

Pittsboro Gallery of Arts

Member Meeting Minutes
December 2, 2020

In attendance: Theresa Arico, Rita Baldwin, Beth Bale, Tamara Buettner, Cely Chicurel, Rebecca Dotterer, Patricia Fein, Shirley Galbrecht, Sarah Graham, Sally Gregoire, Sarah Gruber, Angela Hilliard, Cat Mahin, Anne Pilgrim, Dede Richardson, Barbara Steinacker, Karen Sosa, Darcy Szeremi, Stan Cheren, Lee Kazanas, Karen West
Trudy Thomson, Barry Udis, Alissa Van Atta, Debbie Englund (scribe)

Absent: Jim Aiken, Jake Brower, Lani Chaves, Robert Hill Long and Emily Eve Weinstein

Finance- Rita:

- Gross sales for November = \$5941.00; Gallery commissions= \$736.00
- Square reports and artist checks have been sent.
- Account balance= \$3185.00; another 2500.00 income for rent before 1/1 rent is due.

Staffing: Beth/Cat

- The gallery will be closed 12/25, 12/26 and 1/1; signs will be posted about closings.
- 1 person for each shift on 12/27; 1 person on each shift Sundays starting January.
- Thanks to Sally and Shirley; January schedule is looking good.
- February maybe require added shifts to allow all members to work 2 shifts for the month.
- Someone did not show up for a morning shift; security camera monitoring would help inform if staffing issues arise.
- Any member willing to be responsible for the cameras?

Curating: Alissa

- Next 2 calls will be mid January and end of March; information about call will be emailed.
- Artists will sign up for times to bring in work.
- Please bring a cohesive group of work; not all work needs to be switched out.
- Google inventory form will be emailed as with previous call.
- Curating will do an inventory of all work before next call; system will be in place for deleting from POS work removed from gallery.

POS: Karen

- Creating an inventory system and system for deleting work being taken out of the gallery.
- Labeling is tied to Curating and POS- working to smooth things out.
- Creating a method to replace large works when they sell.
- Artists can bring in small items to replace what has sold- email Curating or POS.
- Gift cards are available

Marketing: Trudy

- Postcards- were delayed due to damage in shipping.
- Postcards available to members to hand out during the studio tour.
- Trudy made posters available to hang up in studios.
- Thanks to Sarah Gruber for creating email list from guest book and raffle.
- Please ask people to write clearly in the guest book; Add to Guest book "Please write clearly."

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- Jim and Stan are collecting information, contacts and pricing for print ads.
- Facebook ad starts today to a targeted audience; if it works we will do it again.
- If members want to be featured on social media send 2 pictures of work currently in the gallery and a brief write up.
- Debbie will take care of the raffle.

Maintenance: Angela

- Thanks to Barry and the other maintenance folks who have come in and patched holes and painted walls and floor
- Curating please let maintenance know to followup after work has been moved.
- We are aware of the burnt out light in the front- working to get it fixed.
- Beth installed a curtain at the back to partition off the classroom area.
- The cameras are up and working; they don't need to be moved.
- Leave a note in the book if you see anything that requires attention.

Other Considerations:

- **Online store-** any members interested in working on this? would be a new committee and require quite a bit of work; Debbie will compare e-commerce options; Sarah Gruber will help.
- **COVID 19 Rules-** Everyone will wear a mask in the gallery at all time. A face shield may be worn in addition to a mask. A face shield is not a substitute for a mask.
- **Payment of Substitute-** Any member paying a sub to work in the gallery must pay them within 10 days. Method of payment to be determined between member and substitute.
- **Additional Media-** artists may be juried in for a second medium by sending information and 5 images to info@pittsboroarts.org; each member will still have the same amount of space in the gallery-additional media does not mean additional space.
- **Classes in the gallery-**PGA gets 20% of tuition paid by students for classes; a calendar is available to post classes so members will know when the classroom is available (email Trudy); Beth has class on 1/10/20; POS has included classes in the Square under the artist's name; there is sign up information behind the desk; the board will discuss artists from the community who are not members holding classes in our space.
- If you or your committee has a proposal for the Board please email to info@pittsboroarts.org and allow time for the Board to meet and discuss.
- If you sell a large piece off the wall contact Alissa or Theresa.
- Encourage more 3D artists to become members; a call for 3D artists in January?

Next Member Meeting- January 6, 2021 @ 7 pm