

Pittsboro Gallery of Arts

Board Meeting Minutes
March 7, 2021

In Attendance: Beth Bale, Anne Pilgrim, Rita Baldwin, Theresa Arico, Tamara Buettner, Lee Kazanas, Debbie Englund (scribe)

The Board will meet monthly- location to be determined based on meeting agenda.

Staffing:

- The gallery will be staffed with 2 members for Pittsboro's First Sundays; beginning May 2021.
- **Lee makes the motion-** The treasurer should be excluded from working gallery shifts. The treasurer already spends hours per month handling the gallery finances and should not be required to work in the gallery also.
 - Anne seconds the motion
 - Board votes unanimously in favor of the motion
 - Motion passes
- Only Cat has stepped up to help with finance with Rita; Cat will be back in April.
- Anne will cover morning shift 3/18 for Rita.
- Beth will check with Staffing committee to see if Rita's shifts can be covered in April or if her relief from gallery staffing must start in May instead of April.

eCommerce:

- Site has been live for a week; a lot of visits but no sales yet.
- Tax Jar- an add-on that will calculate and auto file sales tax, cost approx. \$20./mo.
We will revisit the possibility of subscribing once free trial has expired and we have some sales.
- Someone from eCommerce needs to handle the sales reports and taxes for the online store; consider having Karen Sosa provide training.
- We need a policy for loss or damage in shipping; consider requiring members to purchase insurance and/or signature on delivery for more expensive pieces.

Jury:

- Members who are accepted will be invited; deadline to reply to the invitation is 3/31/21.
- 3 applications have been submitted so far.
- The application will stay open after March 15th (when first quarter application closes.)
- Applications will be considered regularly (or as necessary) to be determined by Jury committee. 2D artists may be placed on waiting list.
- Debbie will post current Member application for second medium on member page of website; each member has the same space regardless of one or two media; curation will advise.

Finance:

- Current Quickbooks balance \$8000.00 (probably \$10,000.00 after today)
- Received \$250.00 donations for the accountant.
- Cat will meet with Rita at the end of the month to learn Square report, spreadsheets etc.

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- We will try to meet on Zoom with someone who can offer financial advise about our corporate tax and business identity; Ginger Long thought we are not where we should be but we could not switch to C corp. before March 15th. Stan set this up in the beginning.
- Current ownership percentage is 3.2258064516; even if we only have a member for 2 months they get a K1.
- We need to stabilize our membership; ownership operations should be finalized.
- Some members may choose to leave in the fall.
- **Beth makes a motion-** Our membership will be capped at 35 members, as has been the expectation since our opening, but maybe not made official.
 - Debbie seconds the motion
 - Board votes unanimously in favor of motion
 - Motion passes
- Form 2553 will need to be refiled because Tanya did not check them before they were filed; percentage was not completed.
- We need to change accountants.

Curating & POS:

- Next Call to Art inventory due 4/11/2021
- Robert Long is moving to Curating Committee.
- Beth's wife, Alli, has gifted the gallery a printer for label printing and other needs. A Brother inkjet printer with all the bells and whistles.
- Cely requests new members bring work to the gallery on or before April 11th in case it's necessary to build stands, cabinets etc.
- POS has gallery training scheduled for new members on March 26th; if new members are not available on that date another training can be set up.

Other Considerations:

- Beth, Lee and Theresa will meet the landlord this week at the gallery to confirm no rent increase; extend no rent increase indefinitely; Chatham Record space and Blue Dot are empty; we could consider an offering landlord a percentage if he insists on rent increase in the future.
- Raffle drawing once a month until we have no more member donations of art for this purpose; ask membership for donations for raffle.
- Theresa will start a conversation with the town about installing a concrete pad outside the gallery for sculpture.
- Blue ladder and wooden shelves have been found.
- Information about artists accepting commissions will be included in the gallery's artist book. No one is scheduled at this time to redo the pages, so we need to make a plan for this.
- Sally Gregoire commented in an email that if we need to bring in extra money for expenses it would make more sense and be more fair to increase rent, but is not in favor of making donations for our business expenses. Several board members said they think it is more fair to increase commission so those selling the most are also bringing in more income for the gallery, and it would not put more financial strain on members not selling as well.
- New information about Founding Day Event at the next member meeting.
- Minutes Approved: 2/13 Board meeting minutes & 2/16 member meeting minutes.

Member Meeting- March 16, 2021