

SPAC Board Meeting – SPAC Office, 308 Prince Street #206

Agenda for November 21, 2016 meeting

6:05 Commence meeting, introduce guests

Nathan, Emily, Tom R, Dave, Amy, Josh, Tom D, Elizabeth, Musa

Guests; Kjersten Kinney, Kelly Pratt, Barbara Evans LFF

- Vote on Minutes from October
 - Motion made by David E. to approve October minutes, seconded by Tom D.
 - Motion approved

- LFF Update- Barbara Evans
 - *See Appendix A & B*
 - https://drive.google.com/open?id=0B_n1oXx4K5vXQ192cURoTEZrNUE
 - Lowertown Underground Artists is being well received.
 - Holiday Bazaar December 2-3
 - Black Dog Annex has 12 Artists
 - Overflow in Lowertown Underground Artists and 6th Floor of Northern Warehouse

- Art Crawl Review – Tom R.
 - *See Art Crawl Wrap Up report*
 - <https://drive.google.com/open?id=0B0bbRtnznbfSeGVTbmthd2otMIU>
 - Josh I., Emily L., Musa V., Tom R., attended wrap up meeting held by Alex
 - Volunteer Party
 - Party was at Black Dog Café
 - Attendance was low
 - Discussion about gift choices and switch to offering prizes for art supplies and gift cards rather than Art Crawl purchased art
 - Musa V. and Amy C. brought up feedback that was received and about the invite not being welcoming and could have led to low attendance.
 - Elizabeth S. asked about a central database of volunteers and people that give in-kind contributions.
 - Kelly P. said that information exists in QuickBooks and can be tracked in there.

- IT Update - Musa V.
 - *See Appendix C*
 - https://drive.google.com/open?id=0B_n1oXx4K5vXQ192cURoTEZrNUE

- o We will be testing JotForm for online for AC registration
 - o Recommends that we keep our current website to membership gets rolled out and we have funding to expand
 - o Musa suggests that we combine the art crawl website in Wordpress with the registration site.
 - o We will be using Drupal
 - o Possible transition to One Password in 2017
- Finance Committee Update – Elizabeth S., Tom D., Musa V., Kelly P.
 - o *See Appendix D & E*
 - o The Board can pull quick expenses and reports for view on QuickBooks in view only mode. Board members can look around but not change anything or alter the reports.
 - o Kelly P., Reports that the books are in better shape than before. Not all the years are organized but progress has been made on the most recent years.
 - o Kelly P., reached out to a contact in MRAC
 - o Elizabeth S. said moving forward that the bookkeeper will come in once a week to work on the books.
 - o It's possible in the future to move towards a once a month check writing system
 - Brief discussion on community reaction to a once a month system
 - o Some people were paid commissions for ad sales before the ad money came in. Going forward the Board will change its payment process to pay commissions on receipt of ad funds.
 - It is possible that we still have \$3,600 in ad sales not yet received.
 - o Kelly P. volunteered to do the ad sales system in the spring.
 - o Tom D. provided account balance
 - \$5,163.36
 - o David E., inquired about the FY17 Budget
 - Executive committee is meeting on 11/30/16 to review budget
- PR/Marketing Update - Tom R & Nathan W.
 - o Deadline to put things in the newsletter is the first weekend of the month
 - o LFF was using our email list to notify people and now the lists are separate
- Programs Update – Emily L. & Tom R.
 - o UBS Tower/Town Square Holiday Art Fair
 - December 6th, 7th, 8th
 - 30 people are participating which is the maximum amount
 - o Tom R. attended Forecast Public Art meeting
- Grant Committee Update

- o GiveMN
 - We received one \$100 donation
 - The Board did not advertise GiveMN as much as it could have
 - o The Board needs to find someone to do grants. We are missing out of opportunities and money

- Membership – Josh I
 - o Focus groups went well and had the following turnout
 - Lowertown – 10
 - Schmitt Artist Lofts- 4
 - Dow Gallery – 6
 - Show gallery- 0
 - o Elizabeth S. brought up that the information for the focus group at Schmitt artist lofts was not clear and confusing. She could not find the focus group when she went to attend
 - o Josh I, stated that we are not ready to launch the full program but can start selling memberships and roll out the benefits over the year.
 - o After discussion, the board decided to postpone the launch of the membership program a year.
 - o David E. talked about developing the idea of being a member and having the artists define that.
 - o Josh I will submit focus group report when they are concluded.
 - o Emily L. said that the membership price needs to be adjusted so we are not having budget issues and supplying the same services with less money coming in

- Exhibitions Committee Update – David E. & Tom R.
 - o Winter Carnival Art Show
 - Held at AZ gallery
 - Judges are Elizabeth S., David E., Josh I
 - Call went out this week and deadline to apply is 12/19

- Lowertown Arts Initiative Update - Tom R, Emily Larson, David Evans
 - o No updates on Jax Building
 - Tom R., met with the owners and they brought up the Hampden Ave. building for artists and the collective sent out an email to its members about the building
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- New Business
 - o 2017 Art Crawl Director
 - Emily L. made a motion to offer Alexzan Richmond the position of 2017 Art Crawl Director at a salary of \$20,000 pending a review of the 2016

financial report and in development of the 2017 budget with the decision of an associate director pending. Amy C. seconded

- Motion Approved
 - o Board Vacancies
 - We have three vacancies on the board and four people who applied.
 - Interview committee is David E., Josh I., Emily L., and Tom R.
 - Interviews will be conducted on December 5th at AZ gallery.
 - o The board had a discussion on how to make the board meetings more public and accessible.
 - o Union Depot Christmas Market
 - Preview Party on 12/1/16, see email for ticket information
 - o January Board Meeting will be held on 1/9/17
 - o The board discussed the Annual Meeting and postponing the meeting until later in the year.
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- Adjourn
 - o Motion from Josh I, seconded by David E.

Next meeting is Monday, December 19, 2016