments must have been submitted in writing to voting members and approved at a regularly scheduled meeting.

Franklin County Arts Guild
Profit & Loss
June 2018

	Jun 18
Income	
Activities/Event Income	
Classes/Workshops	72.00
Total Activities/Event Income	72.00
Contributions and Support	
Scholarship Fund - Dedicated	10.00
Total Contributions and Support	10.00
Donations	27.00
Gallery Income	
Sales	
Cash	427.00
Credit Card	105.38
Total Sales	532.38
Total Gallery Income	532.38
Membership Dues	190.00
Total Income	831.38
Expense	
Advertising/Publicity	84.50
Gallery Expenses	
Payments to Artists	649.55
Square Fees	3.72
Total Gallery Expenses	653.27
Printing and Copying	132.03
Rent/Facility Usage Fees	178.53
Scholarship Expense	2,500.00
Supplies and Materials	121.22
Utilities	
Water bill	187.95
Gallery Phone	58.54
Gas bill	76.11
Total Utilities	320.60
Total Expense	3,990.15
Net Income	<u>-3,158.77</u>

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Franklin County Arts Guild
Profit & Loss
July 2017 through June 2018

	Jul '17 - Jun 18
Income	
Activities/Event Income	
Classes/Workshops	452.00
Arts & Ales	
Tickets	
PayPal	1,648.17
Tickets - Other	8,043.17
Total Tickets	9,691.34
Mugs	42.78
Sponsors	50.00
T-shirts	1,018.00
Arts & Ales - Other	214.00
Total Arts & Ales	11,016.12
Total Activities/Event Income	11,468.12
Contributions and Support	
Scholarship Fund - Dedicated	2,475.30
Total Contributions and Support	2,475.30
Donations	885.10
Gallery Income	
Sales	
Cash	8,407.54
Credit Card	10,378.74
Off Site Sales	5.51
Sales - Other	1,750.06
Total Sales	20,541.85
Reception Donation	35.00
Total Gallery Income	20,576.85
Interest Earned	2.65
Membership Dues	2,185.48
Total Income	37,593.50
Expense	
Activities/Event Expense	
Arts & Ales	
food	212.61
Beer Distributors	1,955.45
Entertainment	1,000.00
Mugs	678.99
Tshirts	766.00
table rental	168.06
Arts & Ales - Other	588.13
Total Arts & Ales	5,365.24
Other Expense	69.92
Total Activities/Event Expense	5,435.16
Advertising/Publicity	1,578.05

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Franklin County Arts Guild
Profit & Loss
July 2017 through June 2018

	Jul '17 - Jun 18
Gallery Expenses	
Payments to Artists	15,073.80
Outside Shows	11.72
Project Costs/Improvements	2,191.80
Reception expense	310.12
Square Fees	325.83
TN Sales Tax paid	1,778.05
Other Gallery Expense	806.88
Total Gallery Expenses	20,498.20
Insurance	289.00
Postage Stamps & PO Box	101.10
Printing and Copying	238.77
Professional Memberships	100.00
Reconciliation Discrepancies	-0.60
Rent/Facility Usage Fees	3,766.20
Scholarship Expense	13,790.96
Supplies and Materials	353.97
Taxes, Fees, License, Reports	157.00
Utilities	
Water bill	187.95
Gallery Phone	224.99
Gas bill	1,003.66
Utilities - Other	194.28
Total Utilities	1,610.88
Sponsorships	280.00
Total Expense	48,178.69
Net Income	-10,585.19

Profit and Loss Statement by category

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Franklin County Arts Guild
Custom Summary Report
July 2017 through June 2018

	Arts & Ales	Gallery
Income		
Activities/Event Income		
Classes/Workshops	0.00	222.00
Arts & Ales		
Tickets		
PayPal	1,848.17	0.00
Tickets - Other	8,043.17	0.00
Total Tickets	9,891.34	0.00
Mugs	42.78	0.00
Sponsors	50.00	0.00
T-shirts	1,018.00	0.00
Arts & Ales - Other	214.00	0.00
Total Arts & Ales	11,016.12	0.00
Total Activities/Event Income	11,016.12	222.00
Contributions and Support		
Scholarship Fund - Dedicated	0.00	0.00
Total Contributions and Support	0.00	0.00
Donations	79.00	332.32
Gallery Income		
Sales		
Cash	0.00	8,407.54
Credit Card	0.00	10,378.74
Off Site Sales	0.00	5.51
Sales - Other	0.00	1,750.08
Total Sales	0.00	20,541.85
Reception Donation	0.00	35.00
Total Gallery Income	0.00	20,576.85
Interest Earned	0.00	0.00
Membership Dues	0.00	0.00
Total Income	11,095.12	21,131.17
Expense		
Activities/Event Expense		
Arts & Ales		
food	212.61	0.00
Beer Distributors	1,855.45	0.00
Entertainment	1,000.00	0.00
Mugs	676.99	0.00
Tshirts	788.00	0.00
table rental	166.08	0.00
Arts & Ales - Other	588.13	0.00
Total Arts & Ales	5,365.24	0.00
Other Expense	0.00	0.00
Total Activities/Event Expense	5,365.24	0.00
Advertising/Publicity	720.00	758.05

Franklin County Arts Guild
Custom Summary Report
July 2017 through June 2018

	Arts & Ales	Gallery
Gallery Expenses		
Payments to Artists	0.00	15,073.80
Outside Shows	0.00	11.72
Project Costs/Improvements	0.00	0.00
Reception expense	0.00	310.12
Square Fees	28.20	295.56
TN Sales Tax paid	0.00	1,778.05
Other Gallery Expense	0.00	806.88
Total Gallery Expenses	28.20	18,276.13
Insurance	0.00	288.00
Postage Stamps & PO Box	0.00	0.00
Printing and Copying	0.00	194.57
Professional Memberships	0.00	0.00
Reconciliation Discrepancies	0.00	0.00
Rent/Facility Usage Fees	0.00	3,768.20
Scholarship Expense	0.00	0.00
Supplies and Materials	0.00	214.44
Taxes, Fees, License, Reports	0.00	57.00
Utilities		
Water bill	0.00	187.95
Gallery Phone	0.00	224.99
Gas bill	0.00	1,003.66
Utilities - Other	0.00	194.28
Total Utilities	0.00	1,610.88
Sponsorships	0.00	0.00
Total Expense	6,113.44	25,146.27
Net Income	4,981.68	-4,015.10

Franklin County Arts Guild
 Custom Summary Report
 July 2017 through June 2018

	4 Renovations (Grant)	Grant - Other (Grant)
Income		
Activities/Event Income		
Classes/Workshops	0.00	0.00
Arts & Ales		
Tickets		
PayPal	0.00	0.00
Tickets - Other	0.00	0.00
Total Tickets	0.00	0.00
Mugs	0.00	0.00
Sponsors	0.00	0.00
T-shirts	0.00	0.00
Arts & Ales - Other	0.00	0.00
Total Arts & Ales	0.00	0.00
Total Activities/Event Income	0.00	0.00
Contributions and Support		
Scholarship Fund - Dedicated	0.00	0.00
Total Contributions and Support	0.00	0.00
Donations	0.00	0.00
Gallery Income		
Sales		
Cash	0.00	0.00
Credit Card	0.00	0.00
Off Site Sales	0.00	0.00
Sales - Other	0.00	0.00
Total Sales	0.00	0.00
Reception Donation	0.00	0.00
Total Gallery Income	0.00	0.00
Interest Earned	0.00	0.00
Membership Dues	0.00	0.00
Total Income	0.00	0.00
Expense		
Activities/Event Expense		
Arts & Ales		
food	0.00	0.00
Beer Distributors	0.00	0.00
Entertainment	0.00	0.00
Mugs	0.00	0.00
Tshirts	0.00	0.00
table rental	0.00	0.00
Arts & Ales - Other	0.00	0.00
Total Arts & Ales	0.00	0.00
Other Expense	0.00	0.00
Total Activities/Event Expense	0.00	0.00
Advertising/Publicity	0.00	0.00

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Franklin County Arts Guild
Custom Summary Report
July 2017 through June 2018

	4 Renovations (Grant)	Grant - Other (Grant)
Gallery Expenses		
Payments to Artists	0.00	0.00
Outside Shows	0.00	0.00
Project Costs/Improvements	2,191.80	0.00
Reception expense	0.00	0.00
Square Fees	0.00	0.00
TN Sales Tax paid	0.00	0.00
Other Gallery Expense	0.00	0.00
Total Gallery Expenses	2,191.80	0.00
Insurance	0.00	0.00
Postage Stamps & PO Box	0.00	0.00
Printing and Copying	0.00	0.00
Professional Memberships	0.00	0.00
Reconciliation Discrepancies	0.00	0.00
Rent/Facility Usage Fees	0.00	0.00
Scholarship Expense	0.00	0.00
Supplies and Materials	0.00	69.94
Taxes, Fees, License, Reports	0.00	0.00
Utilities		
Water bill	0.00	0.00
Gallery Phone	0.00	0.00
Gas bill	0.00	0.00
Utilities - Other	0.00	0.00
Total Utilities	0.00	0.00
Sponsorships	0.00	0.00
Total Expense	2,191.80	69.94
Net Income	-2,191.80	-69.94

**Franklin County Arts Guild
 Custom Summary Report
 July 2017 through June 2018**

	Total Grant	Guild
Income		
Activities/Event Income		
Classes/Workshops	0.00	230.00
Arts & Ales		
Tickets		
PayPal	0.00	0.00
Tickets - Other	0.00	0.00
Total Tickets	0.00	0.00
Mugs	0.00	0.00
Sponsors	0.00	0.00
T-shirts	0.00	0.00
Arts & Ales - Other	0.00	0.00
Total Arts & Ales	0.00	0.00
Total Activities/Event Income	0.00	230.00
Contributions and Support		
Scholarship Fund - Dedicated	0.00	0.00
Total Contributions and Support	0.00	0.00
Donations	0.00	453.78
Gallery Income		
Sales		
Cash	0.00	0.00
Credit Card	0.00	0.00
Off Site Sales	0.00	0.00
Sales - Other	0.00	0.00
Total Sales	0.00	0.00
Reception Donation	0.00	0.00
Total Gallery Income	0.00	0.00
Interest Earned	0.00	0.00
Membership Dues	0.00	2,185.48
Total Income	0.00	2,869.26
Expense		
Activities/Event Expense		
Arts & Ales		
food	0.00	0.00
Beer Distributors	0.00	0.00
Entertainment	0.00	0.00
Mugs	0.00	0.00
Tshirts	0.00	0.00
table rental	0.00	0.00
Arts & Ales - Other	0.00	0.00
Total Arts & Ales	0.00	0.00
Other Expense	0.00	69.92
Total Activities/Event Expense	0.00	69.92
Advertising/Publicity	0.00	100.00

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Franklin County Arts Guild
Custom Summary Report
July 2017 through June 2018

	Total Grant	Guild
Gallery Expenses		
Payments to Artists	0.00	0.00
Outside Shows	0.00	0.00
Project Costs/Improvements	2,191.80	0.00
Reception expense	0.00	0.00
Square Fees	0.00	2.07
TN Sales Tax paid	0.00	0.00
Other Gallery Expense	0.00	0.00
Total Gallery Expenses	2,191.80	2.07
Insurance	0.00	0.00
Postage Stamps & PO Box	0.00	101.10
Printing and Copying	0.00	44.20
Professional Memberships	0.00	100.00
Reconciliation Discrepancies	0.00	0.00
Rent/Facility Usage Fees	0.00	0.00
Scholarship Expense	0.00	0.00
Supplies and Materials	69.94	69.59
Taxes, Fees, License, Reports	0.00	100.00
Utilities		
Water bill	0.00	0.00
Gallery Phone	0.00	0.00
Gas bill	0.00	0.00
Utilities - Other	0.00	0.00
Total Utilities	0.00	0.00
Sponsorships	0.00	280.00
Total Expense	2,261.74	866.88
Net Income	-2,261.74	2,002.38

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**Franklin County Arts Guild
 Custom Summary Report
 July 2017 through June 2018**

	Scholarship	Unclassified
Income		
Activities/Event Income		
Classes/Workshops	0.00	0.00
Arts & Ales		
Tickets		
PayPal	0.00	0.00
Tickets - Other	0.00	0.00
Total Tickets	0.00	0.00
Mugs	0.00	0.00
Sponsors	0.00	0.00
T-shirts	0.00	0.00
Arts & Ales - Other	0.00	0.00
Total Arts & Ales	0.00	0.00
Total Activities/Event Income	0.00	0.00
Contributions and Support		
Scholarship Fund - Dedicated	2,475.30	0.00
Total Contributions and Support	2,475.30	0.00
Donations	20.00	0.00
Gallery Income		
Sales		
Cash	0.00	0.00
Credit Card	0.00	0.00
Off Site Sales	0.00	0.00
Sales - Other	0.00	0.00
Total Sales	0.00	0.00
Reception Donation	0.00	0.00
Total Gallery Income	0.00	0.00
Interest Earned	2.65	0.00
Membership Dues	0.00	0.00
Total Income	2,497.95	0.00
Expense		
Activities/Event Expense		
Arts & Ales		
food	0.00	0.00
Beer Distributors	0.00	0.00
Entertainment	0.00	0.00
Mugs	0.00	0.00
Tshirts	0.00	0.00
table rental	0.00	0.00
Arts & Ales - Other	0.00	0.00
Total Arts & Ales	0.00	0.00
Other Expense	0.00	0.00
Total Activities/Event Expense	0.00	0.00
Advertising/Publicity	0.00	0.00

Franklin County Arts Guild
Custom Summary Report
July 2017 through June 2018

	Scholarship	Unclassified
Gallery Expenses		
Payments to Artists	0.00	0.00
Outside Shows	0.00	0.00
Project Costs/Improvements	0.00	0.00
Reception expense	0.00	0.00
Square Fees	0.00	0.00
TN Sales Tax paid	0.00	0.00
Other Gallery Expense	0.00	0.00
Total Gallery Expenses	0.00	0.00
Insurance	0.00	0.00
Postage Stamps & PO Box	0.00	0.00
Printing and Copying	0.00	0.00
Professional Memberships	0.00	0.00
Reconciliation Discrepancies	0.00	-0.60
Rent/Facility Usage Fees	0.00	0.00
Scholarship Expense	13,790.96	0.00
Supplies and Materials	0.00	0.00
Taxes, Fees, License, Reports	0.00	0.00
Utilities		
Water bill	0.00	0.00
Gallery Phone	0.00	0.00
Gas bill	0.00	0.00
Utilities - Other	0.00	0.00
Total Utilities	0.00	0.00
Sponsorships	0.00	0.00
Total Expense	13,790.96	-0.60
Net Income	<u>-11,293.01</u>	<u>0.60</u>

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Franklin County Arts Guild
Custom Summary Report
July 2017 through June 2018

	TOTAL
Income	
Activities/Event Income	
Classes/Workshops	452.00
Arts & Ales	
Tickets	
PayPal	1,648.17
Tickets - Other	8,043.17
Total Tickets	9,691.34
Mugs	42.78
Sponsors	50.00
T-shirts	1,018.00
Arts & Ales - Other	214.00
Total Arts & Ales	11,016.12
Total Activities/Event Income	11,468.12
Contributions and Support	
Scholarship Fund - Dedicated	2,475.30
Total Contributions and Support	2,475.30
Donations	885.10
Gallery Income	
Sales	
Cash	8,407.54
Credit Card	10,378.74
Off Site Sales	5.51
Sales - Other	1,750.06
Total Sales	20,541.85
Reception Donation	35.00
Total Gallery Income	20,576.85
Interest Earned	2.85
Membership Dues	2,185.48
Total Income	37,593.50
Expense	
Activities/Event Expense	
Arts & Ales	
food	212.81
Beer Distributors	1,955.45
Entertainment	1,000.00
Mugs	676.99
Tshirts	766.00
table rental	166.06
Arts & Ales - Other	588.13
Total Arts & Ales	5,365.24
Other Expense	69.92
Total Activities/Event Expense	5,435.16
Advertising/Publicity	1,578.05

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Franklin County Arts Guild
Custom Summary Report
July 2017 through June 2018

TOTAL	
Gallery Expenses	
Payments to Artists	15,073.80
Outside Shows	11.72
Project Costs/Improvements	2,191.80
Reception expense	310.12
Square Fees	325.83
TN Sales Tax paid	1,778.05
Other Gallery Expense	808.88
Total Gallery Expenses	20,498.20
Insurance	269.00
Postage Stamps & PO Box	101.10
Printing and Copying	238.77
Professional Memberships	100.00
Reconciliation Discrepancies	-0.60
Rent/Facility Usage Fees	3,766.20
Scholarship Expense	13,790.96
Supplies and Materials	353.97
Taxes, Fees, License, Reports	157.00
Utilities	
Water bill	187.95
Gallery Phone	224.99
Gas bill	1,003.66
Utilities - Other	194.28
Total Utilities	1,610.88
Sponsorships	280.00
Total Expense	48,178.69
Net Income	<u>-10,585.19</u>