

PLANTATION ARTISTS' GUILD & GALLERY BOARD MINUTES

Tuesday, June 4, 2019 3:00 p.m.

- I. **BOARD MEMBERS and STANDING COMMITTEE CHAIRS PRESENT:** Sherry Ferber, Barbara Hopkins, Vickie Maley, Rebecca McDannold, Ed Mosher, Brenda Price, Jeanne Tennyson
- II. **CALL TO ORDER:** First Vice-President Barbara Hopkins called the meeting to order at 3:00 p.m. June 4, 2019.
- III. **OFFICER REPORTS:**
 - A. **President** Rebecca McDannold: Rebecca sent a request that artists showing work at the Isle of Amelia Executive Suites stock their business cards there in the holders provided. She also requested that board members distribute posters regarding the applications for new exhibiting members. She also reminded that board members interview the applicants.
 - B. **Secretary** Vickie Maley: Roll was taken. Minutes for the May 3, 2019 meeting were approved. Brenda Price moved to accept the minutes, and Ed Mosher seconded the motion which passed.

C. **1st Vice President** Barbara Hopkins:

Barbara reported that

1. the new inventory system seemed to work. However, Pam noted that there were some issues with accurate recording of the numbers/letters from her perspective.
2. positive comments were received about artists' work being grouped by artist.
3. the new Saturday hours worked for the one Saturday implemented.
4. desk workers should be diligent about front desk processes:
 - a. The yellow receipt copy should be placed in the artist's folder. If multiple artists are written on one receipt, then copies of the receipt should be made to put in each artist's folder.
 - b. Sales tax should be calculated accurately. Use the calculator to assure accurate tallies. Pam agreed and emphasized that there are numerous sales tax errors which affect the gallery profits. Pam added that the cash box should maintain the same amount each day, but it does not. All cash sales are placed in the manila folder. The cash box is used for making change only.
There was considerable discussion about retraining front desk workers, especially repeat offenders. No consensus was reached on how to accomplish it.

NOTE: Take down and delivery of new work for the next rehang is planned for Tuesday, July 9, 2019 after 4 pm

Rehang: Wednesday, July 10, 2019 from 8-11 am. The theme for the next show is "Life's a Beach."

The new reception date is Friday, July 12 from 5:30 - 7:30 pm. Osprey Village will host the reception, and the sponsored charity is the Fernandina Beach Police Foundation.

- D. **2nd Vice President:** Jeanne Tennyson: There were two sales at the Isle of Amelia Parkway Suites this month.

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Take down and rehang at the Isle of Amelia Parkway Suites will be Thursday, July 11, 2019, 8:30- 10:00 a.m.

Jeanne stated that Diane Miller at the Isle of Amelia Parkway Suites said the new feather signs were working to attract customers. Thank you to Ed for overseeing the purchase and installation.

Ed reported that he is keeping up with purchasing supplies for the gallery. He requested that when people note that supplies are needed to please place a post-it note on the front of the tall supply cabinet in the back office with specific needs.

E. **Treasurer’s Report:** Pam presented the treasurer’s report for April and May.

	2019	2018
April	\$8,400	\$2,334
May	\$5,011	\$5,663

Commission sales checks have been issued.

It is difficult to reconcile the envelope with cash sales due to errors. There are numerous types of errors at the front desk including tax calculations, not charging the correct amounts, etc. She emphasized the importance of accuracy at the front desk at the sales point.

F. **Guild Director:** Sherry Ferber reported that Joyce Gabbiou’s workshop on May 14 was successful and well attended. Upcoming events include

- June** **June 1st-30th: Strobach / Hopkins Show**
- June 11 at 2:00 pm: Art Lovers Demo: Pouring with Sherry Ferber**
- July** **July 1-August 13: Sara Conca show**
- July 9 and 10: Take down and rehang**
- July 12 “Life is a Beach” Reception**
- July 21st: Demo: Dynamic Demo provided by members of the Gallery**
- August** **August 13th at 2:00 pm: Sara Conca Demonstration**
- August 13th: Sara Conca Show ends.**
- August 13 – 31: Sherry Ferber show**
- September** **September 1st-30th: Rebecca McDannold / Susan Hitchcock Show.**
- September 24th: Demonstration: *Exquisite Corpse* – Presented by Rebecca McDannold: A local artists’ project by Gwen Cowart coor., Liz Dion, Sharon Haffey, Susan Henderson, Vickie Maley, Rebecca McDannold, Georganna Mullis, Denise Murphy, Sue Schraft**
- October** **October 1st-31st: Debra Ahern Show**
- October 22nd at 2:00 pm: Demonstration by Debra Ahern**
- November** **November 1st- 16th: Guest wall free**
- November 17th: Robert Buckley Show. Demonstration TBA.**

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The July Gallery Show Title is "Life's A Beach."

The November Gallery Show Title is "Beautiful Amelia."

IV. STANDING COMMITTEE REPORTS

- A. **Membership:** Rebecca, Barbara and Vickie were tasked with and organized the Call to Artists in Nassau County. Posters were made announcing the juried event and applications are at the front desk. The applications include a page describing expectations for the jurying and membership.
1. Applications will be taken until August 26, end of business day
 2. Board members are volunteering to interview each applicant prior to the jury date of September 3. For the interviewers, Barbara will provide applicants' names, interview questions, and information applicants need including requirements for being a member, what to provide for the jury session and times to drop off and pick up their pieces. Applicants will have a chance to ask questions.
 3. Jurying is scheduled for the afternoon of September 3, 2019.
 4. Artist applicants will deliver their five pieces of art to be juried between 11:00 and 1:00 Tuesday, September 3, and pick up on Wednesday, September 4 between 11:00 – 1:00.
 5. All applicants will be notified by Friday, September 6 of the results.

Three applications received are from residents of Omni Properties who will be notified by Barbara of requirements to be an exhibiting artist and invited to join as exhibiting artists. Residents are not required to be juried per agreement with the Omni.

- B. **Art Lovers Co-chairs:** Diane O'Malley, Deb Ahern. No report
- C. **Hospitality:** A photographer is needed for the next reception on July 12, 2019. The Osprey will sponsor the event providing refreshments. The charity is the Fernandina Beach Police Foundation.
- D. **Programs and Projects:** Ed reviewed that the Osprey rehang will be held on Tuesday, June 12 at 2:00 pm. Ed said that the Osprey site can accommodate about 12 paintings.
- E. **Publicity and Public Relations:** Brenda Price reported that she is sending information to the various publicity outlets about coming events.
- F. **Liaison:** Al Watson: No report, but Al regrets that he cannot attend the meetings now scheduled for Tuesdays due to a previous commitment.
- G. **Historian:** Photographers are needed for the receptions, shows and demos scheduled during the summer and early fall. Thank you to Dick Hamilton for filling in as photographer for the last show.

- V. **Old Business:** Ed revisited the proposal presented last month to sell cups with the artwork of

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gallery artists and the gallery name on them. He checked with the Omni personnel who said there is no conflict if we do not put the Omni name on the cups. Ed estimated that if the cups were sold for \$15, the production costs to Vistaprint at \$3.95, leaves a profit of \$11.05. After payment of one third of the \$11.05 (or \$3.65) to the Omni, the gallery would net the remainder of \$7.40. After some discussion, it was decided to produce 10 cups as a trial run. Sherry moved to produce and sell 10 cups at \$15 each with the artwork and logo as a trial run. Brenda seconded the motion which passed. Barbara assigned Ed to create a small committee to determine whose art would be on the trial run of the cup sales.

VI. New Business: Barbara proposed that prior to each gallery reception, the gallery should hire a professional cleaner to thoroughly clean the gallery. She stated that she spent two days cleaning prior to the last reception. Pam noted that we have \$250 allotted for gallery maintenance. While this amount will not cover a cleaner, Barbara suggested that we ask for donations from the membership. Jeanne moved to hire a cleaner before each reception which Sherry seconded. The motion passed.

VII. Adjourn: Ed moved, and Brenda seconded, that the meeting adjourn. It passed, and First Vice-President Barbara Hopkins adjourned the meeting at 5:25 p.m.

Respectfully Submitted,

Vickie Maley, Secretary