

Attending: Marla, Pamela, Nance, Gale, Tina, Lisa, Annette, Gail, Tara, Barbara
 Remote: Sy, Lindsay

AGENDA ITEMS	Notes	*Discussion (*notes condensed and de-identified using chatGPT)	Motion
<p>Treasurer’s report (Barbara)</p>	<p>Reviewed donations . tour support</p> <p>New Income Line: VIVA Tour Support on Treasurer Report</p> <p>Members that join after a certain date (ie. joining in mid-Novemberr and paying \$25 for 6 weeks)</p> <p>Two new members have just joined</p> <p>At bottom of treasurer’s report TOTAL in CD - Scholarship Fund need to move \$ to the account for next year but leave x amount in CD for next year.</p> <p>Internal Audit will take place in February after the books close at end of January</p>	<p>Proposal: Allow annual memberships to start earlier (e.g., November 1 or 15)</p> <ul style="list-style-type: none"> • Questions were raised about late joiners and whether early start should apply only to new members. The website and application already clarify timing, but fairness was discussed for members joining with only two months left. Though no policy exists, general sentiment favored generosity. • Example noted of a new member who joined too late to be part of the tour and asked to roll membership forward, though no policy exists. General sentiment favored generosity. • Proposed policy: New Member Applications received after November 1 roll over to the next year; tour applications still close in October. Website wording may be updated December 1 to reflect this. <hr/> <p>Next Topic: Scholarship Fund Disbursement</p>	<p>Motion: New members can join as 11 / 1 and be grandfathered into the following year</p> <p>Motion passed</p> <p>Proposal to take out only a % and leave remainder in CD</p> <p>Motion passed</p>

		<ul style="list-style-type: none"> • Discussion focused on the dollar amount of fund to move out of the Scholarship CD that matures 12/29/25. • Recommendation was to keep funds in place and disburse a percentage, maintaining a conservative approach during leadership transitions. 	
<p>Thank You Notes</p>	<p>Who writes thank you notes to donors (outside of scholarship?) Do we include 501c3 letter</p>	<p>501(c)(3) Documentation & Donations</p> <ul style="list-style-type: none"> • The treasurer sends required 501(c)(3) documentation, to be included with thank-you notes. Online receipts (e.g., PayPal) confirm transactions but may lack nonprofit language; clarification is needed on adding custom wording. Not all donations are online. • Workflow: Treasurer emails the thank-you card volunteer on each donation. 	<p>Lisa will write cards out and will get forms provided by Barbara to include thank you to donors</p>
<p>Secretary’s report (Marla)</p>	<p>Finally, the current roster! 10 members and two consultants</p>	<p>Records, Archives & Internal Communication</p> <p>Organizational documents were transferred to a new point person. Meeting minutes from 2020 onward are on the website; older minutes exist elsewhere. The decision leaned</p>	<p>Reviewed for errors</p>

		<p>toward adding archives to the website.</p> <p>Minutes are public record except executive sessions. Interest expressed in better access to internal materials, possibly via a members-only website section. Member communication options include Slack or the members-only Facebook group.</p>	
Job Descriptions	Gale: I've collected all job descriptions - where should that go?	Send to Lindsay	Send job descriptions to Lindsay
Newsletter (Annette / Sy)	<p>New volunteers - Tina</p> <p>Sy - does everyone know the schedule?</p> <p>On the 15th - Annette looks at the dates, pull off info / images, compile into word doc - edit / send to Sy - Sy does magic - sends back to Committee Chair and it's corrected if needed</p> <p>Send photos separately - not embedded in the doc</p> <p>MEMBER SHOW Gail has typed up a note to include in upcoming newsletter and will send to Annette (for the December newsletter)</p>	Discussion and reminder about whom should receive information	<p>Tina is the chair of the Newsletter Committee (Annette is going to cover the December edition)</p> <p>Susannah Leigh and Barbara (Duprete) Waterbury are the Editors</p>
Scholarship Committee	<p>Pam passed off information about the Scholarship docs to Tara and Gale</p> <p>Cathe Gill volunteered with Pamela last year - she went to commencement - she made a donation to Scholarship</p>	<p>SCHOLARSHIP DOCS</p> <ul style="list-style-type: none"> Scholarship documents were sent electronically. Newsletter editor will update scholarship and sponsorship info. 	<p>Tara is taking over Scholarship / Sponsorship Committee</p> <p>Update info should go to Lindsay / Annette / Tina for upcoming Newsletter / Website</p>

		<ul style="list-style-type: none"> Recent donations were noted. A donor list (amounts/logos) is needed for an upcoming letter, with leadership copied. Member donors are thanked as a group unless consent is given. Reminder to prompt recurring donors in October. Donor outreach timing discussed. 	
		<p>Scholarship Fund Questions</p> <ul style="list-style-type: none"> Questions included whether unused awards accrue interest, deadlines for use, and whether unused funds remain with or return to the foundation. Someone will consult the foundation for clarification. 	
<p>Volunteer Committee</p>	<p>Is there a Committee Lead?</p> <p>Is there a Job Description?</p>	<p>Volunteers & Support</p> <p>Questions raised about thanking volunteers. Sign-up forms remain in a collection box. Additional volunteers were identified for a tour task. Members absent from meetings may be contacted for support.</p>	<p>Table action until January</p>
<p>Tour Report</p>	<p>Lindsay - halfway through, just anecdotal notes so far</p> <p>Sent out survey link to weigh in (we can look online)</p>	<p>Tour/Studio Weekend Feedback</p> <ul style="list-style-type: none"> Traffic was steady but mixed in sales; some studios met goals. Off-island visitors noted 	<p>If you haven't looked at it, reply by Friday 12/12</p> <p>Survey / + - there will be two - one for the sites</p>

	<p>Survey and tour closing info will be sent out on Monday after tour via email</p> <p>Request for donation of % of proceeds on the</p>	<p>Saturday. One artist tracked statistics for later reporting.</p> <hr/> <p>Survey</p> <ul style="list-style-type: none"> The new electronic survey is streamlined and easier to analyze. Prior response rate was 33/43 studios. Discussion on whether it should go only to tour sites or all artists. <hr/> <p>Scholarship & Donations (Tour-Related)</p> <ul style="list-style-type: none"> Suggestion to include a scholarship donation link in emails. QR codes were inconsistently posted; reusable holders are planned. <hr/> <p>Acknowledgments & Logistics</p> <ul style="list-style-type: none"> Thank-you notes to local businesses displaying materials were suggested. Clear communication with site coordinators and studio managers emphasized. Paper information can be passed institutionally; treasurer maintains passwords and accounts. 	<p>The second will be outreach to participating artists with the % donation requests</p> <p>Lindsay would like to hold a zoom meeting for tour managers to clarify roles / expectations</p>
<p>Password Storage</p>	<p>Lindsay clarified secure types of info Site Admin</p>	<p>Paper info can be handed on institutionally to President / Secretary</p>	<p>Everyone agrees that two hard copies of passwords / account</p>

	<p>Passwords Accounts</p> <p>Suggests hard copies for the Board President / Secretary or Treasurer</p> <p>Certain things would always be inherited by the new Committee leads are (ie. Newsletter update info, etc.)</p>	<p>And Treasurer has all password / accounts</p>	<p>admin info are kept with Board President and Secretary and a digital copy of this *may be stored on dropbox</p>
<p>Brochure feedback</p>	<p>Gale and Tina raised that at least 3 artists were disappointed their names were not visible on our brochure</p>	<p>Brochures & Marketing</p> <p>Brochure format will remain despite cost concerns. Website and database praised, though not all visitors use them.</p> <p>Suggestions included removing the map, adding a QR code, and exploring future publication options. Individual artists pay participation fees; the tour remains inexpensive compared to others.</p> <p>Advertising options discussed included Beachcomber, Chamber, and press releases.</p> <hr/> <p>Communication & Coordination</p> <p>Volunteer feedback on the brochure is welcomed. Studio lead communication needs improvement. Artists are encouraged to promote their own studios with provided guidance.</p> <hr/> <p>Next Steps</p>	<p>Discuss in January</p>

		<p>Continue evaluating brochure and marketing strategies. Maintain press and website promotion while monitoring resources and survey capacity.</p>	
<p>Wrap up info about Contact List</p>		<p>Lindsay comms should go to tour@vivaartists.com. Tina has an artists's email</p>	<p>Marla will update</p>