

SaddleBrooke Fine Arts Guild

Board and Committee Meeting Minutes – May 18, 2020

Present: Karen Brungardt; PJ Cathey; Bobbie Patton; Gail Kolenda; Robbie Summers; LaVerne Kyriss; Jeanne O’Meara and Howard Cohen.

President Karen Brungardt called the virtual meeting to order at 10:00 am.

March Meeting Minutes: Minutes of the March board meeting were approved. Our April board meeting was cancelled due to the COVID-19 virus.

Treasurer’s Report: PJ reported our May 18 balance as \$5,709.33 with projected committed expenses of \$3,022.37 leaving the Guild with \$2,686.96 in working funds. Beginning September 1, 2020 dues will be raised from \$20.00 to \$25.00; Jeanne O’Meara will post this on our website.

President’s Report: Although the Topaz room is not currently open, Karen led a discussion regarding protocols for future open studio and classroom use. Suggestions included: mandatory masks for everyone; only 8 students per class; separating tables further apart; one person per table and staggering students so that one sits next to the aisle and the other sits next to the wall; everyone washes hands upon arrival and departure; students bring their own supplies; covered drinks with straws will be considered; no food permitted.

Teachers and open studio monitors will be responsible for overseeing sanitation and completing a checklist. All equipment will be sanitized; faucets, door handles, light switches, etc. will be sanitized. Tables will be sanitized before class begins and again wiped down before class ends.

Facilities: Gail reported there will be one person from the HOA2 Health, Wellness and Recreation team assigned to each room. When our rep is assigned, we’ll know more about how to proceed and if HOA2 will be supplying sanitation supplies, etc.

Gail will produce a document of all room procedures and protocols we discussed today and send it to board participants for comments.

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Education/Registrar: Robbie Summers suggested waiting until August to start classes, even if the Topaz room is available in July. This allows time to contact teachers and develop a schedule; however, we don't yet know if classes will be open to anyone outside of SaddleBrooke.

Once the Topaz room list of protocols has been established, it will be posted on the website and sent out with the class registration list.

Programs: Karen suggested having members present their quarantine art at the September membership meeting; she'll discuss this with Marty Fisher.

Galleries: Since HOA1 facilities have been closed, the public has not had an opportunity to view the artwork currently hanging in the Roadrunner grill gallery and the Activity Center. After Karen and Wayne Ufford discussed this, the decision was made to not change out the artwork until September at the earliest.

Publicity/Communications: GoDaddy is now being used for guild emails; therefore, Jeanne O'Meara will remove Catherine Eighmy's name off the board list on the website.

Outreach: The Art & Wine fundraiser event scheduled for June is cancelled. Since we have 44 people signed up and only July 21, 2020 currently booked, Karen will contact Trish at HOA1 regarding Activity Center availability to obtain two more dates in July, dividing this large group of 44 into three smaller groups. We don't currently know if attendees outside of SaddleBrooke will be permitted.

Guild Contest: The "One Image, No Limits" contest judging will be in late October; all contest artwork will be showcased and awards presented at our November meeting.

New Business: The next board meeting will be August 17, 2020.

Meeting was adjourned at 11:15am.

Minutes respectfully submitted by Bobbie Patton, Secretary

SaddleBrooke Fine Arts Guild

Board and Committee Meeting Minutes – March 16, 2020

Present: Karen Brungardt; Marty Fisher, PJ Cathey; Bobbie Patton; Renee Pearson; LaVerne Kyriss; and Wayne Ufford

President Karen Brungardt called the meeting to order at 10:05 am.

February Meeting Minutes: Minutes of the February board meeting were approved.

Treasurer's Report: PJ reported our March 15 balance as \$9,909.69 with projected committed expenses of \$5,986.68, leaving the Guild with \$3,923.01 in working funds. Our bottom threshold is \$3,000.00; we will need at least this amount to carry over into the next fiscal year.

The budget for 09/01/20 through 08/31/21 was discussed. Board members voted and approved a \$5.00 increase in annual membership dues. Beginning September 1, 2020 dues will be raised from \$20.00 to \$25.00. The Board also voted and approved raising associate member dues to \$15.00 for students taking classes and \$15.00 for teachers once a year to cover liability expenses.

The art show committee will be raising booth fees to \$60.00 for the February, 2021 show.

The honorarium fee was changed to \$100.00 since it will now only apply to non-member speakers.

Participants who sign up for our "I Can't Draw a Stick Figure" class will now be charged a \$15.00 refundable fee, instead of \$10.00; however, if they want to take their supplies home, the Guild will keep their \$15.00.

Website maintenance budget of \$1500.00 was changed to \$500.00 per year, as we have recently paid GoDaddy for the next three years. We will need invoices to back up GoDaddy charges.

Publicity budget expense was increased by \$500.00 and the Spring 2021 Art Show expense was reduced by \$500.00 to reflect the purchase of new art show signs.

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Karen and PJ will be meeting with a potential new bookkeeper for the Guild in Catalina on April 11. Karen will also send an email asking our membership if anyone has bookkeeping skills using QuickBooks.

President's Report: Since our IRS 990 forms were not properly filed in years past, the IRS removed our non-profit status. We have been successfully reinstated but as a 501-c-4 Social Club, which means we cannot issue tax-deductible letters or receipts for donations. The Treasurer and/or bookkeeper (if hired) will be required to file with the IRS every year. We will have a membership vote to amend the by-laws to reflect this requirement.

The IRS also changed our fiscal year to September 1 through August 31. Therefore, we will have a membership vote to change the by-laws to change the dates to the Board Officer terms-of-office to match the new fiscal year dates.

Facilities: The two monitors in the Topaz room are now back up and have been positioned more toward the back of the room; HOA2 absorbed this cost. HOA2 has temporarily closed all classrooms due to the Coronavirus; however, when the Topaz room is available, Gail Kolenda will check to see if we need to purchase additional tv monitors.

The sink closest to the door (by the pencil sharpener) can take water with acrylic in it. Gail will post signs to reflect this.

Education/Registrar: Robbie Summers reported classes are postponed in the Topaz room until April 1, but some Guild classes will continue in alternate locations. Robbie has not yet started to schedule summer classes.

A discussion ensued regarding establishing a “needs-based” scholarship for members attending classes. Board members agreed this should be available as long as the recipient volunteers his/her time to the Guild. LaVerne Kyriss will write up this needs-based policy.

Art Show: PJ, our treasurer, discussed the importance of receiving art show participant checks as soon as possible; therefore, a decision was made to change the art show application form to direct participants to send checks and paperwork to the treasurer's address (instead of the registrar's address). The art show

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registrar can then pick up the Application form and the Participation Agreement form from the treasurer.

There was an additional HOA2 charge of \$88.00 for the Ocotillo room for the art show. PJ will check with Jenni Long to make sure this is not a duplicate charge.

Programs: The April membership meeting has been cancelled. Our May 5 membership meeting will be a Cinco de Mayo party. Although the “One Image, No Limits” Contest judging has been postponed until later in April, all contest artwork will be showcased and awards given at our May meeting.

Galleries: Because the contest judging has been postponed, no contest artwork will be hung in the Roadrunner gallery on April 11 as previously announced. Wayne will check to see if the Bobcat room will be available on May 9 to hang the contest artwork.

Publicity/Communications: Another SaddleBrooke club has inquired about our art & wine parties as fundraisers. Board members discussed the possibility of partnering with another club in this effort and charging a fee for our instructor, helpers, and supplies to cover expenses. LaVerne and PJ will work together on a budget and guidelines to finalize a proposal.

Karen presented Board members with a handout on Guild mass mailing directions to follow. This new procedure will replace the need for our Communications position. PJ will test this procedure.

Artist of the Month: LaVerne reported Theresa Poalucci will be featured in April and Paul Kopp in May. LaVerne is working on featured artists to be published this summer.

Hospitality: Renee Pearson proposed a Cinco de Mayo party for our May membership meeting; food and drinks to be determined.

Outreach: Our next Outreach fundraiser, which is an art and wine party, has been rescheduled from March 31 to April 24 in the Activities Center. The time has also changed; it will be held from 6:15 pm to 9:00 pm.

We have also scheduled a wine and art party fundraiser for May 19.

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Guild Contest: Since the Topaz room will not be open on March 22 for the “One Image, No Limits” contest judging, Karen will check with the judges regarding a future date and place. All contest artwork will be presented at our May membership meeting.

New Business: Gail Kolenda will head the Nominating Committee.

Karen presented a License Agreement template from HOA 2 Facilities Sub-Committee; its purpose is to eliminate annual contracts to rent the Topaz room. HOA2 is asking the Guild to consider sharing the Topaz room with other clubs when we are not using it. Karen asked Board members to go over the template, note questions and comments, and email those to her within a week.

Meeting was adjourned at 12:40pm.

Minutes respectfully submitted by Bobbie Patton, Secretary

SaddleBrooke Fine Arts Guild

Board and Committee Meeting Minutes – February 17, 2020

Present: Karen Brungardt; Marty Fisher, PJ Cathey; Bobbie Patton; Suzanne Brubaker; Gail Kolenda; LaVerne Kyriss; Jim Morris and Wayne Ufford

President Karen Brungardt called the meeting to order at 10:05 am.

January Meeting Minutes: Minutes of the December board meeting were approved.

Treasurer's Report: PJ reported our February 15 balance as \$11,203.00 with projected committed expenses of \$7,784.70, leaving the Guild with \$3,418.30 in working funds. Bonnie, our newly hired bookkeeper, starts next week.

President's Report: Karen reported we sold ten coloring books at the art show; we will have the eight remaining at the March 31 art & wine party for sale at \$10.00 each.

Karen passed around several mock ups of SBFAG business cards that Delys Nast, our graphic artist member, designed; the Board voted on the best one.

Our new post office box is: PO Box 9034, Catalina, AZ 85738.

Karen has contacted Arizona Art Supply requesting a donation of a \$25 gift certificate for the Guild. If we receive the donation, we'll decide if we want to use it as a door prize or try to raffle it at our membership meetings.

Facilities: Gail reported the Guild can continue to use HOA2 storage shed for the immediate future; she'll advise if/when that changes.

The ceiling is still not fixed in the Topaz room because HOA2 is searching for a new contractor. Neither this cost nor the cost of the support system for our tv/monitors will be the Guild's expense.

The mirror is destroyed, but will stay until the existing (two) monitors plus a new third one (cost between \$300 and \$400), are safely back up.

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Marty suggested we use a black sharpie to write “No Oil or Acrylics” on the bottom of the sink in the Topaz room; watercolor disposal is okay.

Art Show: Bobbie reported of the 37 artists participating in this year’s art show, 27 artists sold. Total sales were \$12,847.50 and the 10% commissions paid to the Guild were \$1,284.75. The show did make a profit of \$87.94. Our wrap-up meeting is scheduled for February 19.

Next year’s art show is scheduled for February 25 through 27. Delys Nast is joining the art show committee for next year.

Board members discussed ways to improve next year’s show.

Programs: Marty announced March membership meeting guest speaker is SaddleBrooke resident, Dianne Anderson, who creates beautiful sculpture-like baskets. Dianne will demonstrate the steps involved in the basket weaving process.

Marty will ask for donations from each presenter for a raffle to raise money for the Guild. Gail Kolenda will donate her mat cutting system for a future Guild raffle.

Artwork from our “One Image, No Limits” contest will be showcased at our April membership meeting and awards will be given out. The May membership meeting will be our end of the year party.

Galleries: Wayne announced the Roadrunner Gallery and Activity Center change out was last Saturday. Jean Matheson will take over now for the rest of the year at the Roadrunner gallery. All artwork entries from the contest will be hung in the Roadrunner gallery on April 11; Wayne confirmed the Bobcat room is available for these future dates: June 13 & Sept 12. Jean Matheson will need to contact Trish at HOA1 in July to confirm the Dec 12 date.

Artwork currently hanging in the Activity Center will remain until June. A suggestion was made to require any member hanging artwork in either gallery to volunteer at least 1 hour of service to the Guild.

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Jim Morris will be in charge of the Activity Center gallery starting in June. Board members discussed setting size limits on paintings and having a juried show with two or three artists as jurors.

The Hold/Harmless guidelines need to be updated with members' signatures and a template should be posted on our website. Gail will update this document and send it to Jim Morris to post. Karen will send an email out to the membership regarding this information.

Publicity/Communications: The Guild is still searching for a member to fill the Publicity position as well as Catherine Eighmy's Communications position.

Artist of the Month: LaVerne reported Suzanne Brubaker will be featured in March and Paul Kopp in April.

Webmaster: Jim is still working on an Events Calendar for the website, and he will ask Delys for help re: graphics.

Jim wants to keep GoDaddy and advised another charge will be coming up the end of April; he'll clarify the cost. Jim will coordinate with Karen re: tutorial on Google Marketing.

Outreach: TROT (Therapeutic Riding Group of Tucson) representatives will be at our March membership meeting to pick up their check from us. Jim will take pictures of a made-up big check from SBFAG for publication.

The next Outreach fundraiser on March 31, which is being publicized, features a sunset/saguaro painting; proceeds go to future Outreach efforts. Tickets are \$35.00 for a max of 35 people. All info will be on the website. Karen will present a donation basket at the March meeting and ask members to consider giving \$5.00 or whatever is comfortable, to cover the Guild's costs for wine and food.

We may plan a July Outreach fundraiser benefiting the Guild; however, a theme is needed.

Cheri Allen is researching aprons with our SBFAG logo to purchase and sell.

Non-Critique: Jim advised we are getting a few new members among the fifteen or so who normally attend his Non-Critiques on a monthly basis.

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Guild Contest: Our “One Image, No Limits” contest judges are Harriet Hason and Rose Collins. All contest artwork, with signatures hidden, must be ready to hang. Members should deliver their completed work to the Topaz room on Sunday, March 22 from 10:00 am to 1:30 pm and retrieve at 4:00 pm or after.

Delys will prepare Jim Morris’ contest picture for hanging, and Jim will write up a short paragraph on what inspired him to take this particular photo.

All contest artwork will be showcased at the April membership meeting with awards given at that time.

The Guild’s awards will be: 1st Place-Best of Show: \$50 HOA2 gift certificate; 2nd Place-Award of Excellence: \$40 HOA2 gift certificate; 3rd Place-Award of Merit: \$30 HOA1 gift certificate; Innovative Interpretation: Free Guild membership; and at least two Honorable Mentions: \$10 HOA1 Gift Shop certificate/each. All participants will receive a Certificate of Appreciation which Delys Nast will create.

New Business: LaVerne Kyriss will check to see if we can legally do a 50/50 raffle at our meetings. Doing a raffle for a single item is fine, but she’ll let us know if we can do it with money.

Meeting was adjourned at 11:55 am.

Minutes respectfully submitted by Bobbie Patton, Secretary

SaddleBrooke Fine Arts Guild

Board and Committee Meeting Minutes – January 20, 2020

Present: Karen Brungardt; Marty Fisher, PJ Cathey; Bobbie Patton; Suzanne Brubaker; Robbie Summers; Renee Pearson; LaVerne Kyriss; Jim Morris; Delys Nast; Wayne Ufford and Jenni Long

President Karen Brungardt called the meeting to order at 10:00 am.

December Meeting Minutes: Minutes of the December board meeting were approved.

Treasurer's Report: PJ reported our January 20 balance as \$10,281.10 with projected committed expenses of \$9,118.20, leaving the Guild with \$1,162.90 in working funds. However, with the addition of \$2,043.00 in art show entry fees, the working fund balance will be \$3,205.90.

President's Report: Karen reported she and PJ spoke with a woman, who is currently a bookkeeper for one of the clubs at the Ranch, regarding a bookkeeping position with the Guild. PJ explained the bookkeeper would use Quickbooks, keep our membership list up to date, and perform other duties allowing the Treasurer more time to work with the Registrar on classes and create a more accurate monthly P&L breakdown. Karen advised hiring a bookkeeper would be on a trial basis for two months; the Guild would pay her an initial \$150.00 set up fee and \$50/month with, perhaps, an adjustment in pay up to \$100/month later on, if she is able to provide what the Guild needs. The Board voted and approved hiring a bookkeeper.

It was voted and approved for Chairpersons to vote along with the Executive Board on all Guild matters. Karen will add an addendum to the Bylaws granting voting power to all Chairpersons.

Karen discussed the need for the Guild to establish its own permanent address, rather than using the treasurer's personal address. There would be a nominal annual fee to purchase a PO Box at the Catalina post office. The Board voted and

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approved to proceed with this purchase. The President and Treasurer will each retain a key to the post office box.

Because the Guild's expenses are rising, a discussion ensued regarding raising our annual dues, which is currently \$20/year. Jim Morris reported the Guild should budget for website costs, which will occur in another 3-4 years, of \$500 annually. A \$5.00 increase in dues was suggested; however, this issue will be tabled until the next Board meeting.

Facilities: The roof still needs repair in the Topaz room before the monitors can be put back up. None of this is the Guild's expense.

Suggestions were made to make the mirror safer by either attaching it to the wall or enhancing the bottom. Karen will take this issue up with Facilities Chairperson, Gail Kolenda.

Education/Registrar: Robbie reported we are seeing more people from outside SaddleBrooke attending classes; many coming from Oracle. Spring classes are filling up, but there are still some that are not yet full.

Art Show: Jenni Long reported 39 artists will be participating in the art show on February 7 and February 8. The drawing for booth space is completed; an email to all participants advising their booth space, along with an artist checklist, will be sent out about a week before the show. Lighting is improved this year, especially at the center of the ballroom; lighting set up will be on February 6 at 2:00 pm.

All 273 art show postcards will be mailed soon to new homeowners in seven Tucson area zip codes. Full size flyers, as well as tube flyers, will be distributed the weekend before the art show.

Programs: Marty announced February's membership meeting guest speaker is Guild member, artist, and sculptor, Harriet Hason. Harriet will be donating a door prize. Marty is working on a guest speaker for March. Karen will do an Outreach presentation and a Nominating Committee will be formed for the Guild's next fiscal year. The "One Image/No Limits" Contest artwork will be showcased at the April meeting, and May's end-of-the-year party will also include a new members' show & tell.

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A suggestion was made to create a calendar on our website listing all Guild activities.

Galleries: The next Roadrunner Gallery and Activity Center change out/hanging is February 15. Wayne Ufford is in charge of the Roadrunner Gallery; however, Jean Matheson will take over for the rest of the year. Jean Matheson and Anneliese Snider, who is in charge of the Activity Center, will need to arrange future dates with Trish Rogers at HOA1.

Publicity: Since this position is still open, Karen continues to handle publicity, writing Guild articles for publication.

Wayne Ufford suggested writing an article about our gallery hangings.

Artist of the Month: LaVerne reported Deb Kress is February's Artist of the Month, and Suzanne Brubaker will be featured in March. LaVerne has several other artists lined up for future dates and will tap some of the "One Image/No Limits" contest winners, as well.

Webmaster: Since Jim Morris is just back up for Jeanne O'Meara, who handles our website, he reiterated all fixes and/or change requests should first go through Jeanne.

Jim will place Outreach on the Welcome page with a link to click for further info.

New Members Welcome/Hospitality: Renee sends cards to members when appropriate. Bonnie Peretti is Renee's hospitality support in the Activity Center.

Suzanne continues to call and email new members to welcome them to the Guild.

Communications: Catherine Eighmy and Debby Sullivan, who handle the Guild's email blasts, continue to do a great job.

Outreach: The TROT (Therapeutic Riding Group of Tucson) fundraiser is January 22 from 5:30 to 8:30 pm in the east end of MountainView Ballroom.

The next Outreach fundraiser, which will be on March 31 in the Activity Center, will feature a sunset/saguaro painting. Proceeds will go to future Outreach efforts. Tickets are \$35; six people are already signed up for this event. Guild volunteers are needed.

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Non-Critique: Jim needs better access to send out info for the Non-Critique class; he currently uses Mailchimp, which is limited. Karen suggested he contact Catherine Eighmy for further assistance.

Guild Contest: Karen will check with the judges re: deadline for artwork submission since March 20 will not work.

The Guild's awards will be: 1st Place-Best of Show: \$50 HOA2 gift certificate; 2nd Place-Award of Excellence: \$40 HOA2 gift certificate; 3rd Place-Award of Merit: \$30 HOA1 gift certificate; Innovative Interpretation: Free Guild membership; and at least two Honorable Mentions: \$10 HOA1 Gift Shop certificate/each. All participants will receive a Certificate of Appreciation which Delys Nast will create.

New Business: Joann Wells with Long Realty contacted Karen regarding possibly featuring artwork from Guild artists on a quarterly basis in their office. Details will need to be worked out. Karen suggested Long Realty reps come to our art show to see the different mediums and diverse styles of our artists.

Marty Fisher will look into possibly setting up a Guild booth once a month during the Thursday Farmer's market at HOA2.

Delys Nast will work on creating a Guild business card.

Meeting was adjourned at 12:10 pm.

Minutes respectfully submitted by Bobbie Patton, Secretary

