

BRAA Board Meeting Feb. 7, 2014, 1:00 PM Held at the home of Gerri Young.

Attendees: Teri Hoover(TH), Robi Salee(RS), Charlotte Chan(CC), Jeanette Bowker(JB), Gerri Young(GY), Lois Stephens(LS), Fred Jones(FJ)

Meeting followed an agenda developed by GY

1. Discussion of Developing CAIO Location

- a. GY and Bill Pulley found all the hardware and instructions needed to make the monitor functional. These items are brand new/had never been opened and have been there for at least 4 years. A laptop computer will not be necessary. Bill Pulley and Riley Chan will assemble the parts to make the monitor functional. There was some concern regarding setting up the monitor components in the closet behind the monitor for fear temperature extremes could cause a problem.
- b. GY reported on other items being stored in CAIO including tents, easels, and a large mirror that might be useful for Jennifer Carpenter's class. The BRAA accountant recommends holding records going back 7 years. Further work is needed to organize and inventory the storage.
- c. LS suggested establishing a lending library @ CAIO. GY wants to get other CAIO projects up and running first.
- d. GY pointed out that our brochure is not well designed for display and will need to be redone with that in mind.
- e. GY said Susan Mattingly will not lower rent, but will give us free ad space on the Lyric screen. CC suggested advertising for Jennifer's class. GY said she would work on that.
- f. GY has been working with Signarama. They can produce a vinyl sign for the CAIO window with a dry erase board underneath for announcements for a little over \$68. The sign will be 22 x 14 inches. It was agreed to move forward with this. LS suggested getting a QR code for the sign. It was agreed to include this on sign. TH wants the QR code in color. It was also agreed to spell out the organization name on the sign with the logo.
- g. GY commented that Susan is considering putting up a sign over CAIO with "shingles". Has to get approval from the town.

2. Community Gallery artist approval process.

- a. GY suggested a more flexible process such as reviewing an artist's website.
- b. CC would like to make the review/approval process easier and possibly eliminate the fee.
- c. BY asked if exhibiting members should pay a commission. CC thinks commission should go toward a scholarship. No decision made.
- d. GY has requested CC and JB consider suggestions discussed and come back with new guidelines by the March meeting.
- e. TH wants no secret committee and all agreed with her.
- f. (Off topic) CC and JB want a current membership list. Discussed Tom's medical problems. CC suggested food for them. GY wants to help with yard work for Tom. LS will bring card to luncheon.

- g. Jeanette stated Blue Ridge Cancer Care requested a W-9 and it has been provided.
- h. Point West and BR Cancer Care still don't have a hanging system.
- i. LS suggested establishing Community Gallery requirements for minimum hanging requirements.
- j. GY discussed new Community Gallery documents/ schedules.
- k. JB explained VT sites require an art loan form. That will be included on the Community Gallery schedule.

3. Treasurer's Report

- a. GY discussed the importance of proper record keeping. Better to have too much information rather than not enough.
- b. BRAA accountant (Alice Ledford) is pleased with the new direction/communication.
- c. Accountant had suggestions for implementation. JB and GY will work on compliance in order to add more detail and get a more comprehensive report/record.
- d. GY explained profit and loss statement. "Uncategorized" means we don't know where the money came from or where it went (due to condition of records under previous treasurer.)
- e. Accountant has established separate columns for BRAA, New River Art and Nadine Allen Fund to better illustrate the allocation of funds.
- f. BRAA is required to have liability insurance to occupy CAIO and the cost is \$525/year. GY will review this requirement/cost due to apparent large increase in one year.
- g. Several Community Galleries did not pay last year, but received art. GY emphasized the importance of "taking care of business". Nancy Norton created an invoice for the Community Galleries and Jeanette is tracking to ensure payments are received from all galleries serviced.

4. New Dues

- a. Proposed fee structure
 - Individual \$30 (+5)
 - Individual \$140 (+10)
 - Family \$50(+5)
 - Student \$15 (no change)
 - Merchant partner \$80 (+5)
 - Gallery \$250 (no change)
 - Paper Newsletter \$10 (no change)
- b. New fee structure approved to go in affect March 1.
- c. GY instructed LS to include new fees in newsletter. GY will send email to our membership with new fees. GY will work on new brochure with this fee structure.

5. Chuck Hoover workshop

- a. TH gave a brief rundown.
- b. GY suggested refreshments. Will do "offline".

- c. Will be held in community room of Blacksburg Rec Center.

6. Colored Pencil Workshop

- a. CC stated 6 have signed up
- b. CC must purchase some supplies.
- c. GY said the workshop can go forward.
- d. GY instructed JB and CC to complete the Newport Rec Center rental form. TH offered to complete it. (It was completed for a total expenditure of \$150 for 3 days in the room.)
- e. GY said she would email Ava to see how the check will be handled.
- f. GY will put up a banner at Newport Rec Center for first day.
- g. GY will ask Ava to share Jennifer's workshop info with Newport/Giles artists.
- h. GY will email Ava about including other upcoming BRAA classes on Newport Rec Center signs.

7. Downtown Blacksburg Inc.

- a. GY discovered that BRAA is a paying member of DBI
- b. DBI has a webpage for announcements and we can participate. GY provided several items.
- c. DBI email had info on Blacksburg Rotary hosting a Chocolate Festival in 2014 that will offer fine art awards for NRCC and high school seniors. GY discussed possible BRAA involvement. Nothing decided, subject dropped.

8. BRAA marketing

- a. LS suggested staffing CAIO for Stepping Out, in lieu of a street booth.
- b. GY would like BRAA to participate in Art at the Market.
- c. Decided to pursue more info for Art at the Market and still consider opening CAIO for Stepping Out.
- d. JB suggested participating BRAA members group together at Art at the Market. (probably best for no more than 3 artists' work in the booth)
- e. GY would like BRAA members to provide BRAA info at Art at the Market

Miscellaneous subjects discussed:

- a. JB would like another person to help with the theme show to eventually pass the torch
- b. GY would like to establish a planning session for the 2015 year open to the general membership.
- c. ZL Feng class to occur in 2015. CC will get more info.

Prepared by Fred Jones, edited by Gerri Young