

**Sun West Art Club
Advisory Council Meeting Minutes
March 5, 2018**

President: Karla Milinovich

Welcome and Call to Order at 1:00

Present: Karla, Patti, Mike B., Roberta, Carol S., Ted, Barbara Y., Tim, Ricki, Gail, Karen, Peggy, Val, Ron, Bev, Sandy K., Arlene B., Bill.

Approval of minutes: previous meeting (February 5, 2018) as provided by email on February 28, 2018 Moved to accept as presented by Bev Coulthart, seconded by Peggy Simpson. Passed.

President: Karla Milinovich

Book Sale – March Meeting - March 12th

Rummage Sale – April Meeting - will be announced at 3/12 meeting

Guest Policy Amendment -

Posted and voting will in during the April meeting. Changes will be discussed at March meeting. We will use paper ballots that will be handed out as members enter the room. At the break, there will be an announcement of voting results.

Registration, Payments, Treasurer Processes-

Payments for classes and treasurer process are overwhelming for volunteers.

Ideas - payment going to teachers directly rather than through the club. Payments made out directly to the teacher. Each teacher would get payment at first class session. This process will not be used for Workshops.

This new process would require teachers to be responsible for payments and talking to those who haven't paid for a class. Teachers would then pay the club the amount they owe for a class.

This change in payment would eliminate registrar involvement and requirement for a 10-99 filing.

The Advisory Council is still looking for alternate ideas - credit card payments?

Karla wants ideas or proposals

Gail - motion to have members pay fees directly to the teacher and the teacher then pays the club the required fee with a trial set of teachers. Nancy Hewes has offered to try it first before total implementation of idea.

Questions and Comments

Bev - do people need to pay for entire month or only the classes being taken? Decision was members only pay for the classes taken during the month.

May lose some class sign ups.

Val A. - teachers will take more responsibility in the registration if this idea is implemented. Teachers have already been taking care of days missed by students so not a new idea.

Beg recommends a full start of this new method begin at beginning of new session - (next fall)

Mike (treasurer)- it would reduce his workload but would it help with the registrars work? Sandy - Yes

Idea - no payment until first class and then payment envelop and payment goes directly to the teacher.

Gail rescinded her first motion.

Gail made a new motion - modify class sign up by having students fill out registration envelop, make check directly to instructor, give envelop to teacher directly during the first session. Seconded by Ron Fernandez,

Test in April in Kathy Frey's class, Val Anderson, Ron F. And Nancy Hewes class.

Vote - unanimously passed

This process change for the above classes only will be announced at next general meeting.

Sandy K. Will make a template for teacher record keeping in addition to enrollment sheet.

Need procedure step-by-step process. Will be attached to those teacher's sign-up sheets.

Another issue - possible ways to sign up members.

Ideas - point of sale type of sign up at Dec./Jan. at General meeting or designated days in the art room.

Ted moved that we buy a card reader and look at starting to take membership money through credit card payment. Ted rescinded the motion. Suggests a feasibility report.

Roberta suggested that a group be formed to investigate this idea and present information to the Advisory Council.

Barbara Young volunteered to work with Mike B. to investigate scanner input. Seconded. Passed

Club Credit Card Suggested - purchases for club made and needing reimbursements.

Ideas - concern about cc for small purchases. Create a petty cash box for paying off these small debts?

Social Events - classes on basics on some of painting ideas - pastels, how to frame, how to paint on canvas. Social ideas published in local papers.

Try Me Classes - watercolor, acrylic. Goal is to build club membership. Publicize them to be taken before beginner classes.

Idea - Add a corner to Open Art class session. Try them out and then move into regular class framework.

Old Business:

Reports:

Treasurer Report – No report today. Will be ready for General Meeting.

Membership – Karen Howell - 252 members. Membership Book is ready for print. Order for 300 or 350 copies? Karla suggested ordering 350. Ideas - Create an electronic copy for all members? Membership cards ordered. Membership envelopes ordered.

Jo-Anne Jones made pamphlet last year and has been waiting for new photos from this year's Art Show. New pamphlet to come out soon.

New lights in art studio - more natural lighting. Being investigated and will be reported.

Suggestion -

List of Advisory Council names, responsibility and phone number to post in art room. Create easier access to information for members.

New Business:

Computer – Peggy Simpson

See attachment

See would like one data access and recording person. Currently being done by three. Too much time and redundant.

Change \$20 to 15 for all members. Has been recorded incorrectly this year.

Monitoring record - Mavis and Peggy are meeting to better understand the computer capacity . Will have info for the next general meeting.

Vince (computer volunteer assistant from Computer Club) can set up the 2nd computer in the back room. This would alleviate the congestion in the classroom during class time while team is working on the computer.

Suggestion and question - Can the west side back room be cleaned up so it can be used by the computer team for work? Sharon Cottle would know what's stored in that room and why. 7 year's worth of documents need to be kept and maybe a locker for that storage would be the best practice. Peggy will check with Sharon. Add shelves to the room?

Faculty – Bev Coulthart

see attachment

Evaluation forms done and final write-up to come.

Education program for next season getting to completion point.

Question -

Evening demo with Karlyn Holman next December? Bev wants permission to set a date and offer the demo to Karlyn. Demo fee over and above and she needs authorization before making the offer. Monday Dec. 3rd 6 - 8 pm. Karen made a motion to pay the additional fee. Seconded by Ted. Vote - passed

Suggestion -

Beginner classes - Nov - April one time/week for one month.

Arts and Crafts Fair Ron F.

Organizational meeting is scheduled for March 15th at 3:00 here in art room - west. Sale will be in the social hall.

April meeting for Nadaburg School art work the and student artists will be featured. Ron needs the club to provide a cake, he will provide small snacks for the students.

Information -

Roberta shared that between Jan, and Feb, the Kuentz gallery sold 3 paintings.

Gail W. needs to have Adv. Council members sign information sheet so receipts match up with duties. These are kept in the blue box by door of east room. Fill out when giving Mike receipts.

Barbara Young - update on The Art Show final information and feedback is being completed and will be available to the Council soon.

Val A. shared that the Art Show sales totaled \$1,600 with 9 sales of submitted paintings. In addition, there were 19 silent auction sales for a total of \$1350.30.

Motion to Adjourn

Respectfully Submitted,
Patti Hoffert, Secretary

Next General Meeting –
(March 12, 2018 at 1:00pm)