

Summit Art Board Meeting Minutes
July 6, 2020/7:00 p.m.
ZOOM

Members Present: Mike Lewis; Barb Byrne; Jody Fristoe; Teddy Jackson; Wanda Tyner; Mary Ann Rhoads; Sharon Wagner, Aimee Freesia; and Kelly Lankford

Members Absent: none

- I. Mike Lewis called the meeting to order.
- II. Approval of Minutes
 - A. Aimee Freesia moved to accept the June 16, 2020 Board meeting minutes as written. Wanda Tyner seconded, The motion passed.
 - B. Barb Byrne moved to approve Mary Ann Rhoads' June 8, 2020 Membership Meeting with Carol Wheats' minutes as an addendum. Aimee Freesia seconded. The motion passed.
- III. Leaders/President's Report: Mike Lewis reported that due to the expiration of SA's UPS mailbox at the end of July, we will start using Greer's address at Bridge Space as our mailing address. Mike will fill out a change of address form with the post office. Greer is not charging SA for the use of her mailbox. This will be a savings of about \$260 a year. In filings requiring a physical address, we will use her address at the Bridge Space as well. It is: 210 S, W, Market; Suite 128, Lee's Summit, MO 64063. Greer is working on removing the names of past officers who were signatories to our bank account. Teddy and Mike will be on the list. Additionally, Jody, Teddy and Mike will have Summit Art credit cards. Greer will use her Google Dropbox account to distribute and store her monthly reports to SA. That means all our material is in one place, and is shared with SA's main email account. One of the three board members who monitor that account will distribute the reports to the individual members. Going forward, Greer said she would be happy to share the documents with individual email accounts, if we want the reports sent directly to individual board members. Finally, Greer reported that SA did receive about \$2400 in Federal Payroll Protection money. At least 60% of the money must be spent on payroll, which we are doing. We will be obligated to pay 1% interest on the money.
- IV. Treasurers/Finance Committee Report: Jody Fristoe reported that we are still waiting on the YTD May 2020 financial reports from Greer. She also outlined the process for applying for future government financial assistance. The current Summit Art 2020 Approved Budget and the Summit Art Financial Policies & Procedures Documents was presented. (See attached documents.)
- V. Committee Scope, Priorities and Needs (Standing Committees) Please refer to attached reports.)
 - A. Finance--Jody presented the scope, priorities, and needs of the Finance Committee. She listed the Number 1 priority as the need for someone to fill the Treasurer's position. In addition, she will be working with Greer to obtain monthly documents providing accurate profit/loss statements, balance sheets, etc. to present at our Board meetings. Also, the committee will be reviewing all policies and procedures dealing with finances.
 - B. Development/Fundraising-- Teddy reported that her committee was pursuing potential sources of income including donors, corporate sponsorships, member dues, art sales, grants, event fees and so on. They have been meeting with Bob Glaser and Shehane. At the end of this week, they will again meet along with Phil Hansen from Truman Heartland. They have be working on setting immediate (\$20,000), short term (\$50,000) and long term (\$100,000) goals.
 - C. Nominating--Kelly has been helping with local businesses in the area to recruit new board members. Teddy stated the need for increased awareness among the membership and board members for recruiting new board members. We need 3 new board members and will continue to need to add new members as older members rotate off the board.
 - D. Governance--Mike reported that the committee's main challenge has been to keep from overlapping with other committee's activities. Their first priority will to be to put together an orientation packet for new board members.

VI. Committee Scope, Priorities and Needs (Special Committees)

- A. Gallery--Barb Bryne reported that right now, SA has two galleries that are displaying art. In the future, any new sites for showing art will be covered in the gallery committee. For the present, Barb is managing the St. Luke's East site, Donna Hanna is managing the Unity site, Anew site will have its separate manager.
- B. Programs and Education--Sharon Wagner reviewed the scope and goals of the committee. Ideas for possible programs were presented. An effort will be made to alternate program presenters from within the membership with presenters from outside the organization. She hoped the presenters from within the membership would present free of charge. Presenters from outside the organization would be paid a fee. The process of conducting classes for the general public during the constraints of the CoVid was discussed. Past workshops had been cooperatively presented with the City of Lee's Summit at the Gamber Center. Glenda Masters from the City of Lee's Summit has offered to help find locations to give workshops after the pandemic. Wanda suggested that, prior to the next Membership meeting, details about how to attend a ZOOM meeting be sent to members.
- C. Website and Social Media--Wanda reported that the committee was separated between Website/Social Media and Communications/Marketing. They are now two separate committees. Jody announced a new tab on the website for Scholarships.
- D. Communications and Marketing--Jody plans to send out the newsletter to the membership next Friday. The Quarterly Patron's newsletter is on hold until more details are worked out on the membership process.
- E. Jury--Barb Byrne reviewed the Jury process which will be online starting in November. Jurying will take place in May and November. They are working on the criteria for sending in work. Process for applying online through the website is being worked out. A self-tabulating/calculating form is being developed. The waiting period and the prorating of fees were addressed. Collection of fees will be paid online.
- F. Membership--Barb Byrnes reported that the committee will be expanding its scope to include all levels of membership. Currently, they are only dealing with juried members. Many new issues will have to be addressed. The process of welcoming new members will be another priority. The committee currently does not have a chair and more members are needed to cover the expanded duties of this committee. The process of welcoming new members and mentoring will also be high on the priority list.
- G. Motion--Wanda moved to accept the committee reports and to recommend that each chairman/liaison file a regular monthly written report to the Board which will include a timeline and status of meeting their priorities. Barb Byrne seconded. The motion passed. Wanda suggested that the Membership be a priority. The process of joining on the website needs to be addressed.

VII. New Business

- A. Shehane Fundraising Proposal--Teddy thanked Jody for providing all the information that John needed to apply for grants. Jody briefly reviewed John's qualifications and background in working with organizations like Summit Art at \$1000 a month. His salary will be covered by fundraising efforts. His initial commitment is for three months. John will expect Board members to participate fully in fundraising efforts. Two examples of types of commitment could be making individual financial contributions or actively seeking out potential donors. Motion: Kelly Lankford moved to approve the Developmental Services of John Shehane as proposed. Wanda Tyner seconded. The motion passed.
- B. Membership Meeting Program--Sharon announced that she plans to feature the scholarship recipients as this month's program. She may not actually have them available in person due to difficulty in reaching students during the summer. Jody will provide Powerpoint examples of their art to be presented on ZOOM. It was suggested that each chairman/liaison give a short description of the scope and activities involved in their committee. Jody will reinforce with slides showing details of each committee's structure. The information will be followed up in the Newsletter along with specific information on how an interested member can join.

- C. Dues for prior officers. Barb Byrne addressed the question of what dues prior officers of Summit Art were supposed to pay. Under the old bylaws, officers of Summit Art were not charged membership dues. Under new bylaws, they are no longer officers due to their positions being eliminated. Wanda suggested that these officers make a donation of a voluntary amount according to what they can pay to cover the rest of this year.
- D. Fees for Individual Workshops--This issue should be worked out on an individual basis by the committee chairman.

VIII. Reports--

- A. Gallery Update--Barb Byrne reported that the St. Luke's Hospital is closed. However, the hospital has allowed artists access to their art following CoVid guidelines. Featured artists will be allowed to change art on a monthly basis. If an artist sells displayed art, they are encouraged to donate 20% of their proceeds to Summit Art.
- B. Festival--Jody reported that approval for the Festival by the City is still on hold. She reported that the City Council did approve its budget. Summit Art will receive a \$2000 grant from the LS Arts Council that can be spent by the general operating fund and is not festival specific. Barb Byrne brought up the topic of rental of a storage unit for festival supplies. The cost of this unit was approved by the Board but no action has been taken. Jody will pursue pricing for this storage. Joy gave an update on the status of applications for booths. August 10 is the deadline of deciding on whether to proceed with the festival this year.
- C. Crestview Dairy Venue--Sharon Wagner shared information on the Crestview facility as a possible site for a Plein Air event. Sharon will get more information for a possible spring event.

IX. Next Meeting: August 3, 2020; 7:00 p.m.

X. Adjournment; 8:42 p.m.