

MHA EC Oct 12, 2017 2:00 pm

**Attendees:**

David McGee, Mary Beth Thomas, Evy Grouse, Cindy Angelelli, Jay Alexander, Martha Faires, Sandra Smith, Lee Madden, Lyndee Ivy, Jan Shopen, Romie Mizell

**The Mint Hill Arts Executive Committee** met on October 12, 2017.

David called the meeting to order at 4:05 p.m.

Next month's meeting is scheduled for Nov 30, 2017, at 4:00 pm.

We approved the September minutes.

**Committee Reports & Action Items:**

**Lee** gave his financial report with a handout. It was approved.

**Cindy and Lee** reported on the budget proposal for next year. Cindy must give our quarterly report to the ASC on Oct 14. The budget proposal is similar to last year's budget, and we can re-allocate funds as needed. The budget was approved.

Cindy also reminded us that we agreed that **board members** should make personal **contributions to MHA** as a positive statement about our organization and as a plus for obtaining grants.

Lee noted that we did receive a refund for our previous insurance company minus a \$5 processing fee.

Romie updated us on **fundraising** for the Litaker Show. He is encouraged with the response he has gotten so far from donors.

We discussed our need for a committee to work on developing professional sponsorships. We agreed that we need something tangible that we can present to sponsors to show who we are and what we do. Cindy and Mary Beth are interested in working on such a committee. Cindy noted that we should distinguish-between corporate programs and professional donors and that the current need concerns professional donors.

David said we need a sample of other models used by successful organizations that can be tailored to our purpose. We discussed other models and ideas that seem helpful.

**Jan Shopen** presented her ideas about our needs regarding site storage for easels and the problems caused by disruptions to classes when artists interrupt ongoing classes in order to get easels or lights from the classroom. Two of the easels in the classroom are the personal property of Mila Antonyuk.

We discussed buying easels for the gallery, noting that Larry has built some easels. Mary Beth moved and we approved that we buy 2 easels. We gave Evy permission to purchase them. She can consult Larry and Binders for considerations.

Jan also said the artist lights are falling apart. David and Jay will examine them and see what we need.

Jan also brought an organizational chart to show her proposal for **managing the art classes**. She suggested that we break Marta's responsibilities into smaller portions handled by several people. She is concerned about teacher recruitment and training/management, budget management, and team management (advertising, registration, teachers).

We discussed her concerns in light of our MHA published organizational chart, and the consensus seemed to be that an education committee person should be put on the communication committee so that all education publicity concerns can be channeled through the communication committee instead of creating two communication arms of our organization.

Carol and Kim should discuss these concerns about getting information out to the public. Sandra suggested that a note be put on teacher contracts saying they need to distribute their own flyers.

There is still a question about who is to interview new teachers and who is in charge of classroom supplies. David suggests the teachers need a round table discussion to brainstorm educational needs and oversight. If they can choose a suitable time, he will meet with them.

**Mary Beth** reported on the **Facebook Update**. John-Marc Grob has agreed to be our new Facebook manager, and he has ideas about promoting our members such as having an artist-of-the-week designation, suggesting members could pay \$20 and have a feature clip on Facebook for a week, or for \$10 more, he could do a video in a MHA artist's studio.

Because of the way Facebook is set up, we need a way to get our page under new management. The owner has left our organization without transferring the needed credentials to permit us to operate the site. David and Carol will work on contacting him to solve this problem.

**Thea** could not be present for the **gallery report**, but she sent word asking that we eliminate the 3-D category of art at the Litaker Show because last year there were too few entries in that category. We will include 3-D work in the mixed-media category. We approved the change for this year.

Romie says Cheap Joe's supplies 10 honorable mentions for the show. He will re-sort awards to fit the change in categories.

**Martha** gave updates on next week's "**Capturing Mint Hill**" **Paint Out**. She, Judy, and Jennifer have been working on details—promotion, information packets, judging, set up, etc. Carol and Sandra agreed to help with registration of artists, and David offered to help with table set up. Judy, Martha, and Jennifer will meet on Friday to continue work on the details. Information has been posted on our website, Facebook, and NCPAP; Carol and Mary Beth have been promoting it in local publications. Lee is checking online and gallery registrations. Judy has also emailed last years' participants. The ad solicited from Shomars should cover the cost of printing maps for the artists. MHA will need to cover the cost of the judge, but Romie says all artist awards have been provided. Martha will send out another Mail Chimp reminder.

The registration so far is small, but we hope more will come in as the date nears.

**Jay** reported on our MHA **voicemail** issue. He said that Spectrum voice mail is set up, but when the answering machine is turned on, it is taking calls after 4 rings. Spectrum is set up to answer after 5 rings, so if the answering machine is on, Spectrum doesn't answer. Jay needs access to the account to see where the Spectrum calls go.

We would probably be better off not to use the answering machine at all and rely on Spectrum, but to do so need a business process to know how to handle the calls that are left on Spectrum. We discussed finding someone to be responsible for fielding calls.

Romie expressed thanks to Mary Beth for the article about his **Town Hall Exhibit** and for the announcement about **Bruce Chandler's presentation** at MHA on November 24.

**David** gave us a report on our **Chapman Corp background-check account** that we will use to do background checks on all teachers. We will be billed \$10 per check as needed.

After our discussions of problems with account managements, **Jan** said that when someone opens an account for MHA, we should be given a record of the account information to pass along to changing managers.

David, Romie, and Lee need to talk about **keys to our facility**. Teachers need a classroom key and, for those who teach after hours, a key to the outside door to the corridor leading to the classroom. Storage and copier room keys should be hung in the classroom where teachers can get them. David will ask Bill, the owner of the building, about getting an outside key to the corridor to have copied for teachers.

We moved to adjourn at 6:20 pm.

Respectfully submitted,

Martha Faires, Secretary