

**Hopkinsville Art  
Gallery  
Executive Committee Meeting  
October 12, 2015**

President, Linda Hussong called the meeting to order at 1:35 p.m.

**Members present:** Linda Hussong, Janice Cayce, Susan Rochelle, Jim Mason, Henrietta Kemp, and Betty Liles.

**Minutes** from the September 28, 2015 membership meeting were approved as presented by Betty Liles for Secretary Henrietta Kemp. Janice Cayce made a motion to approve the minutes and Susan Rochelle seconded the motion. The motion passed.

**Financial Report:** Treasurer, Janice Cayce, reported we have a balance of \$6,834.59 as of September 30, 2015, with \$217.17 in the cash box. There is \$900.00 in the sales tax account. The gross sales for month of September was \$806.25. Henrietta Kemp made a motion that we accept the financial report as presented. Susan Rochelle seconded the motion and the motion passed.

A budget for the 2015-2016 year for the Hopkinsville Art Gallery was presented for approval. A motion was made by Henrietta Kemp and seconded by Susan Rochelle for approval. Motion passed.

**Committee Reports:**

**Membership:** Betty Liles, membership chair, reported that as of today we have 39 Gallery members that have renewed their memberships for the 2015-16 year. Betty Liles will update the membership brochure and Janice Cayce will make copies for distribution.

A motion was made by Betty Liles and seconded by Susan Rochelle that we allow Student Guild members under the age of 21 to attend 2 free Guild workshops during the year and exhibit one piece of artwork in the gallery each quarter. Motion carried.

**Media/PR:** Report was emailed prior to the meeting.

**Web Site:** No report

**Volunteer Coordinator:** Jan Farley will hold a worker training session on Nov. 2 from 1:00 - 3:00 for members wanting training and Guild members willing to volunteer during the Christmas season.

**Facility Coordinator:** Jim Mason was asked to research the cost of larger light bulbs for the tract lighting in the gallery. He will present that information at the next meeting. He will also research other options for getting the windows cleaned.

**Gallery Supplies:** Linda Hussong - Someone purchased Gift Certificates. An expiration date must be added to make them legal. A motion was made by Betty Liles and seconded by Jim Mason that the expiration date be set for 1 year from purchase. Motion passed. Linda will make that correction.

**Credit Card Machine** - President Hussong presented information about purchasing a Credit Card machine. A motion was made by Janice Cayce and seconded by Susan Rochelle that we purchase the credit card machine offered by i3 Verticals for \$199.00 as a onetime fee. There will be other associated cost of an average fee of 1.76% per transaction and \$.20 per transaction. There will also be a monthly

service fee of \$15.00. This will replace the Pay Pal account we have been using and will provide a paper printed receipt to assist with record keeping. This machine will also be compatible with the new "chip" credit cards. She presented information from 2 other sources for such a machine through BancCard and First Data. Motion carried. A representative from i3Vertical, Betty Sharpe, from Clarksville, will attend the training session on November 2nd from 1:00 - 1:30 to explain the use of the machine.

**Guild and Gallery Events Planned in the Gallery:**

- Tuesday - October 13, 20, 27 & Nov. 3, 6:00-8:00 Cartooning Workshop /w/ "Doc." Smith/high school students
- Wednesday, October 14 - Brown Bag Luncheon - Betty Vinson, Stolen Art from WWII and the Monuments Men
- Wednesday, October 14 - Shakespeare Club - 3:30 - 5:00
- Wednesday, November 11 - Brown Bag Luncheon - Big Read - Jennifer Brown book discussion about Ted Posten's book - *The Dark Side of Hopkinsville*
- Saturday, November 14 - Open House/birthday party celebrating 50 years and begin Christmas sales.
- Monday, December 7, League of Women Voters luncheon
- Wednesday, January 27, 2016 - La Petite Fleur Garden Club, luncheon, wants artist speaker. Leslie Carroll is contact hostess.
- Feb 13, 2016 - Country Club Auction Event: Linda Hussong, chair and Susan Rochelle will help.

Next Exhibit Change-Out – January 3 and 4, 2016, Jeff & Tanya Ezell, Dottie Shepherd

**Old Business:**

**New Gallery Policies:** This was tabled until the Board can go over them.

**Christmas Open House and 50th Anniversary party**

- November 14 - 10:00 -4:00 Open House
- November 14, 2:00 - 4:00 50th Anniversary Celebration, Recognition of first president and any past presidents

Betty Vinson and Linda Hussong agreed to chair this event. Henrietta Kemp will develop a post card that will be mailed to contributors and former Guild officers. This will also be emailed to area arts organizations and those on the Guild email list. Lynn Shepherd will wrap a donated framed photograph and prepare a certificate to be given to the first president. Gallery and Guild members will be asked to bring refreshments for the event. No cake will be purchased but if someone wants to donate one that would be ok.

**New Business:**

Monday, November 9, 10:00am. - Decoration of Gallery for Christmas

Membership Drive - Linda Hussong announced that she plans to have a contest for a membership drive. It will be discussed later. No decision was made about awarding prizes.

**Adjournment:** The meeting was adjourned at 2:55 p.m.

The next board meeting will be November 9 at the Gallery at 1:30.

Respectfully submitted

Henrietta Kemp, Secretary