

**PAGG**  
**MEMBER MEETING MINUTES**

January 10, 2023 @3:00PM

Meeting Facilitator: President, Vickie Germond

Attendees: Vickie Germond, Depy Adams, Nancy Bartmess, Karen Bowden, Luisa Carver, Leslie Collins, Stan Cottle, Marcia DeFalco, Sherry Ferber, Ned Fleming, Susan Hitchcock, Barbara Hopkins, Cindy Jenkins, Gary Johns, Trish Jones, Rebecca McDannold, Ed Mosher, Brenda Price, Gary Rubin, Jeanne Tennyson, Vickie Germond

Not in Attendance: Deb Ahern, Noelle Almond, Ginger Bender, Betsy Hamilton, Robert Hamilton, Janet Kolar, Lisa Kovacs, Charli Leniston, Vickie Maley, Karen Trowbridge, Carol Winner.

- I. Call to order 10:02 AM
- II. Roll call – Secretary Rebecca McDannold
- III. Approval of minutes from last member meeting – Secretary, Marsha DeFalco, 2<sup>nd</sup> by Susan Hitchcock.
- IV. Governing Board Members

a) President – Vickie Germond

-Show #57 “Brighten Up” The dates have been revised to Jan 30 re-hang, Feb 3 reception.

-Alexa is set up for music while working in the gallery. Please note, ask her for “free” music to avoid charges per song.

-Issue with missing large white bags. Several of these expensive bags cannot be accounted for by sales. They represent a significant loss to the gallery. If you are aware of their whereabouts, please let Karen Bowden or Vickie Germond know.

-The Omni Contract has been signed. A clause regarding the door glass replacement was agreed to in final version, removing PAGG responsibility.

b) First VP – Karen Bowden

Please observe these January 30 rehang directions:

On Sunday Jan. 29, remove artwork from gallery after hours and deliver artwork prior to 10 AM January 30. Late work will be rejected.

9:30 AM Hanging committee begins.

To ensure a professional look and feel to the gallery, the following rules will be enforced:

1. Present professional looking items, well framed with finished edges and on wire hangers.
2. Be mindful of space limitations. New ones will be adjusted and published.
3. Name labels must be legible, complete, and unsmudged.
4. No wet paintings! The committee has had ruined clothing.
5. Call Karen Bowden, Deb Ahern or Trish Jones if an original art item is sold. Every time.
6. Place date, salesperson, and sold price if it is different than the artist's listed price on the back of the black bordered name labels when you sell a piece. Put it in the designated box on top of the counter. This is a valuable tool for those who must pay us accurately. If you "unbundle" a group of old sales of name labels, rebundle them when you are finished reviewing them.

FILL OUT THE SALES SLIPS EVERY TIME WITH EVERY PIECE OF INFORMATION REQUESTED IN WRITING ON THE SALES SLIP! If you will simply double check the receipts at the end of a sale or at the end of the day and fill in gaps, you may save other members hours of time and aggravation. If you fill it out you will remember to collect sales tax and save the gallery from serious financial harm. If you fill it out, you will guarantee the artist is paid and avoid an unhappy co-member. Just read it as you go and fill it out.

Members will now be held accountable to be a fully functioning gallery member. Members are expected to maintain the good status relationship with the gallery as per their signed contracts. Tracking systems will be implemented as members are expected to know what they are supposed to do and keep up with changes in procedures by reading their contracts, emails and the minutes and attending member meetings.

Documentation procedures are being implemented for assistance training purposes.

If a member misses a member meeting, they will be asked to read the minutes and send an email that confirms that they take responsibility for having read them so they will know what to do in the future and implement changes that are made.

Members are already aware of 12 calendar days requirements and documentation as a part in a good status.

-Sherry Ferber regarding calendar schedule. Members should place their beginning and ending hours onto the calendar when signing in for their workday. If you are working all day, put 11-5. Half day schedules only available as 11-2 and 2-5. Shared days must be coordinated and confirmed by both parties and sign up at the same time as is the responsibility of the workers, not the calendar person.

- Scheduling – clarification. If you sign up for 1/2 day you must partner with someone so full day is covered. When putting on schedule, indicate name of worker and start time. If it just says 11Am, and it's the only name on the calendar - it is assumed you are working all day. Worker on the day before must call both workers.

Discussion to change purchasing procedures were held. Marcia DeFalco asks all members who previously purchased any ongoing item for the gallery to advise her of what, how often, quantity and cost of the items they obtained so she can plot an ongoing purchasing schedule and a badly needed budget for the year. At this time continue to use requisitions as before.

Marcia will post a “supplies needed” list in the back storage cabinet. Please notice if items are running low or out of stock and advise her via this list.

c) Second VP – Ed Mosher

-Executive Suites rehang Wednesday, Jan. 18 from 2-4 PM. Please update your excel sheets for additions and subtractions and fill out the forms at the offices. Artist is responsible to transport art to the venue, both ways. Ideas to promote this venue are welcome.

-Gary Rubin will rehang at the Oaks. Submit new to the Oaks entries by Jan 23, to Gary R and include your name, title, medium, size, price and PAGG id code. If selected, drop your work off at the gallery on the afternoon of Jan 28, and pick up any work you had there for the prior show on the 29<sup>th</sup> in the afternoon. Size limitations are 18x24 - 24x36. Images should be new to the Oaks.

d) Treasurer – Cindy Jenkins

2022 December sales were \$9169, excluding taxes.

If you need information for your 2022 taxes, the documents are in Dropbox and passwords are in the procedures manual.

-Thanks to Stan Cottle and Jeanne Tennyson for assistance in the month's paperwork due to Cindy's broken wrist.

e) Guild Director – Nancy Bartmess –

- Rehang/reception titles and dates,

Show #58, "Island Life, March 27/31,

Show #59, "Summer Solace", June 12/16,

Show #60, "Change of Seasons", August 21/25

New workshop opportunity, Artist Chris Groves, July 23-25 (3days). Fees to be determined. There will be 12 openings available to PAGG members until Jan 15, then will be advertised. Focus is Realism in oils.

A very successful Qiang Huang oils workshop was held last weekend at Oaks, 12 attendees, most from PAGG and the island, one from New Jersey and one from Australia.

(f) Depy Adams

We now have 15 Art Lover members.

-New Demos for Art Lovers, PAGG and other guests.

-Tuesday, Jan 31, watercolor demonstration, Leslie Collins and Rebecca McDannold 2-4 PM at the gallery.

-Wednesday, March 22, photographic trip to Sicily, Karen Bowden, 2-4 PM.

g) Hospitality – Brenda Price Co-chair

Feb 3 reception for show 57, "Brighten Up". Osprey will host event and has chosen their fundraiser as the Council on Aging.

h) Membership – Vickie Maley, absent.

-Member contract status for the 2022-2023 year is complete.

(i) Nominating – N/A

(j) Omni Liaison – Barbara Hopkins – no report

(k) Publicity Susan Hitchcock –

- Flyer completed. Distributed to PAGG members.

Susan was just informed STROLL (formally the South Island Living magazine) has gone out of business and will no longer be a great PR outlet for us. Susan had just finished an issue and sent it, unknowing what was happening. Ginger & Karen Trowbridge's article will not be published.

(l) Technology – Trish Jones-

-Requests that members update their excel files for the rehang on a timely basis.

V. Old Business

VI. New Business

VII. Adjournment 11:15 pm