

Central Shenandoah Arts - Board of Directors Meeting

Monday, November 13, 2017 at Spitzer Art Center

Jen Tremblay called the meeting to order with the following members in attendance: Aniko Safran, Malea Gascho, Barbara Gautcher, Steele Dunn, Eileen Shifflett, Jewel Hertzler. Visitors attending: Steve with Mountain Valley Property Management, Colleen Kively and Amanda Tutwiler. Zach Gesford, potential board member

Presenter	Action
<p>Jen Tremblay Director</p>	<p>-Jen called the meeting to order at 6 pm. -We are looking into using services from a professional property management firm, for the rental side of Spitzer Art Center. She has talked with and looked at pricing from several property management firms. -Steve, with Mt. Valley Property Management held a Q&A about their services. They would standardize the application, collect rents, do background checks for potential new renters, compare income to rent potential. They would charge a reduced rate for us of 12% of the rent. Q- what would the new lease look like? Who makes decisions on the amount charged? How would the application process work? They charge \$35 application fee to applicant. Charge a one time leasing fee to Spitzer of \$150 per new lease. The board would work with the property management firm in deciding the length of lease, perhaps a month to month lease with a 60 day notice. This could begin as soon as January 1. An attachment to the lease could include house rules. Aniko volunteered to get with renters to discuss house rules.</p>
<p>Minutes Jewel Hertzler (Recording Secretary)</p>	<p>October minutes were distributed to board members previously and corrected online. We deferred rereading of minutes today due to time constraints, and will accept the minutes at the next meeting.</p>

Treasurer's Report

Eileen Shifflett
(Treasurer)

Eileen presented the Treasurer's report.

- House maintenance for October was \$2,674.55, which included electric work for 3 parking lot lights, lights and electrical work in Garage, and a new breaker box in Garage, connected to the house electrical panel. We looked at Promo costs in March and May of \$143.72 and \$147.18, which included brochure design cost, posters, business cards, plastic displays in foyer and outside each renting artist's door.
- House maintenance was a budgeted priority for 2017. \$8,000 was budgeted for roof repair and painting. This did not happen. Quillon got several quotes in the spring, and both painters said it was not necessary at this time. Doug Landes estimated \$7,500 for the job and Stanley Wenger estimated \$5,200 to 5,500. We have spent \$4,268.76 so far this year on house maintenance, electric, fixtures and construction. Steele made a motion to accept the report, Barb seconded it, motion passed.

Director's Report
Jen Tremblay (Director)

-Silent Auction ended Saturday November 11. We made almost \$1,000 from selling old furniture in the house. Jewel estimated she spent about 30 volunteer hours working on setting up, creating bid sheets, moving and cleaning furniture and contacting winning bidders. We discussed what to do with the remaining few pieces of furniture and dishes.

-Jen is keeping a director's log or timesheets of her daily work. She is finalizing calls for 2018, working on documents, working with renters, members, board members and electricians and spends much of her time emailing! Her timesheets were sent to board members Nov 10th.

- Hannah Mason has agreed to work the Saturday hours 10-2 until Summer. She will make sales as needed, do our social promo: hootsuite, facebook, twitter and instagram. Adriana will get together with Hannah to work on social promo. Jen asked for approval to hire Hannah at \$8 per hour for 16-20 hours per month. All agreed.

-As Interim Director, Jen reported that she is paid \$450 plus all taxes, equaling a \$530 monthly salary. She spent 52 hours in September and 73 in October. At this rate she is making about minimum wage! We need to figure out how to decrease her workload. She has been working our open hours 10-4 on Mondays and Fridays, averaging about 12 hours weekly. Any additional hours she has put down as volunteering for Spitzer.

- We will begin a search for an Executive Director in January. This is a board appointed position. We should put out a call in January, and accept applications through March. Hire in April, and train in during the month of May. Jen will work until June. We need to set the salary and the expected amount of time to be worked monthly. If the salary stays at \$530 monthly, 52 hours monthly would be \$10 per hour. If we paid \$15 per hour the expected working hours would be 35.3 hours per month, and at \$20 per hour, the working hours would be 26.5 per month (less than an hour a day and about 6.5 hours per week.

<p style="text-align: center;">Exhibitions</p>	<p>Tentative 2018 Exhibition Schedule: We discussed reaching out to other populations of people; veterans, Iraqi, prisoner community, history of slavery in H'burg, historical black community Jan- Bridgewater- sabbatical teacher show (Nan Covert & Scott Jost) Feb- Cameron Richter or Evan Wachter March- 6x6x30 at VMRC April- Zac Gesford May- Veterans Show, co-hosted by American War Paints (Rusty Noesner) June- Member's show July- Cameron or Evan, see Feb. August- urban renewal R-4 show with Franklin Street Gallery- NE project? September- Word Show October- Nava Levenson November- Cold War Follies/ Ernie Provenso December- Pear Tree Show/celebration</p> <p>Events: Cask for a cause, Pear Tree cutting ceremony-Feb?, Fundraiser with the Making Space- May?, Annual Members meeting-June, art on the Lawn-july/aug?, 4 scheduled member work days, Wine/cider tasting event with music, Yoga on the lawn-The center Yoga, Holiday art market and small business Saturday-Nov? How to staff events?</p>
<p style="text-align: center;">Education</p>	<p>-Possible classes and workshops for the spring are : 6 week drawing/painting in spring with Rusty Noesner for his veteran group, digital photo with Danielle Campbell, and a Jewelry making class. A good policy to have would be to have all classes taught by non-board members, to be on a Saturday during open hours, so that we will have staff to help with set up/close up. - other venues to teach classes are the JMU lifelong learning institute, and possibly Parks and Rec.</p>
<p style="text-align: center;">Public Relations</p>	<p>-Adriana will be working with Jen on PR. We discussed hiring a graphic designer to create seasonal rack cards/and a brochure. Several names were discussed. Jen will contact Vika Samoylov to get a quote of what she can do for us..</p>

<p style="text-align: center;">House & Grounds</p>	<ul style="list-style-type: none"> • The front porch roof needs repair and paint badly. We agreed to have Jen ask Stanley Wenger for a quote and to paint the porch roof. Jewel made a motion to accept the proposal, Aniko, seconded, motion passed. • Sign quotes: Eddie Edwards estimated \$1,400 to 1,600 for a sign in front of the building. We would need to obtain the permit. Jen will check prices with Muddy Feet Graphics. They take care of the permit. She will meet with them next Monday at 10. • Discussion of what identifying words to paint on the garage. Rhett did a great job painting it. We had lots of yellow paint in the basement from when the painter painted the back of the building. • Jen has new stairs for the Garage, Rhett will install as he has time. • The electrician came in under budget for the electrical work on the garage, Jen had him install a new light in the kitchen for \$150.
<p style="text-align: center;">Membership</p>	<p>Aniko presented a list of new members since June. We have gotten 10 new members. We need to amend the constitution to the current membership levels and prices.</p>
<p style="text-align: center;">Fundraising</p>	<ul style="list-style-type: none"> • Steele will be working with Jen on Fundraising. Thank you Steele! He will draft a letter to potential donors. Jen and Jewel will send him copies of past year end fundraising letters as examples. Barb, Malea and Jewel will get together to stamp, address and stuff envelopes on Saturday Nov 18. • Steele and Jen will be working on grant writing.

New Business

1. Central Shenandoah Arts Bylaws need to be rewritten to reflect current positions and job descriptions. The rewritten Constitution needs to be reviewed and adopted. We will have a work session on Sunday Dec 3 at 6 in the Oasis Gallery board room. A copy of the constitution was emailed to board members on November 10th.

2. Policy discussion: We discussed board volunteer hours, should there be a requirement? Do we want a policy that board members are paying members or get membership free? Currently Jen, Jewel, Aniko, Barbara G are up to date. Barb proposed that all board members pay the yearly membership fee of \$36, Aniko seconded, the motion passed with 1 against. -Should we disclose the director's salary and other financials to members? Barb proposed that we have open communication about the director's salary with members, Jewel seconded, and it passed. Steele also proposed we are open about the treasurer's report with members, Barb seconded, the motion passed. We currently post the minutes on the member's facebook page, and website. -Should we send out an email to members for agenda items before meetings, or just to board members? Can we create documents to better streamline communication with renters?

3. Adrianna will create an excel spreadsheet of for the board to list the work and projects they are working on. She will also create a survey monkey survey asking questions of, and for suggestions from members.

Respectfully Submitted on 11/28/17

-Our next Board meeting will be Monday December 18 at 6:00 pm.
-The meeting was adjourned at 8:34.