

# Sun City Anthem Arts and Crafts Club-General Meeting Minutes

**February 12, 2015**

The meeting was called to order at 3:00 by President Marcea Reid. Quorum established per attached list of 26 members in good standing. Including the board, there were 31 members in attendance.

Marcea introduced the 2015 board members: Susan Turney, 1<sup>st</sup> VP, Sandi Athey, 2<sup>nd</sup> VP, Connie Abuan, Treasurer and Franki Roizman, Secretary.

## Minutes from December 10, 2014 Meeting

Karen Gustafson moved to waive the reading and approve the minutes and treasurer's report from the December 10, 2014 meeting. Sandy Dyan seconded the motion. MOTION APPROVED.

## **OFFICERS REPORTS:**

### **Treasurer-Connie Abuan**

Discussion of proposed 2015 budget (See attachment for details)

New items reflected in this year's budget are the anticipated revenue from the holiday party (\$1,200) and the 2016 prepaid dues. The anticipated 2015 revenue from dues, locker fees, activity fees, and sales is \$8,915. The 2016 prepaid membership fees are estimated to be \$2,000. It was noted that the prepaid dues cannot be used in 2015 but are reflected in the budget. The total anticipated 2015 revenue is \$10,915. Next the overall A&C operating expenses were listed, followed by the individual club supplies budget. Judy Jones clarified that these are the anticipated group budgets for 2015. The total expenses for 2015 are \$10,910, leaving a net income of \$5. The carryover of funds from 2014 is \$1,502, based on our expenses from 2013, prepaid membership dues for 2015 of \$1,485 and prepaid locker fees for 2015 of \$730 for a total beginning bank balance of \$3,717. We are anticipating transferring \$300 to the Capital Reserve account for major repairs of equipment. Anticipated ending balance at the end of 2015 is \$3,422.

Liz Walek-Sowin moved to accept the 2015 budget. Norma Bain seconded the motion.  
MOTION APPROVED

Treasurer's Report (See attachment for details)

Total income to date is \$3,923.50. Total expenses to date are \$678.49. The beginning bank balance for 2105 was \$3,717. This leaves the ending bank balance as of 2/12/15 at \$6,962.01. Current balance in the reserve account is \$1,689.02. Reserve account actually needs to be over \$5,000. As we get extra funds we need to increase that account which is for the repair or replacement of our capital assets such as kilns.

### **1<sup>st</sup> VP-Susan Turney**

She is awaiting replies from 6 people who have paid for their lockers but not filled out the required locker policy contract. In addition, there are 4 people who have not renewed their membership or paid their locker fees for 2015.

She has sent emails requesting replies by 2/15 because that is the date in the contract when the lockers can be taken back by the club. A suggestion was made to call these people in case their emails are not active. The first set of new lockers is ready to be installed and assignments are ready to be made once the lockers are in place. A new contract will need to be filled out and any increase in fees paid at the time the keys are given. Woodchips has designed inserts that can be purchased for the new lockers and the old medium size lockers. This cost would be paid by the individuals, not the club.

Judy Jones continued with more information about the new lockers. The first set should be installed soon and the second set is due the first week in March. Woodchips will also put a railing of some sort on the top of the new lockers so that they can be used for display. The inserts will cost \$30 and slide into place so that they can be moved to another locker. They will make them to any configuration as requested by the individual. A signup sheet will be posted and anyone interested in the inserts can add their name to the list. This will give Woodchips an idea of materials needed.

## **2<sup>nd</sup> VP-Sandi Athey**

Overwhelming response to putting items in the display cases. Items are not only for display, they can be for sale as well. She has visited several clubs to encourage display. She was very pleased with the turnout. This month features Fused Glass, Colored Pencil and Tuesday Painters. Relating to sales, there has been a change in the vendor numbers. Anyone wanting to sell their crafts needs a vendor number. This has been changed from an alphabetical system to a numerical system. If you need a vendor number you should contact Sandi. The current list of numbers is posted on the back bulletin board.

## **Secretary-Franki Roizman**

Currently 214 renewed memberships, 28 new members, 7 not renewing and 51 not heard from. Emails were sent to all the 2014 members who had not renewed and asked to either renew or respond saying they weren't renewing. That's when 7 responded that they were not renewing. The next email will be sent to the group leaders for them to review and see if they know any of these people. That will be done at the end of February. Judy Jones reminded us that in the past, a sign in sheet was required at each group meeting for the first month or so of the year. The lists were compared to the membership roster and about 10-12 unpaid attendees were caught. Connie also reminded us that another purpose of those sign in sheets was to see if the lockers were used by active members. Marcea reminded us that group leaders can review the membership lists in the "yellow binder" to see if their group participants are paid members. Marilyn Davis reviews the paid membership list with her fused glass list to verify that the new members are paid.

## **COMMITTEE REPORTS:**

**Spirit Liaison** is Lynn Weber but she is in Costa Rica. Marcea spoke on her behalf. At the Club Fair in December, Lynn took pictures of Marcea and her knitting and used that for her first Spirit article which appeared this month. Next month the article will feature Woodcarving. Lynn will also highlight the displays that Sandi and John Athey have been doing and she has already taken photographs of them. She wants to continue to take photos as they displays are changed out as they promote our work and items for sale. She will probably also submit an article about our Open House.

## **Interest Group Leaders**

Marcia Thompson has sent out an email to the group leaders to see what they are planning for the Open House. She has heard from Tuesday Painters and they will be exhibiting in both the Morris/Nelson Room and the Arts & Crafts room. Group Leaders have been reminded to use bcc when emailing to members to protect their privacy. In order to publish a list of members they should require the written consent of the member. Groups were advised that we are in the process of cleaning up the A&C room and all items on the bookshelves and tops of cabinets should be removed. Items that are to be kept should be put away or stored in the new storage cabinet. Marcea added that each group should have a written description of its activities and purpose for handing out at the Open House - a mission statement and responsibilities.

## **Holiday Party-Alice Leonard** (not in attendance-Connie spoke for her)

Connie believes that Alice has gotten a commitment from each group to help with the holiday party decorations. She will only be in charge of the decorations and Connie and Marcea will be the ones to negotiate for the facility, most likely Buchmans. This year it is anticipated that the fees will be higher and that the club will supplement \$15 per member and each member will pay \$15. It was confirmed that the room we had last year can accommodate our club. Last year we had 90 attendees and the room can hold 150.

## **Open House-Franki Roizman**

February 26, 1:30-3:30. Setup time is 12:00. Each group will have one table in the Morris/Nelson Room as that is the main room for exhibiting and talking about your group. Additional space will be available in the Arts & Crafts room primarily for demonstrations. There will also be a table for membership enrollment. Each group will have two table signs, one for each room, provided by Franki. The main purpose of the Open House is to show what the groups do. Contact Franki with any special needs. Mary Hales is actually in charge but she is in Hawaii and Franki is filling in for her. We have 20 tables available in the Morris/Nelson Room. We can also use the counters for display. Light refreshments will be served such as water, cookies and pretzels and handled by Mosaics, Sandy Dyan and Franki. If an individual group wants to have candy at their table, they can. Each group can decorate their table as they want. Each group should discuss among their participants what they will be doing. Franki will email group leaders ahead of time to verify that this has been done. Name tags will be provided for Arts & Crafts members to personalize. You will be able to add a sticker with the groups you attend. The board and group leaders will have pre-printed name tags. No sales will be permitted at this event. It is designed to promote the club and entice new members. We may be filmed by SCA-TV. Marcea said she has had feedback about the Open House and people are looking forward to it. Franki will print out the Arts & Crafts Club contact info on colorful sheets to hand out and they will also be available in the Arts & Crafts room on an ongoing basis.

## **OLD BUSINESS:**

### Kiln Room Expansion

Judy Jones said that construction is due to start on March 9 and probably last for about 2 weeks. There will be a walk through on February 18 with the new contractor, David Daniel. Prior to March 9, everything will be removed from the kiln room and placed on the tables in the C Quad of the room and covered with a tarp. Quads C & D will be shut down but all groups using those areas should have no trouble using another part of the room for their activities.

Fused glass is expecting a glass delivery on March 5 and will need the entire room to sort out the glass order of approximately \$16,000. Hopefully the room should become available by 12-1:00 once the glass has been picked up.

A question was raised about the outside area next to Woodchips and Marcea said she believed it was a dead issue. Bob Reed said that in the past, some woodcarvers using some power tools in the Arts & Crafts room were prohibited from doing so because of noise and wood dust. He was advised to consult with Mary Hales to see if there is some available time when no one else is using the room.

Larry Swette wanted to know which of his items on display needed to be removed due to the room clean up. He particularly was concerned about a stone carving that had been used to hold up the fused glass books and he was told he could take it home since we now had a book rack provided by Woodchips.

## **NEW BUSINESS:**

### Disposal of unused equipment

New storage cabinet built for all clubs except fused glass. There is unused equipment such as easels, bookcases, etc. in both the Morris/Nelson Room and the Arts & Crafts room. People can take anything they want or unwanted items will be donated or disposed of at the parking lot sale on March 7 or some other way. The disposition of the wire racks is on hold.

Key to the new storage cabinet is available at the front desk. Board members and group leaders have access to the key. There is also a key in the kiln room. There was a discussion of who can have access to storage cabinet if group leader not available such as someone working at off hours and needing the equipment in the cabinet. Marcia Thompson made a motion to have the group leaders ask their members who needs access to the key at the front desk. The results of their polling should go to the club secretary and then be approved by the board. The motion was seconded by Judy Jones.  
MOTION APPROVED

### Website/Communications Committee

Robin Wilen volunteered to create and maintain a website for the club. Joan Roth is helping her. Robin would like volunteers who can edit photos and write copy. Marcea would also like to form a communications committee to oversee Spirit, the website, advertising, promotions, etc. She is looking for someone with a marketing background, communications, or just the desire to do it and has fresh ideas.

### New SCA policy on club asset purchases and maintenance, and elections

Any item that is detachable or potentially detachable, such as the lockers, will be at the club's expense. Another new SCA policy is that officers can be elected for a two year term or a one year term (without updating our bylaws). This will allow for staggering the board member terms of office.

### Club Rules (See attachment)

List of rules attached to minutes and posted on bulletin board.

Primary rule regards age of visitors to club room. They must be at least thirteen to participate. Younger children are allowed to visit but not participate.

Marcea is asking for feedback regarding the rules and to have members contact her with their suggestions and changes. A motion was made by Sandy Dyan to accept the proposed club rules. It was seconded by Liz Walek-Sowin.

MOTION APPROVED

### Spring Arts & Crafts Fair-March 28

It was decided to buy two additional tables at \$10 apiece, making a total of three for the club. One table will be in the gallery and two in the ballroom. Connie Abuan volunteered coordinate. This is an opportunity to sell your crafts. If you want to sell, you need a vendor number (speak to Sandi Athey). The club gets 10% of all items sold from the club tables. You can be present at the fair and sell your items or you can give your items to be sold, as long as they are marked with your vendor number and price. In addition, you can purchase your own table for \$25 and then not have to give 10% to the club. We can also promote the club at the event. An email will go out with more details regarding the fair.

Congratulations to Juli Erickson, a new Arts & Crafts Club member, for winning the \$25 Target Gift Card.

Motion to adjourn was made by Liz Walek-Sowin. Seconded by Sandy Dyan. MOTION APPROVED

Meeting adjourned by President Marcea Reid at 4:23.

Respectfully submitted,  
Franki Roizman  
Secretary