

VWS Board of Directors Meeting Minutes (Draft)

Sept 21, 2014

Attending: Mark Nielsen, Amanda Amend, Charles Norris-Brown, Michelle LeBoeuf, Claudia Carl, Pam Dexter.

Meeting opened 9:30 am

Approved last meeting minutes.

Treasurer's Report

The variation of figures from 1/1 – 9/15 2014 to those of 2013 is due to differences in timing of the financial income and outgo.

The \$3,000 in debt refers to the educational outreach expense- we did in fact do what we said we would do. The educational fund was established out of the reserve fund, separate from the operating fund which had been set to a bottom line of zero. The total accounting for expenses does not separate the two sources of funding.

Membership dues were projected at \$7,000. The actual amount collected may be closer to \$5,500 at the time of our next state meeting.

Carlton and Amanda will develop, for each Director, income and expense categories to use when directing monies to the bookkeeper. Our financial recordkeeping must meet accounting standards and will prepare us for the financial scrutiny accompanying grant applications.

All Board members must keep a hard copy of their own financial matters. Paper or photos are acceptable.

The VWS is transitioning from paper to Quick Books thus rapidly improving its' financial records.

Question: Does the short in income from estimated membership dues explain the total red line item. Trip to Boston – we contributed to the transportation cost which also impacted the red line. (We had expected this). Also the income from our workshops could be viewed as covering our Insurance coverage for the VWS, employment of a part-time bookkeeper and the Hub budget.

Question: as a non-profit organization, do financial awards at our shows benefiting membership and is this practice at odds with IRS regulations? Carlton will be asked to review this and advise.

Treasurer's report accepted.

Director of Hubs Report

Point People can send bills directly to the bookkeeper for payment. The bill, however, must be made out to the VWS. The amount of \$73.50, above the \$380 allotted to the Newport/St Johnsbury Hub, was approved by the Board to cover their cost of a newspaper announcement.

To date two Hubs: Burlington/StAlbans and Newport/StJohnsbury have utilized the full amount of their 2014 budget. White River Junction has requested \$325 of their \$670 amount and Manchester/Bennington has requested \$265 of their \$410.

Changes in Point People have occurred:

Lynn Hoeft (Brattleboro) has been replaced by Nancy Dimauro nedimauro@myfairpoint.net
And Molly Martin (molar56@sover.net)

Lynn Cummings (Burlington/StAlbans) will step down at end of year. No replacement as yet.
Point Persons in the Montpelier Hub are now:

Terry Hodgdon (tlhodgdon@comcst.net) serves as Point Person

Lisa Beech (stowebeach@aol.com) now serves as the Assistant Point Person

Charles will ask Rob Chamberlain to become the Point Person for the Burlington/St Albans Hub.

Mark will coordinate changes with Don on the website.

The Welcome letter to new members will be sent out by the Director of Hubs.

Director of Hubs report accepted.

Director of Exhibitions Report

A written report was submitted and accepted.

Director of Programs Report

Library of DVDs currently has one DVD unreturned although reminders have been sent to the member. Some damage has occurred during mailing. It was felt that this is to be expected.

Question of legality of loaning DVDs and will be directed to an attorney that Charles feels may be able to give guidance. Currently we are working under the same rules as libraries.

Director of Programs report accepted.

Director of Membership Report

Current active members 208, current elapsed members 41, current terminal members 14. New members for 2014: 24 (11 listed volunteering interests)

Michelle is using her "notes" section to keep detailed information: recording payment date, check number and amount. Past Presidents are highlighted as not needing to pay dues. Non-members have date of withdrawal and reason.

The VWS will be asking for 2015 memberships to be paid at annual meeting and again in November.

This year's warning and lapsed letters have been accepted with no complaints.

Director of Membership report accepted

Director of Communications Report

A written report was submitted and accepted.

Director of Volunteers Report

Virtual Gallery was explored. The expense was a surprising amount and the question of how many of our members would really be interested was considered. We would need someone with strong technical experience. It was recommended that a Virtual Gallery not be pursued at this time. However, since many galleries are closing and Guild shows are disappearing, it may be something to be revisited in the future. This could be a Survey subject. An "Exhibition" page on our website maybe an alternative. It could be juried and sales transactions would be between the buyer and seller.

The role of the Volunteer Coordinator was discussed. Suggestions of combining this position with Programs or Exhibitions were offered. The Board felt the Director of Volunteers should remain a distinct board position as development of volunteers remains a critical task.

Charles Norris-Brown will stand for the position of Assistant Director of Exhibitions at the annual meeting.

Director of Volunteers report accepted.

Student Support Program presented by Mark Nielsen

The Educational Fund was voted to be a “Restricted Fund”. Should VWS programming change, the Board can dissolve the Restricted Fund at a later time.

All 60 kits have been distributed. Current schools using kits are: North Branch School, Randolph Educational Research Center, Newark Street School, and the Good Shepherd Catholic School in St. Johnsbury. The kits averaged \$45.00 per kit. The kits need to be evaluated for the quality of materials appropriate to different age groups. It was noted that the Winsor Newton paints contained air bubbles and separation in a number of tubes. Holbein may contribute paint and offer to replenish paint to those schools using kits. Storage space will be a necessary as future kits are assembled. Mark offered to store kits.

The Student Support Program will depend on fund raising and matching grants. Jan Olmstead and Perry Williamson are being approached to take on the task of raising \$3,000 per year. Mark will approach the Vermont Art Council for a matching grant. We will use \$2,000 of our budget for that purpose.

The issue of offering free membership to our “kit students” was considered. It was decided that free membership be separate discussion from the Student Support Program.

The Board passed the motion to offer a free VWS student membership, to youth 24 years of age and under, effective 1/1/2015. It is hoped that this will provide an incentive for young artists to participate in the VWS and move the VWS into a re-energized organization.

Signature Status issues were tabled to the next Board meeting.

Board Development presented by Mark Nielsen

At the time of this meeting we have candidates who have agreed to stand for election for the following seats:

Secretary

Treasurer

Director of Programs

Co-Director of Exhibitions

Open positions that remain are:

Director of Communications

Director of Volunteers

Meeting closed 2:15 PM

Respectfully Submitted,

Pamela Dexter