

Hopkinsville Art Gallery

Membership Meeting Minutes

May 9, 2017

President Jeannie White called the Gallery meeting to order at 1:00 p.m.

Members present: Susan Rochelle, Jeannie White, Henrietta Kemp, Beverly Atwood, Carolyn Self, Angela Comperry, Elaine Stewart Seeley, and Jim Wille.

Minutes from the April 3, 2017 membership meeting were approved as presented. A motion was made by Carolyn Self and seconded by Jim Wille to approve them.

Corresponding Secretary - Susan Rochelle will send thank you card to Alissa Keller for her help with the military spouses luncheon.

Financial Report: Treasurer Jim Wille presented the financial report which showed a balance the end of March of \$7,534.18 with income of \$1,391.85 and expenses of \$2,300.08. A motion to approve the report was made by Henrietta Kemp and seconded by Carolyn Self. Motion passed. Jim Wille continues to work with all gallery volunteers to acclimate everyone to using the new "ShopKeep" point of sale system being implemented in the gallery. He will train Jane Latham and Jeannie White in the use of the "Back Office" part of the Shop Keep system on May 9, 2017. A budget review and preparation for 2017-2018 will be held on Tuesday, June 13 at 1:00.

Committee Reports:

Membership: No report.

Volunteer Coordinator: Jeannie White and Henrietta Kemp have created the schedule for April, May, and June. The calendar is on the board in the back of the Gallery.

- We had agreed to stay open later on Saturday during the Summer. We will begin with Saturday hours of 10:00 - 3:00 and extend further if found beneficial.
- A new cleaning duty chart has been posted above the work calendar in the kitchen area. Volunteers are asked to check off their names once completing their daily task.

Media/PR: Jim Wille reported e-mail information has been sent to 780 Guild members and patrons about upcoming events through email and Facebook postings. He has discussed some options with a Google representative about marketing ideas. There was discussion of paying for an outdoor sign on the Main Street building facing the gallery. No decision was made.

Gallery supplies: Lynn and Jack Shepherd should be notified if any supplies are needed.

Facilities: No report

Old Business:

- Nomination committee has prepared a slate of officers for next year. There will be an election of officers at the annual meeting on June 26.
- Review of gallery policies was made. A motion to accept the proposed changes was made by Carolyn Self and seconded by Beverly Atwood. Motion passed.

New Business:

- Preparation for the Solar Eclipse free gift for visitors was discussed. A work session will be held on June 13 to prepare the bookmarks that will be given out.

Next meeting - June 26, 2017, 5:00

Respectfully submitted, Henrietta Kemp, Gallery Secretary