

Saugeen Artists Meeting Minutes (includes Treasurer Report)

Date: Tuesday, Feb. 2, 2016

Present: Maggie (minutes), Larry Shannon, Carol P., David Robertson, Jackie P, Dan N. Liz P, Bev M, José H, Janet Liesemer, Sue Dugard, Janet's Friend: _____.

Regrets: many absent because of threat of ice storm.

Topic	Action	Person Responsible	Timeline
Introduction / Welcome Remarks			
Minutes for Nov. 3, 2015	(m)Dan Nolan (s)José Holman carried-yes		
Treasurer Report Highlights: (report attached) Christmas Store Gross earnings: \$17,700 Saugeen artist acct received approximately \$2500.00 Square was fantastic, treasurer was able to triple check using inventory sheets, sales sheets, and receipt book. Hand writing was an issue – please be as careful as possible in future Advertising – money spent was below budget 7 artists made over \$1000.00 and 7 more made over \$500 ** if anyone wants to get their cheque, contact Bev Morgan to make arrangements for pick up or delivery.	Accept report: M – Dan Nolan S- José Holman Carried - yes	members	
Store Discussion and ideas: “THE BEST STORE EVER” – Liz Pybus – everyone worked together, great attitudes and effort. Everything jelled. Suggestions to consider: <ul style="list-style-type: none"> - increase rotation of stock - wrapping area too crowded - need more bubble wrap and supplies - ? bar coding system – enter codes and prices - streamline accounting system - internet connection? For discussion at executive meeting or next meeting: 1) If art is stolen, broken or cheque bounces /credit card fails, it is assumed that it is responsibility of the artist and if so then this should be made clear up front and should be in writing. 2) Can artists who have lower sales results be exempt from paying commission on their sales? Larry Miller MP sent a congratulatory certificate to us for opening the store!	Data entry	David R	
	Next meeting	Liz/Dan/exec.	
Art Map – do we want to purchase advertisement for Saugeen Artists? Liz offered to contact Barbara P. to get details of advertisement and to arrange email survey of artists if deadline must be met before next meeting. Barbara's reply: The cost for a display ad in The Art Map is \$185.00 plus hst. Size is 2.29” w x 2.4” h. Printing 25,000 copies. Deadline: extended to Feb 15. Also	Email survey	Liz	asap

that includes being listed on The Art Map website. Please get back to me ASAP. Spaces are filling up.			
Guest artists <ul style="list-style-type: none"> - need guidelines to have guest artists - need contract, fees ironed out, - ? offer spots to SA alumni - art must be “tasteful” 	discuss and bring to another meeting	Selection committee	March
Saugeen Artist Brochure <ul style="list-style-type: none"> - hundreds left over, ?print less, use old brochures for wrapping, ?better system of distributing – all of us need to help out - financial cost is minimal but what about environmental cost of waste. - ? print every 2 years 	Discuss at next meeting	Membership	March
Saugeen Artist Executive Elections Dan Nolan, Liz Pybus – co chairs are both stepping down Cindy Matthews, secretary – stepping down Bev Morgan – will continue for 1 year only – Volunteers and nominations needed	Volunteer Nominate, vote	Membership	March meeting
Feast for the Eyes – Southampton show April 1 – May 8 th Link: http://www.southamptonartgallery.com/news-and-events.html			
Liability Insurance - \$83 per month for \$2million -coverage for any Saugeen artist event	Look over document and report back to group	Carol Peltz	March meeting
Sights and Sounds <ul style="list-style-type: none"> - some discussion about opening a store for the month of July 			March meeting
“The Gift” – store in Mount Forest <ul style="list-style-type: none"> - the town of Mount Forest is providing store –per José - is someone willing to approach town council to ask if we can work together to have similar store? 			
Website <ul style="list-style-type: none"> - has been updated – there will be no fees - front page rotates different featured artist automatically - we each need to maintain our own page - name your picture files with your initial at the beginning of the title 			
Adjourn	m-Dan N s- José H carried -yes		

Treasurer Summary report of Hanover store Nov 5, 15 to Dec 24, 15

VERY Successful venture! The total Artist sales Nov to Dec was **\$17,704.61** (before 15% commission taken off). The Saugeen Artist account received \$2545 from the commissions. The use of the **square** for credit cards assisted the treasurer with daily sales. The treasurer was able to receive daily gross sales, amount deposited into account, total sales by transaction by cash, credit card & cheques. Once the artists became familiar with the process and using the tablet as a cash register, there were fewer or rare mistakes in December.

The summary daily reports summaries the total sales & transactions for each artist. This was double checked with the original sales sheets completed by the artists.

Out of the 18 artists participating 7 artists made over \$1000, 4 artists made between \$500- \$999, and 7 artists made less than \$499.

As of January 18, 2016 current balance is \$9247.74

Projected balance after all artists & bills paid balance will be \$2505.97

TOTAL advertising costs \$642.34

Advertising expenses paid Dec 13 for 2015 Nov/Dec store: \$409.72

Facebook ads Dec 17 & Dec 23, 2015: \$232.62

Samsung Tablet purchased with 3 yr warranty: **\$340.11**

Bank transactions Oct 29,15 to Jan 18, 2016 below:

Oct 29, 2015	DM	PMO 664202 Store Rental	\$2,220.00	\$1,139.49
Oct 30, 2015	SC	MAINTENANCE FEE \$2.50	\$2.50	\$1,136.99
Nov 4, 2015	CB	Withdrawn for float	\$50.00	\$1,086.99
Nov 6, 2015	DS	SQUARE INC MSP/DIV	\$85.67	\$1,172.66
Nov 9, 2015	DS	SQUARE INC MSP/DIV	\$367.20	\$1,539.86
Nov 9, 2015	DS	SQUARE INC MSP/DIV	\$4.87	\$1,544.73
Nov 9, 2015	CD		\$199.50	\$1,744.23
Nov 12, 2015	DS	SQUARE INC MSP/DIV	\$481.88	\$2,226.11
Nov 13, 2015	DS	SQUARE INC MSP/DIV	\$33.10	\$2,259.21
Nov 16, 2015	DS	SQUARE INC MSP/DIV	\$252.62	\$2,511.83

Nov 16, 2015	DS	SQUARE INC MSP/DIV		\$964.74	\$3,476.57
Nov 16, 2015	CD			\$281.00	\$3,757.57
Nov 16, 2015	CK	NO.6 (J Penfold-refreshments)	\$11.98		\$3,745.59
Nov 19, 2015	DS	SQUARE INC MSP/DIV		\$146.02	\$3,891.61
Nov 20, 2015	DS	SQUARE INC MSP/DIV		\$115.20	\$4,006.81
Nov 20, 2015	CD			\$75.50	\$4,082.31
Nov 23, 2015	DS	SQUARE INC MSP/DIV		\$304.70	\$4,387.01
Nov 23, 2015	DS	SQUARE INC MSP/DIV		\$356.30	\$4,743.31
Nov 25, 2015	CD			\$219.30	\$4,962.61
Nov 26, 2015	CD			\$749.15	\$5,711.76
Nov 26, 2015	CK	NO.7 (L Pybus store supplies)	\$51.14		\$5,660.62
Nov 27, 2015	DS	SQUARE INC MSP/DIV		\$48.15	\$5,708.77
Nov 30, 2015	SC	MAINTENANCE FEE \$2.50	\$2.50		\$5,706.27
Nov 30, 2015	DS	SQUARE INC MSP/DIV		\$204.64	\$5,910.91
Nov 30, 2015	DS	SQUARE INC MSP/DIV		\$60.67	\$5,971.58
Nov 30, 2015	CD			\$1,671.30	\$7,642.88
Nov 30, 2015	CK	NO.9 Artist sales	\$23.37		\$7,619.51
Nov 30, 2015	CK	NO.12 Artist sales	\$33.10		\$7,586.41
Nov 30, 2015	CK	NO.10 (Acer tablet)	\$238.40		\$7,348.01
Nov 30, 2015	CK	NO.11 (B Morgan printer ink)	\$21.29		\$7,326.72
Nov 30, 2015	SC	BRANCH 06 ITMS AT 1.25	\$7.50		\$7,319.22
Nov 30, 2015	SC	DEFT 01 ITMS AT 1.25	\$1.25		\$7,317.97
Nov 30, 2015	SC	\$\$\$ 104@ \$2.25/1000	\$0.23		\$7,317.74
Dec 2, 2015	DS	SQUARE INC MSP/DIV		\$95.91	\$7,413.65
Dec 4, 2015	CD			\$1,246.00	\$8,659.65
Dec 7, 2015	DS	SQUARE INC MSP/DIV		\$306.11	\$8,965.76
Dec 7, 2015	DS	SQUARE INC MSP/DIV		\$96.45	\$9,062.21
Dec 7, 2015	CD			\$1,105.55	\$10,167.76
Dec 8, 2015	DS	SQUARE INC MSP/DIV		\$67.18	\$10,234.94

Dec 9, 2015	DS	SQUARE INC MSP/DIV		\$267.71	\$10,502.65
Dec 10, 2015	CD			\$436.25	\$10,938.90
Dec 10, 2015	DS	SQUARE INC MSP/DIV		\$56.46	\$10,995.36
Dec 10, 2015	CK	NO.8 (S Fyfe- store refund)	\$165.00		\$10,830.36
Dec 11, 2015	DS	SQUARE INC MSP/DIV		\$203.46	\$11,033.82
Dec 14, 2015	DS	SQUARE INC MSP/DIV		\$264.41	\$11,298.23
Dec 14, 2015	DS	SQUARE INC MSP/DIV		\$262.34	\$11,560.57
Dec 14, 2015	DS	SQUARE INC MSP/DIV		\$48.67	\$11,609.24
Dec 14, 2015	CD			\$1,091.75	\$12,700.99
Dec 14, 2015	CK	NO.26 Artist sales	\$1,171.34		\$11,529.65
Dec 14, 2015	CK	NO.28 Artist sales	\$846.73		\$10,682.92
Dec 14, 2015	CK	NO.15 (B Morgan Acer returned,Samsung purchased)	\$101.71		\$10,581.21
Dec 14, 2015	CK	NO.32 Artist sales	\$1,289.52		\$9,291.69
Dec 14, 2015	CK	NO.20 Artist sales	\$25.37		\$9,266.32
Dec 14, 2015	CK	NO.16 Artist sales	\$772.95		\$8,493.37
Dec 14, 2015	CK	NO.23 Artist sales	\$461.05		\$8,032.32
Dec 15, 2015	DS	SQUARE INC MSP/DIV		\$204.43	\$8,236.75
Dec 15, 2015	CK	NO.19 Artist sales	\$328.99		\$7,907.76
Dec 16, 2015	CD			\$603.60	\$8,511.36
Dec 16, 2015	DS	SQUARE INC MSP/DIV		\$376.26	\$8,887.62
Dec 16, 2015	CK	NO.25 Artist sales	\$10.20		\$8,877.42
Dec 16, 2015	CK	NO.24 Artist sales	\$101.28		\$8,776.14
Dec 17, 2015	DS	SQUARE INC MSP/DIV		\$70.09	\$8,846.23
Dec 17, 2015	CK	NO.29 Artist sales	\$12.75		\$8,833.48
Dec 17, 2015	CK	NO.30 Artist sales	\$424.88		\$8,408.60
Dec 17, 2015	CK	NO.22 Artist sales	\$972.67		\$7,435.93
Dec 17, 2015	CK	NO.27 Artist sales	\$654.43		\$6,781.50
Dec 18, 2015	CD			\$594.85	\$7,376.35
Dec 18, 2015	DS	SQUARE INC MSP/DIV		\$156.74	\$7,533.09

Dec 18, 2015	CK	NO.17 Artist sales	\$644.20	\$6,888.89
Dec 18, 2015	CK	NO.31 Artist sales	\$561.09	\$6,327.80
Dec 21, 2015	DS	SQUARE INC MSP/DIV	\$364.09	\$6,691.89
Dec 21, 2015	DS	SQUARE INC MSP/DIV	\$220.01	\$6,911.90
Dec 21, 2015	DS	SQUARE INC MSP/DIV	\$226.52	\$7,138.42
Dec 21, 2015	CK	NO.18 Artist sales	\$391.76	\$6,746.66
Dec 22, 2015	CD		\$711.90	\$7,458.56
Dec 22, 2015	DS	SQUARE INC MSP/DIV	\$86.74	\$7,545.30
Dec 22, 2015	CK	NO.33 Artist sales	\$409.72	\$7,135.58
Dec 23, 2015	DS	SQUARE INC MSP/DIV	\$432.42	\$7,568.00
Dec 24, 2015	CD		\$663.50	\$8,231.50
Dec 24, 2015	DS	SQUARE INC MSP/DIV	\$415.19	\$8,646.69
Dec 29, 2015	DS	SQUARE INC MSP/DIV	\$309.20	\$8,955.89
Dec 29, 2015	CD		\$467.00	\$9,422.89
Dec 31, 2015	SC	BRANCH 28 ITMS AT 1.25	\$35.00	\$9,387.89
Dec 31, 2015	SC	DEFT 01 ITMS AT 1.25	\$1.25	\$9,386.64
Dec 31, 2015	SC	\$\$\$ 3,405@ \$2.25/1000	\$7.66	\$9,378.98
Jan 8, 2016	CK	NO.34	\$175.15	\$9,203.83
Jan 18, 2016	SC	REVERSE S/C (Bev spoke with bank for refund)	\$43.91	\$9,247.74

Note: our new community account includes:

- free 20 cheque transactions per month
- Monthly account administration fee of \$2.50
- free 100 cheques
- when our account balance is over \$5,000 then we don't pay administration fees