



Nourishing the creative spirit in everyone

Board of Directors Meeting
Zoom
December 27, 2021, 6:00 pm

Minutes

Present: Kris Horn, Val Blaha, Sally Dallas, Charles Hillestad, Gail Watson, Courtney Terry, Mike Santone, Cassie Sollars, Donna Sires, Holli Wagner, Amanda Gronich, Kyle Dauterman, Deb Brooks, Gail Watson

Excused:

Approval of Previous Minutes (from November 2021)

Charles motioned for approval of the November 2021 minutes as submitted.

Seconded by: Mike Santone. Motion approved.

Introductions:

We all introduced ourselves, and gave a bit of info on our backgrounds.

Financial Report, Draft Budget...

Val: on budget variance report (either 11 or 12/21) – what does the Membership Committee Expense include? Does that include the supplies and postage for the membership drive? Cassie: can share the details. The postage is included under postage, which also includes the Feb membership mailing. The printing Gail did for the Membership Drive needs to be added (and Gail needs reimbursement.)

Holli: the money that was donated toward the website – should be allocated toward website. Cassie: when taxes are done, there will be an item with held-over money restricted for the website. Arts Alliance operates on a cash basis. So when \$ comes in, it just stays in the general budget, and gets allocated into the restricted fund (if designated as so) at the end of the year. Once you start restricting \$, it ties your hands for spending (takes away from the general fund).

Mike: thought we had moved all of the Fire Writers \$ over to PG, but only \$2500 is showing. Cassie: her understanding was that it was just the \$2500. Val: read from the October minutes, and clarified that we did vote to move the entire FW surplus to PG, and put \$2500 in the budget for 2022. Cassie will move it over.

Val: on 12/31 Statement of Net Assets: what is the “net income” of 1611.21 under “liabilities and assets?” Cassie: It's this year's positive cash flow. When the year ends, that money will move into positive retained earnings.

Deb B – has some questions re: PG reimbursements. Sent some receipts to Cassie for reimbursements. Also, their new platform allows Paypal, direct deposit, or checks for submission. Thinks direct deposit is easiest. Cassie: needs to know what the money is for. Deb: They will all be entry fees. Cassie and Deb will communicate re: bank name, account #, routing #.

Cassie: 2021 tax return finally done. Sent Dept of Justice their report certified mail. Kathleen Bernards does our taxes. Cassie will make these reports available for anyone who wants them. Kris: are there electronic copies. Cassie: can scan or get them. Holli: should store these on our Drive. Cassie: All board members must get a copy, and should review it.

**Charles motioned for approval of the Financial Reports as submitted.
Seconded by: Holli Wagner. Motion approved.**

Draft 2022 Budget:

Kris: Any question? Val: yes, but not enough time now. Kris: when is budget due? Cassie, technically Jan 1, but not much happens budget-wise in early Jan. Chuck: what if everyone submits questions to the full board. Cassie: there is about \$2400 that can be moved around, depending on what we feel our focus should be. Cassie can take questions, make a second draft, and then create new budget. We need to allot a decent amount of time to discussion. Holli suggested that we schedule a separate one hour meeting before the next meeting. Board decided to start by sending questions to the info account. (Can schedule a budget-specific meeting if necessary, or discuss at the January meeting.)

Paper Gardens... Deb Brooks

Sent report. Submissions will be accepted between Jan 4 and March 3.

Publicity/outreach: Started Mailchimp distribution list. Can use Mailchimp's metrics to figure out who is seeing the emails, etc. Also using the PG gmail account to field questions. Haven't explored other social media connections yet. Sally posted info on the AAYC info, and Chehalem CC has also posted. Deb and Deb are doing an Arts Alive interview to be released in late January. Have already had some interest from previous adult participants. Chuck: Please let us know when the Arts Alive interview is live. Big change is not having paper applications and info. Using QR codes, etc. to link to new platform.

Online submission platform: Submittable. PG joined CLMP (\$125) to get a discount for Submittable (\$290). Can also do Submittable month to month for less (probably will next year). Printing budget was ~\$400 in the past, so this is comparable. The online platform will be useful for submissions, communications. Created 2 forms – one for students and one for adults. Managers can assign submissions to reviewers, hid info about submitters, etc. Will give a link to Sally for the AAYC website. This will be new, and participants may make mistakes in submissions.

Budget revisions: has spent \$415 for reimbursement. Gail will still be able to layout the book, and another company will print. Significant change: CLMP membership requires not paying more than \$5 per entry. So PG will charge \$4/entry. On the 7th of every month, AAYC will get paid. But will only get \$2.81 from each entry due to Submittable fees. Also PG is limiting entries (adults: 4, kids: 3). Submitters can tip. But Deb and Deb will look into other options to make up the ~\$400 that we won't make in fees. Can also bump the price of the book up a bit.

Val: volunteered to test it out before it goes live. Holli and Mike will also help test it. Deb W: The new platform definitely makes the program very current in the literary world! The committee will be very responsive on the PG Gmail to help participants with submission issues.

Membership... Holli, Mike, Cassie, Val

Holli: Nothing in addition. Mike was very thorough in the notes. Will have another meeting soon.

Education, Teacher Grants... Courtney

Courtney: Some teacher grant funds have been distributed, but not all.

Public Poem Project

Mike: Nothing new to report. Project starting after Jan 1.

Arts Alive

Mike: Report submitted. Nothing to add. Courtney offered to help on Arts Alive. Val mentioned that Jamie Corff from Visit McMinnville reached out about potential blog posts re: AAYC programs. Will connect Mike with Jamie, as the restart of Arts Alive could be a good topic.

Old Business:

Annual Meeting: Date? Location? In-person? How to get the word out, postcard or letter? Emails? Vaccinations and masks? Zoom option

Kris: what day is it scheduled? Val: 2/22/22 was the date in the Membership letter. Some discussion about venues. Holli: possible: Altworx, 1882 – can contact. Val: waiting to hear back from Golden Valley, and Gallery Theater, and will check with Gerry re: Third St Pizza. (Third St is closed Monday and Tuesday nights, so maybe it could work, but no staff so no?) Budget? Cassie: Usually donated. Chuck: need Zoom option. Courtney: Gallery requires proof of vaccination or testing, and masking. Cassie doesn't think that many will attend in person. Can do Zoom and/or mail in ballot. Val: if people take off masks to eat/drink, does that create a danger and/or liability? Most people seem to think we should just do Zoom. We can work on some ideas, and firm it up at our January meeting.

Board Recruitment, Status?

Holli: Beth Caster is also interested in joining the board. Need to figure out officers. Sally: That's done at the board meeting after the Annual Meeting. Cassie researched our previous elections to come up with the slate (which doesn't include new members yet). Some discussion about rules/protocols for board elections (even/odd years, etc), and who is staying or going. Sounds like Chuck may be leaving, but Donna will stay. Cassie: Nominating committee shall present a slate for the Members to be considered for the next annual meeting. Holli, Mike and Val volunteered to be the Nominating committee.

Chuck moved that Holli, Mike and Val be appointed to the Nominating committee. Holli seconded. Motion approved.

Meeting adjourned.

Next meeting: Monday January 24, 6pm, Zoom