

PAGG
MEMBER MEETING MINUTES

OCT 10, 2023 @ 3:00 PM

Meeting Facilitator: Victoria Germond, President

I. Call to order 10:06 AM

Roll call – Secretary Rebecca McDannold Attendees: Vickie Germond, Gary Rubin, Sherry Ferber, Jeanne Tennyson, Vickie Maley, Nancy Bartmess, Karen Trowbridge, Noelle Almond, Ned Flemming Ed Mosher, Carol Winner, Susan Hitchcock, Deb Ahern, Dickie Anderson, Gary Johns, Dick Hamilton, Luisa Carver, B.D. Burkemper, Marcia DeFalco, Barbara Hopkins, Rebecca McDannold

Absent: Ginger Bender, Lisa Kovacs, Janet Kolar, Brenda Price, Trish Jones, Stan Cottle, Karen Bowden, Depy Adams, Estelle Conover, Betsy Hamilton, Charli Leniston.

II. Minutes from July Member meeting approved after motion by Gary Rubins and second by Jeanne Tennyson

III. Governing Board Members

a) President – Vickie Germond

Motions for candidates from the floor were requested and after none were proffered, the election vote on Executive Board was held. The new executive board for 2023-2024 was unanimously approved:

President: Ginger Bender

First VP – Leslie Collins

Second VP – Ned Flemming

Treasurer – Gary Rubin

Secretary – Rebecca McDannold

Membership – Vickie Maley

Guild Director – Nancy Bartmess

--2023/2024 Membership contract renewal. Board voted to change in fees from \$150 to \$200 due to increase costs.

-Committee sign up for new year open. Chair positions being finalized by Leslie and Ginger. Please contact them directly to sign up for required committee work if you have not already done so. Signups need to be completed by Nov 1 along with your Member Contracts and payments. Membership will not be confirmed without committee sign up.

-Next show #61, Amelia Terrain, rehang Monday Nov. 13, with reception on Nov 17th.

- 2024 rehang and show dates in review for final board approval and be published shortly.

- Effective Nov. 1, 2023 the gallery hours will be changed to half day on Tuesdays (close at 2:00 pm) as done previously.
- CPA/Bookkeeping in place
- Some W-9 documents still pending. Please submit yours asap to Vickie G.
- Clover Point of sale topics.
 - Artist names are alphabetical by first names.
 - Abstain from immediately diverting to Uncategorized, review main uploaded inventory options first.
 - Standardize prices for your prints and cards and unframed originals if possible and submit to Trish for uploading into Clover. Helps eliminated Uncategorized field and assures you receive payment for your products.
 - Changing printer tape. A video was sent to you by Vickie showing how to change tape. Do not leave the machine empty! Directions also on desk. If you use the last roll of paper, call or text Marcia DeFalco immediately.
 - No tax on shipping out of state.
 - Fill out paper forms completely! Your name, date, cash or credit, artist name and id, name of the piece and correct price. Please also capture name and address of buyer.
 - Cash sales must be rung through Clover. Process is pictured in directions on desk in folder.
 - Do not run Member or Art Lover dues through Clover. Place a copy of the Art Lover contract in Depy Adam's folder. Attach check or cash to contract copy and place in Gary Rubins folder.
 - Members with extended travel plans should contact Leslie with dates and contact individual information for arrangements to replace sold art and rehang requirements.
 - Reminder... Francie Paspalaris is contact for Baptist Medical Center Nassau and Community Hospice and Palliative Care team calling for art to be submitted for possible selection for a permanent art display in corridor at Bill Warner Center for Caring.

b) First V.P. – Karen Bowden

- Procedure Manual Revisions, update key bullet points. You will receive an email copy.
 - OMNI residents are required to go through jury process (2022)
 - Leave of absence requirements
 - Size Limitations for hanging updated. Note, include frame width in measure.
 - Reimbursement expenses.
 - Art Lovers applications – 2 copies (Depy & Treasury), cash and check only
 - Encourage standardized sizes and \$ for prints/cards.
 - Provide details to Trish for uploading your work to avoid uncategorized items.

-Karen Bowden is now key contact for bio updates and additions to our book. She will assist you including a photo if needed. Omni monthly artist selections promos will be taken from the bio book.

-Sherry Ferber– Tally of YTD hours worked for year end. Review your required hours completion required prior to Nov show hanging to determine eligibility. Report errors to Sherry.

-Leslie Collins: As incoming Gallery Director Leslie advised she would place a 3 ring binder Nov. 1, on the desk to include items such as the worker days signup sheet (only one place to sign in with hours noted, not times), Clover directions, monthly staff calendar, vacation schedule for weeklong or longer, daily check in sheet and other such information to eliminate sticky notes and hard to find information. A customer attendance booklet will still be used.

-Leslie said to remember three things upon a sale: 1. Take the art id card, turn it over, place date and “sold” and your name and put it in the box in sequence. Process the sale and then, 2. Call the artist and 3. Call the tech person for the website (Trish or Deb) to advise of sale.

-A Christmas Porch sale is being considered at the next board meeting. Advise a board member if you wish to participate and have one.

-Gallery appearance and cleanliness will be addressed, including the bathroom and front door rug.

-Upcoming Monday rehang dates will remain unchanged.

c) Second V.P. – Ed Mosher- status

-Osprey rehang complete. Real Estate Office: see Omni liaison segment. Oaks was recently hung by Gary R.

d)Treasurer --Sept. sales Net \$ 14,855. Annual year to date sales \$130,089!

-CPA/Bookkeeper going forward and still updating with Gary Gersham from Next Step CPA. He provides Profit and Loss statement, 1099 forms, filing of State and Federal Taxes and other tasks. Internal team in place and still required to support the process.

-Purchasing forms and procedures including reimbursement processes have been implemented. Marsha DeFalco oversees all expense acquisitions.

-Workers please fully complete sales forms, all information is important and if included saves others time and energy to process them. Recheck the documents before the end of day and fill in missing information. Place duplicate sales tape and handwritten sales slip into brown folders.

-*Put the overnight Clover closing statement into the metal box, clipped to prior days slips.

e) Guild Director – Nancy Bartmess –

-Update on discussion of PAGG involvement in 50 year celebration next year for the AIPCA (the Amelia Island Plantation Community Association).

-Luisa Carver is arranging a sketching workshop in February 22-24 with outside professional artist Chris Carter. Fifteen Ways to Use a Sketchbook. Max 15 participants at \$325. Contact Luisa, 904-699-4059, luisacarver@gmail.com.

-Luisa will resume her sketch groups soon. Watch for details.

-Island Art Association has a public plein air event Saturday, Oct. 14., with a wet paint sale in the Education Center afterwards. Contact Sharon Haffey for details. 404-663-4996.

(f) Art Lovers- Depy

-3 new Art Lover members. Reminder to place all applicant forms in Depy's file and form copy and money (only cash or check) in Gary's folder (Treasurer).

g) Hospitality – Brenda Price , Absent, no report

h) Membership – Vickie Maley

- Member 2023/2024 contracts available. Forms and payment to Vickie Maley (cash or check only). Due Nov 1, late fee after Dec 1, a 25% increase, after Jan. 1, no readmittance without a call to artist jury.

(i) Nominating –

-2023/2024 Committee chairs selection under discussion with Leslie and Ginger. In review and persons being contacted.

(j) Omni Liaison – Barbara Hopkins

Art display in lobby at Omni and Real Estate office update. Current monthly artists selected by OMNI: Oct., Cindy Jenkins, Nov. Ned Flemming.

-Josh Summers, marketing director from the Omni selects our artists. He selects a large painting for the Omni Lobby.

-The elected Omni monthly artist needs to provide a replacement piece for the gallery and another smaller one no larger than 9"x12" to place upon an Omni concierge desk.

-The selected artist's bio and photo will be pulled from the bio books for promotional purposes taken care of by the Omni. Please review your bio and photo in case you are selected!

-The Real Estate Office has been redecorated and Josh Summers will select large paintings for that too.

-The AIPCA wishes to coordinate their Garden Tour on April 14, featuring 7-8 resident gardens showcased with plein air artists painting on the properties. A wet paint sale will follow in PAGG as a porch sale at 5pm with a reception by the AIPCA. Gallery workers will be needed for this reception. The tour lasts from 1 to 3pm but artists may be able to arrange with the property owners to have access prior to the tour visit to allow time to finish the paintings.

(i) Publicity Susan Hitchcock – Photos needed for next show flyer.

-Dickie Anderson has arranged with the News Leader for a monthly article re PAGG.

-Deb Ahern will send time sensitive emails to Art Lovers and members.

(j) Technology – Trish Jones

- All unframed originals need an id code for artist compensation purposes. Please submit

rehang photos and information as soon as possible and check your PAGG webpage segment to see if shown work is correct and available.

IV. Old Business

- V. New Business: Due to rent increase, Carol Winner is moving her studio and has display equipment and art supplies to sell. Contact Carol for details.

Adjournment 4:45pm

Submitted by Rebecca McDannold