

**Les Cheneaux Area Artisan Cooperative**  
**Meeting Minutes**  
**January 30, 2019**

**Board Members Present:** Amy Polk, Julie Porter, Roxanne Eberts, Lisa Bohn, Reinhold Friebertshauser (by phone)

**Members Present:** Roger Kilponen, Carl TerHaar, Jan Sitz (by phone)

The meeting was called to order at 6:07 p.m.

**Review of the Minutes**

- Lisa moved to approve the November 2018 meeting minutes, and Julie seconded. The motion passed with no nays and no abstentions.

**Approval of the Agenda**

- A discussion about the 2019 Membership Drive was added to the topic of a due date for dues under "New Business".

**Financial Report/Present Bills**

- Roxanne presented the LCAAC Treasurer's Report and the 2018 LCAAC Income/Expense Report, which are both attached to these minutes. She reported that we are doing well and beginning the new year with money in the bank!  
Julie moved to approve the LCAAC Financial Reports, and Reini seconded. The motion passed with no nays and no abstentions.
- Roxanne reported that LCAAC received an invoice from Islands Insurance for Music & Art Dockside and Art in the Park. Each event's policy is \$75 (coverage is October 2018-October 2019), and so our bill is \$150. Roxanne made a motion to pay the \$150 insurance bill for MAD & AITP. Julie seconded the motion. The motion passed with no nays and no abstentions.
- Roxanne reported that the Old Shell Gallery's checking account balance is \$3,960.09. Jan suggested that we use some of this money to purchase a copier for Old Shell Gallery, and Roxanne reported that purchase is currently being discussed. Amy suggested we use some of the money to purchase a rack card for LCAAC, listing our events, that could be placed at MDOT and other locations to promote LCAAC and OSG. Both of these suggestions were well-received.

**Correspondence**

- There was no new correspondence.

**New Members**

- LCAAC received an application from an individual who was identified by a couple of the board members as an individual who had previously inquired about a youth membership in LCAAC in 2018, so the board assumes the applicant is still not an adult. We discussed the applicant's potentially being a minor, and how our organization should address a young applicant, since LCAAC has no student or youth membership category or policy. Several concerns were raised by a few LCAAC members about the potential liability LCAAC might expose itself to by approving a minor as a member. Roger and Lisa both will consult with attorneys (Roger has two attorney friends, Lisa will reach out to a family friend who is an attorney), in an informal and pro bono fashion for information and advice. Lisa will email the board a list of questions we would like to ask, and then will report back to the Board approximately 1 week prior to our February 27 meeting with an update. Roxanne made a motion to table the approval of

membership for Alayna Storey until we can consult with a pro-bono attorney to answer our concerns regarding minors joining our organization. Julie seconded the motion. The motion passed with no nays and no abstentions.

## **Old Business**

- **Entrepreneurial Workshop**: on Saturday March 2<sup>nd</sup> and Sunday March 3<sup>rd</sup>, a workshop called “The Creative’s Guide to the Entrepreneurial Mindset” will be taking place in Cedarville, and it is open to LCAAC members as well as others who are interested. The cost is \$100 per person without catered lunch, or \$100 plus \$10 per day for a catered lunch. Amy, on behalf of Katie Eberts, asked if LCAAC would consider offering \$50 scholarships to each LCAAC member who enrolls in this workshop. Amy suggested that the scholarship money come from the General Fund. Roxanne made a motion to offer a \$50 scholarship, taken from the LCAAC General Fund, to each LCAAC member who takes The Creative’s Guide to the Entrepreneurial Mindset workshop. Lisa seconded the motion. The motion passed with no nays and no abstentions.
- **Blues Night/Art Expo**: the event went very well. There was a big turnout at Les Cheneaux Distillers, and several of our participating artists did well with sales. LCD has received good feedback and looks forward to talking about collaborating again in the future.
- **Policies & Procedures**: The Policies & Procedures Committee had emailed the board the following two proposed new or amended policies to be considered at this meeting:

### **Review Process**

- **The artist’s work must be reviewed at a Board meeting by the Board.**
- **The artist’s application must include the filled-out application form (which can be found on the LCAAC website or obtained from any Board member) as well as at least 3 images of their work.**
- **The artist’s work will be voted on by the members of the Board in attendance. A simple majority of votes will rule the acceptance or rejection of the artist’s work.**
- **The artist may not be at the Board meeting at which their work is being considered for membership.**

### **Exhibiting Eligibility Rules**

- **To Exhibit in the LCAAC events and the Old Shell Gallery the artist’s work must have been reviewed and accepted by the Board and their dues must be paid.**
- **LCAAC events: The artist’s work must be reviewed, accepted for membership by the Board and their dues must be paid at least one month before exhibiting at an event.**
- **Old Shell Gallery: After review and acceptance by the board and the payment of their dues, the artist’s work will be eligible for display. The artist must follow the Old Shell Gallery policies and procedures for display.**
- Reini moved to approve adopting the Review Process and Exhibiting Eligibility Rules as presented by the Policies & Procedures Committee; Lisa seconded. The motion carried with no nays and no abstentions.
- We discussed adopting a “Quality of Work” review into Policies & Procedures. At this time, no such language exists in LCAAC’s acceptance or eligibility standards. Julie and Jan will discuss this at their next Policies & Procedures Committee meeting.
- **Old Shell Gallery end of year report; 2019 season discussions/policies**: The Gallery Committee has not met in a little while but will be meeting in February. Please note that previously-discussed changes to Gallery-related shifts/scheduling, etc. have NOT been finalized

or implemented; make sure to clarify that if asked about it and let a Gallery Committee member know if you have concerns/questions/comments.

- Roxanne gave the OSG financial report on behalf of Steve W. (a more detailed and finalized report for taxes will be finished and available soon):
- OSG Gross Sales: According to Steve W., \$18,410.94, which is UP about \$1600 from last year! Reini has a spreadsheet that reflects a Gross Sales total of about \$18,836, so he will call or email Steve to outline where he saw discrepancies so that Steve can make needed corrections.
- OSG Expenses:
  - Advertising: \$214
  - Internet: \$490
  - Insurance: \$280
  - Refreshments: \$20
  - Office Supplies: 356
  - Rent: 2019's rent amount of \$2400 (\$200 per month) was pre-paid in December 2018
  - Credit Card Fees: Roxanne did not have a report yet from Steve; unsure if OSG Gross Sales number includes the CC fees or not
    - A total of \$12,988 was paid out to our artists in 2018!
    - We will owe about \$976 in sales tax, which reflects a discount of \$72 given for early payment
- We discussed giving Steve and Tami Autore a gift basket as a thank you. Roxanne will bring this up to the Gallery Committee at their next meeting.
- **Holiday Art Tour Report:** HAT was a success! The postcards and posters were beautiful (thank you, Katie and Amy!). Amy expressed gratitude for the many social media shares by LCAAC members and others, and the consensus was that the advertising and marketing efforts paid off and helped contribute to the event's success.

## **New Business**

- **Discussion of membership dues due date/membership drive:** There was a discussion about 2019 Membership Renewal efforts as well as how to address the topic of members who, over the course of the past year, were unable to meet their requirements. A letter will be written and sent out to those members.

We discussed mailing out membership renewal paperwork by USPS mail. Roxanne made a motion that under our Correspondence Policy we add "Membership Renewal" forms will be sent through US Mail. Reini seconded the motion. The motion passed with no nays and no abstentions. This new addition to the Correspondence Policy is being adopted as of tonight's vote on January 30, 2019.
- **Friends of the Gallery:** We discussed the fact that we are not a 501(c)3 but we are a state-recognized non-profit corporation. No further action was taken on this topic for now
- **LCAAC events for the 2019 Guide:** Due date for The Guide is March 1, 2019. If anyone has LCAAC-related events you want published in the 2019 Guide, please let Amy or Katie know. The following events will be listed: Art in the Park, Music and Art Dockside (date TBD), Holiday Art Tour, and the only OSG event this year will be Art Garage Sale in November. Last year's OSG events were not well-attended and there were not enough people to work at them, so no events (aside from Art Garage Sale) are on the docket. OSG days and hours will be published in The Guide.
- **Music and Art Dockside:** Amy would like to get a committee established for this. Roger Kilponen will chair the committee if the event will take place on a Saturday; many other LCAAC members who participate in MAD agree that Saturday is better than Sunday. Saturday, July 20<sup>th</sup>, 2019 is the current proposed date for MAD. Historically, Sunday was chosen for the event in order to not conflict with other art fairs going on (in DeTour, etc.). Buti DeTour's Summer Art Festival has a new me/leadership and a

new date. Amy is going to send a survey to our membership to get a sense of everyone's Saturday or Sunday preference. Please participate in the survey-it will help the MAD committee finalize their date!

**Adjournment:** Roxanne moved to adjourn the meeting at 8:30 p.m. Julie seconded the motion. The motion was approved with no nays and no abstentions.