

Attendees: Romie Mizell, Cindy Angelelli, Susan Lackey, Michael Hutchinson, Marta Brown, Sandra Smith, Lee Madden Martha Faires

The Mint Hill Arts Executive Committee met on May 19, 2016, at 10:00 am.

Romie called the meeting to order.

Next month's meeting is scheduled for Jun 23, 2016.

Last month's minutes were approved.

Committee reports:

Marta reported that the **Mint Hill Madness education** table will be staffed by teachers with Mila in charge. She is thankful that tents are set up by Mint Hill and we appreciate Romie's part in getting the setup. Romie says the tents will also have café lights and electricity. Since tents are close together, getting staff for the MHA table should not be a problem. Romie and Judy will be there.

Marta said that Friday and Saturday night will be especially busy.

Marta said the flyer for the **summer samplers** is in process. It will be ready for Mint Hill Madness.

Hutch is working on a tri-fold **flyer for Mint Hill Madness** and he brought a copy for approval. Romie and Hutch said the cost is about \$550 for 1000 color copies. He will have copies at Mint Hill Madness, but we should be prudent about giving handouts to people who will not really use the information. Marta will have a one-page sheet for a Mint Hill Madness handout about classes.

Cindy said the **grant from the Arts & Science Counsel** will be awarded on July 1.

Because she recently heard a report on dealing with disaster, she brought up some questions we need to consider:

- Do we have backups of our important documents? The consensus was that we have either discs or copies on multiple computers belonging to MHA members.
- What if sprinklers came on and damaged the gallery art? We don't have sprinklers. Each artist signs a waiver to release MHA of responsibility if there is damage to the art.

Finance Report:

Lee has concerns about our funds because rent is due in June. He asked when we get the second half of the ASC grant. Cindy said not until her report is in. We don't know when we get an award grant from Mint Hill. The Mint Hill budget is not approved until June. Cindy said if we get tight, we can ask Mint Hill to give at least half of the grant early.

Marta asked if Lee got a \$300 check from the Mint Hill Women's Club. She thinks Ann may bring it Tuesday night.

Lee said we are still getting new membership funds.

Romie will pursue a gift from Allstate.

Lee said we have a list of outstanding checks from previous years. The committee asked for a list of names and about the expiration date of checks. After a discussion about the trouble of connecting with people who did not cash checks and the reasons why checks are not cashed, we decided that if a check is over one-year old, it should be marked as void.

Lee checked the list of names and discerned that most of the old checks are from the year 2013.

We then returned to last month's discussion of gift cards. Romie will get the rest of the BBT money converted to gift cards for Cheap Joe's. We can get individual cards from that one big deposit. Susan will cash out the rest.

Discussing finances led into the subject of other towns and their art guilds. We discussed the differences in those towns and Mint Hill, the possible advantages of the Bain School project, and the advantages of members interacting with other art guilds.

Sandra said she needs help with preparing for the potluck next week because she lacks experience in organizing and setting up for a dinner. Cindy agreed to help. Romie offered suggestions about how the menu was done in previous years. Several people made suggestions to simplify the planning. Sandra and Cindy will get together to plan and set up.

Susan gave a detailed report on the **internal communication calendar** and set up the projector so we could follow the calendar on the screen. Her review included the following points:

- The Intake for next month is on May 27-28. Those involved in Mint Hill Madness can bring their work on May 26. They should be sure to have all the necessary forms clearly completed and appropriate hangers on their work.
- The July 22 intake is moved to July 29 and the reception follows on August 5.
- The Nov. 25 intake should be changed because of Thanksgiving. It is moved to December 2-3. The Litaker show is 2 months long and has a huge intake. The reception is moved to the 9th.

Hutch asked if that change affects Christmas sales? For that show, a buyer can immediately claim a purchase.

- Susan had previously sent us link to the internal communication calendar. She pulled up the calendar on the screen and explained how it works. The Internal communication is by invitation. It has the following codes for important dates:

os =open studio

final =date sent to Catherine

os send =date Catherine sends to distribution

- It has some peculiarities that have to be manually corrected such as the setup as *recurring* when there is a fifth week.
- The calendar will show recurring meetings. It will not show *ad hoc* events, irregular events.
- Susan suggests that one person who knows how to input on this calendar do the actual online input because it is easy to mess up the information if it is done incorrectly. Susan will keep the internal calendar through the summer until Sandra gets accustomed to it. Susan cannot continue to do the calendar and be in charge of programs.
- Information for the web should normally give Catherine 3 days notice for posting, but informations for classes and samplers should be sent to her 10 days early because she has to update the sign-in sheets.
- Susan will attach other MHA calendars.
- There is a statistics counter on the site.
- Someone needs to maintain the information mailbox on our site.
- Go-Daddy is our web host.
- Constant contact has 1671 active contacts.
- Susan suggests we create only 2 distribution lists: members and friends of the guild. She can do that and eliminate duplicates.
- Bill, Catherine, Pat and Susan maintain lists of contacts.
- We should download and keep a copy of the Chamber of Commerce list of contacts in Excel.
- We should send information to Sandy Barnett and let her communicate with the Chamber.
- Susan will clean up the distribution lists.
- Susan showed Cindy how to see the bounce list. She will send a copy to her.

We appreciate Susan's presentation of a job well done!

Cindy suggested that since Susan is doing programs and Jennifer Benton is stepping up for volunteer coordinator that perhaps Mary Beth would do communications.

Thea was unable to attend the meeting but sent the following **gallery report** by email with a few questions about the judging-criteria form:

- Ribbons have been ordered for the Binders Show, as of a week ago or so. They should be in anytime, if not already.
- Chad has been notified about judging and it will be himself, Laura, and another associate to do so. I will meet them at the gallery on the Monday or Tuesday after intake around 1 or so to do the judging. He will advise later today about which day is best.
- He also asked about the judges' form which outlined the criteria for judging, which apparently was helpful to them last time. I remember us discussing that form in a past meeting, perhaps as long ago as late last year. Mary Beth, do you have access to that form? I'll check on my end as well.

We moved and seconded to adjourn.

Respectfully submitted,
Martha Faires
Secretary

Addition:

Because of conflicting schedules, the MHA Executive Committee did not meet in June. We rescheduled our next meeting to July 7, 2016.

We express our appreciation to the following ladies who worked at the June intake: Ruth Crowe, Pam Rooney, Suzanne Ledermann, April McDermott, Amanda Demetrovich, Mary Beth Thomas, and Sandra Smith.