

Board Meeting Minutes
June 8, 2019

Clay Lady's Campus
Nashville, TN

Linda Nutt called the meeting to order, and Sally Bebawy took roll.

The board members in attendance were

Sally Bebawy
Dana Blickwedel
Pat Chaffee
Synthia Clark
Natalie Cuicchi
Nick DeFord
Reneau Dubberley
Amy Hutton
Mirrah Johnson
Danielle McDaniel
Pat Moody
Linda Nutt
Wisty Pender
Lindsay Walker
Nancy Wallace
Kim Winkle

Absent with excuse were

Maggie Fransher
Jessica Hagar
Jennifer Justice
Elise Reecer
Cara Young

Welcoming Jennifer Justice

Linda said that this would be the time she would welcome Jennifer Justice to the team. Jennifer was out sick during the meeting.

Sally Bebawy expressed gratitude to the Selection/Search Committee's work and Linda for going through the hiring process and for orienting the Executive Director and for taking into account the staff's feedback.

Danielle McDaniel asked what ideas Jennifer Justice had for Tennessee Craft. Linda said that during the interview Jennifer said that she wants community art that would amplify craft, installing a community garden. Dana Blickwedel added having a fundraising signature event.

Linda also added that Jennifer has already demonstrated her attention to staff, empowering them to look at how they want to shape their positions

February Meeting Minutes

Reneau made the motion to approve them.

Nick seconded the motion. The previous board meeting minutes were unanimously approved.

President's Report

- Teri Alea's farewell/Jennifer Justice's welcome party went well.
- Linda was Jennifer's shadow at the Spring Fair
- Linda made a call for volunteers for the fair for more than just a few hours. She encouraged all to pick up other assignments.
- Feedback from the Chapter Retreat with Bonnie Bogen:
 - o More different types of events for artists to get to know each other across chapters
 - o Greater diversity at every level of the organization
 - o Variety of fun events needed and increased opportunities to sell art

Synthia asked how to strength connections despite distance. Linda said to add a fun event to the chapter retreat. Danielle offered the idea of "creative focus Fridays" in which a set of pre-planned topics of discussions/presentations are given to each chapter's leadership.

- There is \$75K from metro grants that necessitate a location in Davidson County

Executive Director's Report

Jennifer was absent for this meeting, but Linda invited everyone to read the report. She noted that Facebook followers are up, praising Julia, our social media guru.

Treasurer's Report

Amy Hutton presented the reports to the board. She noted the following:

- (Line item 1730) final Salesforce payment made, which led to our assets showing an increase of \$5K
- (Line item 1735) shows the depreciation
Teri Alea paid Salesforce with the promise they'd come back and finish
- (Line item 1270) is \$5K relocation help for Jennifer Justice, marked as Employee Advance

Reneau proposed to pay the additional taxes that would be incurred by Jennifer from accepting the advance as income.

Dana made the motion

Reneau seconded

Motion was unanimously approved.

- Assets are \$344,221.59
- Windgate money is now in checking. Teri and Linda talked about putting it in the Vanguard account
- (Line 4030) is foundation contribution. It's increased because of Windgate
- (Line 5101) is booth fees. It's decreased, unclear why.
- (Line 7020) is artistic fees and awards. It's increased, possibly because of donors.
- (Line 5320) shows decreased membership dues. This is because of how the report was generated, with a truncated period of time.
- (Line 7191) shows the tents' cost. We couldn't share the cost of the tents
- (Line 4010) MAAP grant will not reimburse us until we spend the money
- (Line 5101) of Budget vs. Actual- booth fees were going to be raised last time, but was voted down. Currently the booth fees are \$385 per booth.

Dana Blickwedel said that 40 people didn't get booths.

Linda said that some people get double booths, which are offered at a discounted rate if purchased together.

Kim Winkle said that there are not as many booths in the new location of the park.

Linda said that last year, some spaces from last year are no longer used.

Reneau asked to see the number of booths between the 2 years.

Pat Moody said that she was happy we voted down the fee increase because the new park location is not great.

- (Line 7192) Janitorial services were budgeted in April but paid in May
- 98% of budget received; 117% reported because of the timing of when the report was generated
- Jennifer Justice is working on a 2020 budget, not ready to present on projections
- Kealie hasn't submitted all of her expenses yet.

Community Engagement Committee

Sally Bebawy presented the work of the committee.

Education: Bonnie Bogen and Sally Bebawy attended the Racial Equity for Arts Leadership Symposium. They were able to offer it to the rest of the board at no cost.

Outreach: Committee members exercised "elevator speeches" about Tennessee Craft.

Fair Committee

192 artists (out of 286) accepted being at the fair. \$77K was the net income for the Spring Fair.

77 applied for the fall fair.

14 paid sponsors yielded \$16,100.

Sally Bebawy asked if results from the artist survey be presented at the meeting.

Lindsay Walker called for a better balance of chapters at the Emerging Makers' Tent.

Pat Chaffee said this was because the slots that weren't filled by one chapter were filled by another.

Mirrah Johnson said that she had several concerns about the fair that she received from feedback from her colleagues at her chapter. She was directed to contact the fair committee which will assess the concerns and made appropriate recommendations to the board.

Fundraising Committee

- Dana Blickwedel wants to add members to the committee from outside the board.
- Efforts are made to analyze the annual campaign, to assess how much money is gained from the campaign vs regular donors.
- Donor recognition was discussed:

Sally Bebawy voiced a concern that a phone call may not be suitable for everyone for its potential to be a nuisance. She added that a small-amount donor voiced to her that she was concerned that she was recognized in the newsletter despite her low amount; donor said that it reflects on how poorly Tennessee Craft is doing.

Sally added that it's wise to recognize every donation because it's our philosophy that every donation counts.

Synthia added in agreement that she would personally want to opt out of recognition calls and postcards.

Synthia asked for a way to customize how recognition is granted to the donors.

Scholarship Committee

Pat Chaffee presented the work of the committee.

There were two major points:

- Linda said a point of concern is one person from another state, who is a Tennessee Craft member, applied for a summer study scholarship. The concern is that deviates from the overall mission of advancing craft in Tennessee.
- Pat Chaffee asked can the scholarship money go to cover the workshop that's offered by Tennessee Craft. The concern is that proceeds from the workshop go to fund scholarships.

Linda asked for the discussion to be tabled for now to be revisited at our next meeting.

Pat Moody made the motion. Nick Deford seconded it.

Kim Winkle asked for the number of members of Tennessee Craft and the number of workshop attendees.

Consent Agenda

Wisty made the motion to adopt the consent agenda. Dana seconded.

Board Meeting Schedule

Next meeting: August 3 at Johnson City

Best of Tennessee Craft Exhibit

Tennessee State Museum has a conflicting exhibit on women's suffrage that pushes back the Best of Tennessee Craft exhibit to 2021 instead of 2020.

Strategic Plan

Linda invited the board to review the strategic plan posted on Tennessee Craft's website.

Kim Winkle made the motion to adopt the current strategic plan posted for the next year. Dana seconded. There was unanimous approval.

2020 Board Retreat

Nick Deford offered Arrowmont. It has meeting space, dorms for \$50. It's available first weekend in February (either 1st or 8th).

Kim Winkle moved to have Arrowmont host the retreat on Feb 7-9. Dana seconded. There was unanimous approval.

Chapter Retreat

February 22nd at the Clady Lady.

Pat Chaffee asked to specify who will attend the chapter retreat.

Honorary Member Committee

Nick Deford presented the work of the committee.

Board reviewed the letter to solicit nominations.

Kim Winkle asked to add past recipients to the letter.

Mirrah Johnson asked to use a form to collect the nominations.

Sally Bebawy asked if the list of nominations rolls over from year to year. She expressed that nominators are less likely to continually re-nominate the same individuals year after year, resulting in the possibility that we will, with time, be likely to filter out the best nominees.

Pat Chaffee asked if we can send a reply to the nominating person as they make the nomination.

Sally Bebawy asked if the Community Engagement Committee be privy to those who have been nominated but not awarded honorary membership. This would serve the purpose of trying to engage them, either recruit them as members or community partners.

Formation of the Finance Committee

Linda said that Morganne Keel had recommended policies and boiler plate language. Teri said that Tennessee Craft was already doing some. The committee is tasked with looking at what Morganne recommended and the policies already in place (e.g. segregation of duties). Amy Hutton will be chair, with Linda and Jennifer, plus 2 people.

Wisty moved to make the new committee. Nick seconded. There was unanimous approval.

Wisty said that the executive director needs to have duplicity/needs a backup, to avoid stalling the work.

Wisty added that per diem/mileage compensation needs to match the federal standard of \$0.54.

Wisty also added the potential of having a State Contractor Rate (e.g. for lower rates of hotel stays) because of the state funding received by Tennessee Craft.

Wisty asked if checks are scanned. Reneau and Linda said no.

Linda tabled the discussion and will resubmit it to the board via email.

Neuhoff

Demolition will soon be underway. This was initially thought to pose a nearby hazard of airborne pathogens.

\$1300 rent was budgeted.

Jennifer Justice found storage space, then staff can work from home. Server would be moved to a secure location. Everyone would work off the cloud. Executive Committee approved it.

Neuhoff landlord said that they have 4 more months.

Jennifer Justice asked if the new landlord is interested in sponsoring Tennessee Craft, adding a gift shop, workshop space, and exhibit space. The new landlord and Jennifer will be discussing this further.

Moving to a different location will need to happen by the end of August, before the fall fair.

Adjournment

Dana made the motion to adjourn. Pat Chaffee seconded.