

Pastel Society of Colorado Board Meeting Minutes

March 14, 2009

Attendance: Carri Currier, Mike Ray, Norbert Nagel, Susan Smith, Sue McKelvy, Diane Edwards, Kathy Imel, Diane Wood (guest), Diane Fechenbach (guest)

Meeting was called to order at 11:10 by Co-President Sue McKelvy.

1. Approve minutes from last board meeting – Kathy
Susan Smith – moved to approve; Carri Currier– second; motion carried

2. Reports;

a. Treasurer's report – Carri Currier

- Carri presented the latest P&L and balance sheet for YTD (attached)

- the National Show is profitable at this point since so many have signed up for the workshop and few of our expenses have hit

- the aprons continue to be profitable as all expenses were paid in 2008

- Carri checked with PayPal; for \$3,000 or less, they charge 3.9% plus \$.30 per item for credit card charges (so \$1.03 cost for a membership, for example)

- we have been having a continued problem of keeping IAPS up-to-date as to the correct mailing address, so we are in arrears for our dues to them; she suggested we always use the P.O. box for official Board business as well as the info@pastelsocietyofcolorado.com for email; Carri so moved, Kathy seconded; motion carried

b. Membership report – Sue McKelvy for Penny Creasy

- we have 230 members as of this week

c. Programs: Gail Posner

- no report

d. Paint outs: Mike Ray, Kathy Imel, Norbert Nagel

- March: Roxborough State Park

- April: Pawnee Buttes, Pawnee National Grasslands

- May: Great Sand Dunes National Park

- June: Phantom Canyon

e. Mile High National – Diane Fechenbach & Diane Wood

- Diane W:

- she met with Erik Mason from Museum regarding publicity; he will do write up and send out for proof; they are covering a lot of the cost for this

- everything else with museum is on schedule

- she sent out over 125 letters to potential donors; we have 12 donors to date

- she has a spreadsheet tracking the donations; the donations total about \$1600 value to date

Diane F:

- Diane distributed the budget for the show (see attached)
- there were a number of assumptions she made in this budget
 - increase in entries projected
 - increase in workshop income (this one is already full, so valid)
 - increase in juror costs by \$3000 (she feels this is in line with what we will see in future years)
 - decrease in advertising & printing costs as museum is sharing more of the costs than Pueblo; they will do the printing, and we will just pay for our portion
 - reception expenses decreased because the Museum is sharing costs
 - mileage decreases because Diane W is located in Longmont
 - hotel expenses decreased due to negotiating a better deal

- Kathy asked if the assumption that entries will increase is valid; Diane said she doesn't think they are likely to increase in this economy

- Diane E said the AANC show entries increased this year, with all digital entries

- postage increase that is upcoming is included in the budget

- actual transportation is less than projected by about \$300

- won't need to pay rent for workshop location in Longmont

- we will just pay the museum for our pro-rated portion of the reception

- \$1400 is the cash donation from PSC - portion of awards

- overall budget projects a loss of \$1,090

- Mike asked if Diane F wants Mike to get the ribbons or whether she will take care of it; she said yes, so Mike will do it

- she has not projected any sales in the income category

- no price can be in the title cards, per museum policy and can't have price sheets

- museum will not allow posting of ribbons, but will allow posting of awards

- Carri moved to approve the budget; Diane E. seconded; motion carried unanimously

- Diane F said that a local woman, Marcia Sanders, has agreed to do the catalog (she's teacher at RMCD); she asked whether we should go ahead; Board agreed

- Kathy suggested we consider charging for images to allow us to potentially have a color catalogue

- Diane E moved that we charge for having a color image in the catalog for \$10 per image; letter to go with the acceptance; Mike seconded; motion carried

- f. Members show – Mike Ray for Penny Creasy
 - prospectus is being proofed now; Mike will send out in the rosters when he mails those
 - ribbons are ordered
 - prospectus needs to be added to the website
 - copy of the budget is attached

- g. Awards – Mike Ray
 - Glenwood Springs Art Guild has requested another award; we have traditionally sent 2 for \$25; Board agreed to continue support
 - the ribbons are being printed

- h. Signature membership – Diane Edwards
 - Dorothy Martin, Diana Wade, Judith Hall and Virginia Unseld have qualified for signature membership; Diane E moved approval; Mike seconded; motion carried

- i. Newsletter – Ann Willoughby
 - no report

3. Old business

- a. Signature member master level changes – Diane Edwards
 - need to reword to include all national level pastel shows
 - also need to tighten up the wording regarding serving as an officer or committee chair
 - Diane will bring a new document with the proposed changes to the next meeting

- b. By-laws changes - Kathy Imel
 - brought forward potential changes for Board to consider (see attached)
 - Board indicated that they would like Kathy to bring a draft of the bylaws back with these changes incorporated for the next Board meeting

- c. Status of tax exempt application - 501(C)3 – Carri Currier
 - the time for review has been extended by the feds by another 60 days

4. New Business

- a. Sue McKelvy said she has signed up both she and Norbert for the IAPS Presidents dinner; IAPS covers one meal, we have paid for the second one in the past; Kathy moved that we pay for reimbursing the second meal; Mike seconded; motion carried
- b. Sue announced info about competitions in Colorado Springs and in Wyoming
- c. Carri brought up returns for mailings because of invalid addresses – she wanted to know who needs to receive these; it was decided these should be sent to Ann Willoughby
- d. Carri announced an invitation from the CO State Fair inviting us to be a sponsor; Board said we would send a ribbon for the best pastel, and a free membership, but only if the State Fair is willing to give a best pastel category; Carri will check with the State Fair, and if they are willing, will tell them we will sponsor

e. Carri said that our dues included having 5 images on the web – these need to be updated; Carri proposed that anyone who wants to be considered put their name in a hat and whichever 5 are picked will be the new images; Board agreed; she will have Ann send an email blast asking for interested parties; drawing will be at next meeting

- Carri also says our website needs to be updated; Kathy suggested that if we increase the dues, we offer a free image on the website with a link to their website as a perk for the increase

f. Dues increase – Sue McKelvy

- suggested that a proposed dues increase be written up and published to the membership in the next newsletter; discussion of an increase will be tabled until the Annual Meeting in August

Meeting adjourned at 12:50.

Respectfully submitted,
Kathy Imel
Secretary

Pastel Society of Colorado
Balance Sheet
As of March 13, 2009

| | <u>Mar 13, 09</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| VectraBank Colorado | 5,685.33 |
| Total Checking/Savings | <u>5,685.33</u> |
| Other Current Assets | |
| CD | |
| Interest | 123.69 |
| CD - Other | 5,000.00 |
| Total CD | <u>5,123.69</u> |
| Total Other Current Assets | <u>5,123.69</u> |
| Total Current Assets | <u>10,809.02</u> |
| TOTAL ASSETS | <u><u>10,809.02</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 6,192.68 |
| Retained Earnings | 1,269.39 |
| Net Income | 3,346.95 |
| Total Equity | <u>10,809.02</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>10,809.02</u></u> |

Pastel Society of Colorado
Profit & Loss by Class
January 1 through March 13, 2009

| | <u>Aprons</u> | <u>East Slope</u> | <u>Natl 2008 Show</u> | <u>Natl 2009</u> | <u>West Slope</u> | <u>Unclassified</u> | <u>TOTAL</u> |
|---------------------------------------|---------------|-------------------|-----------------------|------------------|-------------------|---------------------|-----------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| Commission | 0.00 | 0.00 | 137.00 | 0.00 | 0.00 | 0.00 | 137.00 |
| Interest on CD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18.93 | 18.93 |
| Membership Dues Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,975.00 | 2,975.00 |
| Mile High National Shows | | | | | | | |
| Workshop fees | 0.00 | 0.00 | 0.00 | 1,600.00 | 0.00 | 0.00 | 1,600.00 |
| Total Mile High National Shows | 0.00 | 0.00 | 0.00 | 1,600.00 | 0.00 | 0.00 | 1,600.00 |
| Product Sales | 214.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 214.50 |
| Signature Membership | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 | 40.00 |
| Total Income | 214.50 | 0.00 | 137.00 | 1,600.00 | 0.00 | 3,033.93 | 4,985.43 |
| Expense | | | | | | | |
| Aprons | 7.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.50 |
| Contributions | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 50.00 | 75.00 |
| Dues and Subscriptions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 | 150.00 |
| Meetings | | | | | | | |
| Demonstration expense | 0.00 | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 | 300.00 |
| Room rental | 0.00 | 72.00 | 0.00 | 0.00 | 70.00 | 0.00 | 142.00 |
| Total Meetings | 0.00 | 222.00 | 0.00 | 0.00 | 220.00 | 0.00 | 442.00 |
| Newsletter | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 140.88 | 140.88 |
| Postage and Delivery | 0.00 | 0.00 | 0.00 | 97.05 | 0.00 | 193.13 | 290.18 |
| Printing and Reproduction | 0.00 | 0.00 | 0.00 | 380.13 | 0.00 | 128.79 | 508.92 |
| Travel & Ent | | | | | | | |
| Board Meeting Lunch | 0.00 | 24.00 | 0.00 | 0.00 | 0.00 | 0.00 | 24.00 |
| Total Travel & Ent | 0.00 | 24.00 | 0.00 | 0.00 | 0.00 | 0.00 | 24.00 |
| Total Expense | 7.50 | 246.00 | 0.00 | 477.18 | 245.00 | 662.80 | 1,638.48 |
| Net Ordinary Income | 207.00 | -246.00 | 137.00 | 1,122.82 | -245.00 | 2,371.13 | 3,346.95 |
| Net Income | <u>207.00</u> | <u>-246.00</u> | <u>137.00</u> | <u>1,122.82</u> | <u>-245.00</u> | <u>2,371.13</u> | <u>3,346.95</u> |

2009 Longmont Budget

| <u>Income</u> | <u>Notes</u> | <u>Entry fees</u> | <u>Workshop fees</u> | <u>Subtotal</u> | <u>Total</u> |
|---------------------|--------------|-------------------|----------------------|-----------------|-----------------|
| Entry fees | 250*15 | 3,500.00 | | | |
| Workshop | 14*400 | | 5,600.00 | | |
| Total income | | 3,500.00 | 5,600.00 | | 9,100.00 |

Expenses

Advertising/Printing

| | | | |
|-------------|--|----------|----------|
| Advertising | | 400.00 | |
| Printing | | 1,070.00 | |
| Postage | postcards to artists on 8.2, catalogs, awards mdse | 325.00 | |
| envelopes | postcard, catalogs, etc | 30.00 | |
| | | | 1,825.00 |

Juror

| | | | |
|----------------|--------------------|----------|----------|
| Transportation | | 700.00 | |
| Room | 8.2 - 8.8= 7 * 115 | 800.00 | |
| Meals | | 200.00 | |
| Juror fees | 350 + 4250 | 4,600.00 | |
| | | | 6,300.00 |

Workshop

| | | | |
|----------------------|--------------------|--------|--------|
| Workshop studio rent | | 0.00 | |
| Workshops | food and beverages | 120.00 | |
| Workshop | misc | 25.00 | |
| | | | 145.00 |

Reception

| | | | |
|-----------|---------------------------|--------|--------|
| Reception | beverages | 100.00 | |
| Reception | Chocolates, etc + flowers | 200.00 | |
| Reception | plates, napkins, etc | 25.00 | |
| | | | 325.00 |

Awards

| | | | |
|----------------|------|----------|----------|
| Awards | cash | 1,400.00 | |
| awards bags | | 30.00 | |
| Ribbons | | 65.00 | |
| | | | 1,495.00 |
| Mileage, misc. | | 100.00 | 100.00 |

| | | | | |
|----------------|--|-----------|-----------|------------------|
| Total Expenses | | 10,190.00 | 10,190.00 | 10,190.00 |
|----------------|--|-----------|-----------|------------------|

Total profit/loss

-1,090.00

| | | |
|------------------|----------------------------|------------|
| Printing detail: | Rising Graphics prospectus | \$500.00 |
| | Postcard pro rata | \$200.00 |
| | Rising Graphics catalog | \$150.00 |
| | Diane W ink cartridge | \$70.00 |
| | Letters, etc | \$150.00 |
| | | \$1,070.00 |

| | |
|--------------|----------------------------------|
| Assumptions: | Income from entries incr +800 |
| | Income from workshop incr +2600 |
| | Adv and printing exp decr - 1100 |
| | Hotel exp decr - 200 |
| | Receipt exp decr - 125 |
| | Mileage exp decr -150 |
| | Juror fees incr+ 3000 |

Proposed Budget For 2009 Member's Show

| | |
|---|---------------|
| Art Center Rental: | \$600 |
| - We will have the North gallery that will accommodate approximately 80 paintings. | |
| - The Art Center will handle all sales, collecting all taxes etc. | |
| Reception : | \$100 |
| The Art Center handles all the serving, clean up etc. | |
| Prize moneys: | \$375 |
| Judging Fee (Terry Ludwig): | \$200 |
| Title cards: | \$ 35 |
| That is the cost of a package of the clear mailing labels that are used for the ID cards. There should be plenty left over for the National show. | |
| Ribbons: | \$ 25 |
| Publicity: | \$150 |
| - The Art Center will send out the invitation cards. Because they are having some budget constraints, we may have to help with those costs. | |
| Total: | <u>\$1485</u> |

Estimating 50 artists participating (hopefully more)) the entry fees would total \$750. We will do everything we can to encourage sales. The Art Center is keeping 20% and the PSC receives %10 for a total commission on the artist's price of 30%.

This budget is submitted for the Board's approval. We will do everything we can to make this a good venue for our members and do it in the most economical way. If you have questions or concerns, please contact me or Bev Lee.

Respectfully,

Penny Creasy
pencreasy@bresnan.net
970-256-9584

Section 2. Election and Composition of the Board of Directors:

A. The number of directors constituting the Board of Directors shall be fixed by resolution of the Board of Directors, but shall not be more than thirty (30) and no fewer than seven (7). The Directors shall be elected by a majority vote by the Board from a slate of nominees prepared by the Nominating Committee.

B. A Director shall be a Member in the Corporation.

C. A Director, but not Officers, shall serve a two-year term and is eligible for election for two additional terms. A Director, who has served three terms, may be re-elected after one year following his or her completion of a third term.

D. A vacancy in the Board of Directors shall be filled by a majority vote of the remaining Directors in office. An individual who is elected to fill an un-expired term of a Director is eligible for re-election for an additional two full terms.

E. A Director may resign at any time by giving notice thereof in writing to the Secretary of the Corporation.

F. A Director may be removed, with or without cause, by a three-quarters vote of the other Directors in office.

Officers of the Board of Directors

Section 1. The Officers of the Corporation shall be a President, Vice-President, Secretary, Treasurer, and such other Officers as may from time to time be deemed advisable by the Board of Directors. The Officers shall be elected by the Board of Directors from the slate presented by the Nominating Committee.

Section 2. All of the Officers of the Corporation shall hold their offices for two years and be eligible for additional terms, such terms as shall be determined from time to time by the Board of Directors, and shall exercise such powers, perform such other duties and receive such compensation as shall be determined from time to time by the Board of Directors.

Section 3. Any Officer of the Corporation may be removed, with or without cause, at any time by the Directors. The Board of Directors shall fill any vacancy occurring in any office of the Corporation.