

Tennessee Craft Board of Director's Meeting Minutes
August 3, 2019

Food City #629
920 N State of Franklin Rd
Johnson City, TN

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

Board members in attendance were:

Sally Bebawy, Dana Blickwedel, Synthia Clark, Nick DeFord, Reneau Dubberley, Danielle McDaniel, Pat Moody, Elise Reecer, Linda Nutt, Jennifer Justice, Kim Winkle
Guest staff member: Bonnie Bogen

Absent with excuse were:

Wisty Pender, Lindsay Walker, Nancy Wallace, Amy Hutton, Natalie Cuicchi, Pat Chaffee, Maggie Fansher, Jessica Hagar, Cara Young

June 8, 2019 Board Meeting Minutes

Reneau asked to correct the spelling of his last name to Dubberley.

Kim made the motion to approve the minutes; Dana seconded. The June 8, 2019 board meeting minutes were unanimously approved.

President's Report

Linda highlighted the following from her report:

- Soliciting nominations for board members
- Acknowledging Synthia whose idea it was to move our documents for the meetings to Google Drive and acknowledging Bonnie for setting it up
- Finance committee policy update- unanimous approval minus 1 abstaining
- Honorary nominations committee are: Tim Hintz, Linda, Nick; September 15th is the deadline for nominations

Executive Director's Report

Jennifer said that she was pleased to be associated with Tennessee Craft because this is a unique organization that champions artists. She highlighted the following from her report:

- New space acquired! It's a 3-bedroom house with a living room that can be used for art displays. Rent is \$1500 per month.
- Tennessee Craft Week prep is underway. 77 events planned. Laurie Davis and Mary Grissim are visiting art alliances, city councils.
- Fall Fair has pre-accepted 106 artists to date: 88 were approved by the jury as of Thursday. \$9300 income has been received to date from fees.
- Best of Tennessee Craft is moved to 2021 because of the suffragette exhibit at the Tennessee State Museum; they cannot accommodate our exhibition as a result.
- Dixon Gallery & Gardens in Memphis may be a possibility for the 2023 exhibit.
- New apprentices for the mentor/apprentice program are:
 - o Rena Wood – fiber/textile artist
 - o Carrie Anne Parks – ceramics
 - o Rick Cannon – wood turner

- Tennessee Arts Commission Gallery for MAAP is October 11 to December 5. Jennifer encouraged everyone to go see it.
- Workshop is scheduled for January 25th. It's themed around "value: yourself, craft, expressions."
- The following scholarships were awarded by the scholarship committee:
 - o 10 \$250 member scholarships
 - o 10 \$250 summer workshop scholarships
- Website analytics from Julia, demonstrates how many views the website and social media are getting. There were 3252 new users for the website.
- Julia has applied for a grant to allow her to attend a conference on arts marketing.
- Dana asked how new people are finding the website. Jennifer said that she will consult Julia. Jennifer added that Facebook has reached a following of over 9700.
- But she had a breakdown of the visitors demographically:
 - 67% of viewers are women
 - Largest group is 25-34; Second largest group is 55-64
- Grants:
 - o Metro Nashville Arts Commission delayed \$15000 that should have been deposited by now but due to a technical difficulty in the system that prevented Jennifer from submitting the final report in a timely fashion resulted in slower disbursement of funds.
 - o Approximately 80% of the Metro Nashville Arts Commission grant money will be forthcoming. The remaining funds are paid after the final report is submitted.
 - o \$16000 has been received from MAAP
 - o The Tennessee Arts Commission awarded Tennessee Craft \$22,800 for general operations, of which about 42% has not been received.
 - o A grant for \$10000 was submitted to the Community Foundation of Middle Tennessee.
- Fall sponsorship
 - o New landlord is willing to provide a sponsorship for the Fall Fair.
- We saved \$7000 this year that will roll over to the Vanguard account.
- Danielle had several questions. They have been answered as follows:
 - o What's the lease agreement? It's a 3-year lease that does not include sewage, water, gas, and electricity. The building is zoned industrial. Grounds maintenance is included.
 - o Has the potential use of the space as a revenue stream been investigated? Will check.
- Reneau asked if 1000 square feet for 3 rooms.
- Jennifer said the move to the new location is expected projected to begin the 15th at 2PM. Packing has begun. IT will transition on the 14th. Julia is handling the move of the art pieces.
- The landlord installed a ramp to make the entrance handicapped accessible.
- Jennifer will get a security system installed.

Treasurer's Report

- Money to Jennifer was improperly documented in Treasurer Report because it's "salary" and it did not go through like a normal salary. It was added in April and subtracted (corrected) in May.
- Zapplcation fees/PayPal fees are higher. There's a submission fee and entry fee once accepted. It's a %. Number of people exhibited at the fairs is not an exact comparison. Zapplcation fees are always higher around the fairs.
- Unused vacation was paid to Teri when she left.
- Booth fee rentals are different rates: single or double, and member or non-member
- Membership fees and donations are accepted online. Jennifer asked accountants to confirm that's not the cause of the increase in fees.

Statement of Activities

The Finance Committee reviews reports submitted by Kraft CPA, which were reviewed.

Jennifer had the following points to make:

- Income- Government Contribution under budget by \$6K because grant money has not come in yet.
- Booth fees came underbudget because it was budgeted for more, but the board did not approve increase of fees.
- Overall we are under budget with the income.
- Expenses - Jennifer pointed out items that were overbudget and some that were underbudget. Sally asked for explanations for each category for why the budget was off. Jennifer said that she's happy to do that for the next reports.
- Item 7040 Consultants' Fees were for the ED Search consultant's fees, the breakfast tent coordinator and Laurie Davis, our public relations contractor.
- No one is utilizing health insurance benefits so now that's underbudget
- Salaries were also underbudget as Bonnie has gone to part-time.
- Printing is also underbudget through thrifty purchasing.
- Though the board approved using Vanguard money to pay for the Executive Director search assistance, to date, this has not been necessary.
- Reneau asked about the status of previously restricted funds gathered for establishing a brick and mortar retail store. He speculated that it appears that donor restricted assets were cut by 50% and may have been erroneously reassigned to unrestricted funds. If it was restricted, how did it get moved in June to unrestricted? Line 71 – one donation is for establishing a brick and mortar retail place. Jennifer will check and report back.

Jennifer's Final 2020 Budget

- Government contribution- missing \$15K that metro delayed due to technical problems after submission of final reports
- Foundation contribution- \$25000 from the Windgate Foundation is rolled to 2020 though it was received in 2019
- Revenue is lower because of lower booth fees
- Expenses: we will increase marketing
- IT expenses are higher for moving our IT to cloud based service
- Payroll decreased because insurance is not utilized
- Bonnie's salary is also less because she has asked to move to part time
- Rent for the office is higher, plus utilities are an unknown expense since we haven't moved in yet. Also there are moving expenses.
- Security at the fair is higher (\$4k). Kim called a couple of companies, may get it lower for the spring.
- Money was added to staff and board development: Julia got a \$750 grant from the TN Arts Commission to attend a marketing conference in Miami, Florida in November sponsored by Americans for the Arts.
- Projected net is \$4971 to go to Vanguard
- Prior to the move to the new offices, rent was padded by Teri who budgeted double the rent that was paid each month – as insurance.
- The full Kraft report goes to Finance Committee monthly, which is available upon request

Reneau moved to approve the financial reports and budget; Dana seconded.

All voted yes to approve.

Community Engagement Committee

Sally reported the status of plans for a potential exhibit with the Curb Center for disadvantaged, underrepresented artists.

Fundraising Committee

Dana noted he is in contact with Jennifer Chalos, funding consultant who will be paid from the Windgate Foundation grant to look at the fundraising activities. He is waiting to form a group until she's made her recommendations.

The annual giving campaign is set for the Thanksgiving timeframe.

Workshop Committee

Bonnie, the staff liaison for the committee, reported that for the next workshop:

- A reception is set for the night before the workshop starts. The fees are reduced to allow for more attendance. Typically with the staff's salary and expenses, the workshop doesn't break even. But scholarships are not affected.
- Bonnie said the speakers will include leaders from the Copper Fox Gallery and Shimai Gallery of Contemporary Craft, as well as Lael Caldwell.

Consent Agenda

Pat M moved to accept the consent agenda; Dana seconded.

Unanimously approved.

Scholarship Committee

- Nick presented the work of the committee. He asked if we should fund the workshop with the scholarship funds raised via Tennessee Craft workshop proceeds and if non-Tennessee members should be awarded scholarships.
- Dana raised questions about how this fits our goal of continuing the tradition of craft in Tennessee.
- Kim asked about the requirement that the recipients must present to their chapter. Bonnie said that a work-around is to profile the recipient on video or in the newsletter. This is also applicable for individuals that would have been a part of the Midwest and Southeast chapters that have folded.
- Danielle said that since the number of proposals is down, there's no need to narrow down the criteria.
- Kim agrees not to restrict the criteria to TN residents only since it should be considered a membership benefit.
- Danielle asked to make sure applicants answer how it betters craft in Tennessee.
- Reneau asked the number of out of state members. Bonnie said that there are about 30.
- Reneau asked the committee to recommend a policy for a board vote. Nick agreed.

Nominating Committee

The proposed committee would consist of Pat M (chair), Nick, Dana, and Linda.

Reneau made the motion to create the committee; Danielle seconded.

Unanimously approved.

Annual Leave Policy

- o Linda noted the current policy is "front loaded" or paid out in advance. A year's worth of annual leave is credited to the employee on their anniversary date. A task force of Danielle, Maggie, Linda, and Pat M worked to study the annual leave policy and other leave policies. The goal was to shift to an accrual system that is earned based on time worked in the prior month that is also fair to the employees. Sick

leave already works via accrual; holidays are set for all. Several different ways of streamlining our leave practices were studied. Legal consultation also occurred to clarify questions as they arose.

- Proposed was:
 - o Shift to an accrual system where annual leave is earned and used (in hours instead of by the day) and based on work time of the previous month.
 - o Annual leave would be accelerated for new employees after an acceptable 3 month performance evaluation instead of after 6 months. Otherwise, the existing years of continuous service categories continue to dictate the number of hours accrued annual leave.
 - o Annual and sick leave occurs on the employee's anniversary date (a change from the prior end of calendar year practice).
 - o The past practice of taking the week of Christmas off is changed from (5 days) to 2 work days/hours of holiday time and 3 work days/hours of annual time. Employees can use this time at will.
 - o Up to 6 days/hourly equivalent of excess accrued annual time may be rolled roll over per year for up to 2 years, a maximum of 12 days. Should the rolled time not be used within the 2 year period, it will be lost.
 - o As in the past, the equivalent of 2 personal days/hours are available to be used at the employee's discretion annually. Ten holidays are available per year – this includes the end of year holidays (previously flagged as Christmas) and the 'free use' 2 days/hours holidays.
 - o Part-time employees leave earning is prorated in accordance to the proportion of an 8 hour work day the employee works.
 - o Sick time is allocated at 8 hours for full-time employees and 5 or 6 hours for part-time employees contingent on the number of hours worked per week with a maximum of 30 days/240 hours carryover per year.
- After evaluating the job duties of current staff, it was determined that all meet the legal criteria for salary-based wages.

QUESTIONS/ISSUES:

- Synthia advocated for a culture that is vacation-supportive and so we don't punish people not wanting vacation but wanting a payout.
- Danielle asked how we document comp time if the staff is currently salaried. Jennifer said that she trusts the staff to keep track of their own hours on the timekeeping tracking sheet that is sent to Kraft CPA monthly.
- Kim asked who's doing the extra work so that Bonnie moves to part time. Jennifer said that due to Bonnie's competency that she is able to complete typically full-time work part-time.

Danielle moved to adopt the new policy; Dana seconded.

All present approved with one opposed (Synthia).

Jennifer said that she's already put the policy in place beginning July 1 in anticipation of this approval and to make things easier for the fiscal year. Jennifer said she spent one entire staff meeting discussing the new policy with staff.

Other Issues

A request to adopt remote participation was made. An argument was made by Dana that in-person attendance is communicated when people agree to join the board and that remote participation should be avoided. Remote participation is used for committee meetings but the thought was that board meetings require face to face communication.

Dana made a motion not to accept remote participation at board meetings; Reneau seconded.
Unanimous approval

Chapter representatives – board membership obligations

Synthia noted that the travel time and financial expenses associated with being a board member is difficult. Present chapter representatives were asked if their chapter reimburses them for the expenses incurred when serving as a state Board of Director. Most replied NO.

Reneau asked if we should reimburse chapter reps for board meetings. Nick said that he'd be interested in this discussion. Further discussion of this issue appears warranted.

Pat M called for volunteers at the fair.

Dana moved to adjourn at 1 PM. Danielle seconded.
Unanimously approved.