

H.A.R.G. Robbin Gallery Member Meeting
Jan 22, 2012 2pm (Sunday)

Twenty-five members were present at the meeting (signed in):

Exhibits Director/VP – Suzi McArdle, Gallery Director – Leigh Johnson,
Membership Director – Brian Magnuson, Treasurer – Bob Newman, Grace Lawson, Maureen Sullivan, Carl Johnson, Chloe Hilden, Karen Monson, Sharon Pappas, Kate Hanagen, Mike Proulx, Tom Dimock, Patti Paulson, Dave Bjorkquist, Holly Stone (not a member), Marc Johnson Pencook, Vienna Volante, Vanessa Merry, Linda Menge, Christine Halverson, Barbara Teale, Karen Prokofiev, Lynne D'Ascenzo, Samantha Herrera, Sue Wilf. Our membership director was asked to affirm a quorum based on paid members as of January 2012.

Agenda Items mailed Suzi McArdle : Newsletter and Membership Form - Brian Magnuson

1. Board of Directors Nominations; Treasurer, President, Gallery Director 2. Sign up's for volunteer committee's forming 3. Communications within Membership 4. 501c-3 Planning - Non Profit Status 5. 50th Anniversary Planning 6. End of Year Financial Report 7. Physical Improvements at the Gallery.

2:10p Meeting Called to Order; by Suzi McArdle, Vice President; Six (6) new members in attendance were introduced and welcomed by the Chair. Suzi thanked all the new members for their assistance in staffing the Gallery. Lynne D'Ascenzo took meeting minutes in absence of a Secretary.

Exhibits Director - Suzi McArdle

The February show will be watercolors by David Bratzel, *Heartland*. David will only be able to sit in the gallery on Thursday nights and will be looking for help from members for daytime hours. It was announced that the Opening Reception is Feb 4th, 2012 1-4 PM.

Confirming the Gallery Hours : 11a-4p Tue-Sat and Thursday nights 5:30p-8:30p. Suzi McArdle discussed the fact that the hours were changed on a trial basis for purposes of seeing if there would be more volunteer sitters, and more guests.

New; There is a sitting/scheduling calendar for people who wanted to sign up to staff the gallery – at the desk and can also sign up on the gallery website: under Member Resources and then in Calendar. Suzi McArdle explained that the sign up on the calendar is then transferred to the on line web site after sign up by a monitoring of the email service provided by the website.

Gallery Anniversary - Suzi McArdle

2012 is the 50th anniversary of the HARG Membership, and a recognition/celebration of some sort was suggested. There is no specific calendar date for the anniversary at this time.

The celebration could be done in conjunction with Whiz Bang Days.

The Historical Society would like to collaborate with the gallery in a theatrical event of some sort.

Members signed up for an anniversary planning committee. **Grace Lawson and Suzi McArdle**

There needs to be more volunteers to have this happen. Update on next meeting agenda.

Board Nominations - Suzi McArdle : Ballots will be mailed, and nominations to be made once a process for

forming the nominations is done by the Committee in accordance with the agreed upon By Laws and Constitution of 1984, which has been affirmed for conducting the immediate processes for the Nominations and the Job Descriptions. Need clarification of Job Descriptions before Nominations are made and accepted by membership. Voting by entire membership can be accomplished by mailed ballots. Nominations were on the agenda sent out prior to the meeting, but was tabled because the gallery currently has no Approved By-Laws agreed by the general membership, and nominations were not known by entire membership. A motion was made to use the 1984 by-laws for now and to review and revise them for the purpose of these important nominations. A copy of the 1984 by-laws were sent to all members via email by Bob Newman about 3 weeks ago. There were several members who apparently did not receive the By Laws and Constitution and the Preliminary End of Year Financial's for Jan -Dec 2011.

A committee was *called for* to review and make recommendations after Chloe Hilden discussed the process of revising (during her tenure as President /2010) the Job Descriptions of the numerous Elected and Appointed Officers that Suzi McArdle read from the 1984 original documents. It will make recommendations for revisions and present them to the membership for approval. Any proposed changes will be voted on by all members, after a 2 week notice of the changes are sent in writing to all members and a membership meeting is called and notifications have been sent.

Patti Paulson nominated herself to chair the by-laws and constitution review committee and interested members signed up to be on the committee. *Grace Lawson, Bob Newman, Karen Prokief, Chloe Hilden, Patti Paulson, Vanessa Merry, Suzi McArdle.* Meeting is set in two weeks. This is an open committee, members have not been notified of the committee if they were not at the meeting. Any member should have an opportunity to have input on this important committee. Suzi McArdle explained that the consultant had begun review of the process and she will continue to work with the consultant, Bethany Gladhill on the business plan and strategy going forward using the By Laws and Constitution as a reference. She will meet with the Committee if she agrees. Suzi will contact her.

Organization Consultant - Suzi McArdle

The Board has hired a consultant to help with the organizational development of the gallery. It was decided that the new by-laws/constitution committee could interface with the consultant. Suzi will contact Bethany to let her know of the changes. The gallery could lose its non-profit status due to neglected legal document filings over recent years. Suzi talked about the fines that could happen due to not filing, and that the initial "look see" by the consultant, Bethany Gladhill evidenced that the Gallery needed to address this first and foremost. The two pronged approach was discussed; The Strategic Business Plan (a short version) would be necessary to even file the non profit status 501C-3, which would be done after presentation to the members of what was involved. Suzi Mentioned that she had written a grant for the consultant's services in August 2011, and that it was reviewed and re-submitted after it was clear that we needed the business plan for the gallery as well as the filing. Suzi also reported that we have a Fiscal Agent for the initial grant for this work. Banfil Center for the Arts agreed to act as Fiscal Agent for Robbin Gallery for a one time grant.

The consultant is Bethany Gladhill. She assisted in writing a grant to get funds from the [Metropolitan Regional Arts Council](#) (MRAC) that will be used to pay her \$1500 fee. The membership questioned whether or not she would have to be paid, if the grant was not made. Suzi explained that the grant process is done on a monthly basis, and will be resubmitted until approved.

Gallery Director – Leigh Johnson

Physical improvements made to the gallery in 2011 included: new light bulbs and fixtures, a new outdoor sign (cost \$900), cleaning, and organizing storage. Leigh explained the process for obtaining approvals for the sign and why the Logo would not have been appropriate for use on the sign.

The city will be repairing the roof this year/2012. After the roof is done, repair of water-damaged plaster inside the gallery can also be done. It is not clear if the city is also responsible for plaster repair.

Suggested further interior improvements – covering the asbestos tiles of the gallery floor with a floating floor. Total cost estimate \$2200. Funding source unidentified, likely will need to have a fund raising committee going forward on this improvement.

Membership Director - Brian Magnuson

The new computer system is set up for the casual internet and for gallery business. It has gallery membership information on it and uses the new Logo. The gallery is now on social media sites (a way to get more recognition.). Wifi is now available at the gallery.

Treasurer – Bob Newman

The financial report was sent out to members via email in the first part of January. Printed copies were also at the meeting. In addition to this, the original ledger account pages were (are) available to anyone who wants to see them, and an Audit annual which is called for in the By Laws is now due. The bank balance as of today is \$975. There are four bills outstanding: for the mat out front which had to be replaced, postage, and internet access - totaling approximately \$200. Last year at this time there was \$4,233 in the bank. Extremely Minnesota broke even, and Suzi McArdle will give a separate report on the expenses for Extremely Minnesota comparing costs with other years costs.

The Capital improvements were not listed as a separate category on the Financial report, and when the 990 tax form is filed there will be separate categories for capital improvements as well as operating expenses.

Members expressed concern about how to build the cash reserve up again and how funds are allocated.

Meeting was adjourned 4p.

***Holly Stone gave an Artists Talk on the Exhibition Art-eries in the Gallery, and how to put together a successful show. She sold almost \$3000 in paintings ! Good for you Holly.

***Members shared snacks and coffee.

***If any member has suggestions about by-law or constitution revisions, please send them to the committee

chair Patti Paulson.

***Members are also invited to send items to put on the agenda for the March meeting.