

The Arts Guild of Old Forge, Inc.

Board of Director's Meeting

October 26, 2009

Minutes

PRESENT: Deb Carhart, Patty Foley, Susan Hazard-Rimato, Kevin Jost, Gary Lee, Clark Lubbs, Helen McAleese, John Munyan, Katie Noonan, Debi Ritz, Kerry Rogers, Joan Spring, Bob Stanton and Phoebe Green, Interim Executive Director

EXCUSED: Ed Stafford

CALL TO ORDER: The "extra" monthly meeting of the Board of Directors of the Arts Guild of Old Forge, Inc. was called to order by President John Munyan at 6:35 PM.

John introduced John Nemjo. John and the board discussed the possibility of a proposed headliner concert as a cooperative venture and fundraiser. Many aspects of this fund raiser were discussed including a possible date, the entertainment possibilities, the time element and the number of volunteers needed. A small committee will be formed to create a timeline and list of tasks to be completed, including contact with the TOW Board. The committee will include: Susan Hazard-Rimato, Clark Lubbs, Katie Noonan, John Nemjo and Phoebe Green.

Search Committee: Kevin Jost reported on the Search Committee progress. Interviews are being scheduled for the second week of November. There have been five (5) resumes recently received that have been given a "number one" status. (meets all criteria) Pat Tappan and Bill Simpson will meet on Tuesday, October 27th. The application window will remain open for two more weeks. There probably will not be any interviews next week, but the interview team will meet to prepare for the upcoming interviews.

Business Plan: Kevin Jost reported on the updated Business Plan. There will be five outside individuals that will look at the Business Plan and provide feedback. Each Board member received the plan by email, as well as a PowerPoint presentation. Discussion/comments included the depth and breadth of programming, the strong emphasis on community benefits, the fact that the authors were conservative on revenue and expenses, the increase of general admissions to events and new performance prospects.

The discussion moved on to the completion contract information from Gaetano Construction and the final alignment of expenses. It appears that it will be just under 3 million to complete.

PR Next Steps: Deb Carhart reported on the activities that have taken place which highlight our desire for better PR and open communication with the public. Deb informed us that there are three nominations from our Art Center organization for the Tip of the Cap awards to be held on Thursday, October 29th at 6:30 PM. The Board was encouraged to attend this function in support of those nominated and to increase our visibility in the community.

The filing date of the mortgage is needed for an article that will soon appear in the local newspapers. Deb thanked those who attended the recent CAA Annual Meeting. A Community Forum is planned for the second week of November. It will be held at the Art Center. Several ideas were discussed for future articles in the local papers. These included a donor profile to accompany an article about fundraising and a follow-up article from Senator Seward's visit. Deb announced that Senator Kristen Gillibrand will be visiting the Town of Webb on Friday, October 30th at 3:00 PM. Deb arranged for the meeting to be held at the Art Center. Several of the Board members will attend, along with other invited guests from our community. The USDA application is almost complete.

The contract with CAP-21 expires at the end of October. Deb, wearing her CAP-21 hat, informed us that we could sign on for another three months at a reduced rate. Joan Spring moved and Gary Lee seconded a motion to continue the relationship with CAP-21 and to sign another contract for three months at a rate that is determined by Deb Carhart and Julie Benzo-Barber. The motion was carried.

An additional and final comment in this discussion was a suggestion that we should do some outreach to the newly elected Town Board members and bring all Town Board members up to speed with our situation and goals.

MINUTES: Helene McAleese moved and Gary Lee seconded a motion to accept the minutes of the October 12, 2009 meeting. The motion was carried. Joan will email the minutes to Jody for posting on the website.

DIRECTOR'S REPORT: Phoebe reviewed the three objectives that she focused on when she was hired as Interim Director in July. Those objectives included: to make sure the day to day operations of the Art Center and the planned events ran smoothly, turn negative feelings and thoughts in the community to positive ones—especially north of Old Forge, and work with the Board, staff and volunteers for the greater good of the new building. Phoebe will add the task of working on small programming grants for the next three months. She announced that we received some money from the TOW Schools for half the cost of a recent student program that the Art Center sponsored.

The Annual Membership Party will be held at the Forge Motel on Friday, November 6th. Please bring an appetizer or dessert.

The Holiday Bazaar will be held once again on Sunday, November 15th. Please donate an item for our Bread Booth. It was decided during this discussion to establish an “Art Center Information Booth” at the bazaar. Phoebe shared with the Board information regarding a conference in NYC on November 10th on the use of volunteers in a nonprofit organization (\$95). There is also a conference on that same date entitled Strategic Management in Tough Times (\$25). Phoebe will attend that one which will be held locally.

Fifteen individuals attended the Weather Watcher training session held at the Art Center last week. We eventually want to have a weather station in the ECO Gallery.

Phoebe met with Betty Rintrona regarding the kilns. It is very expensive to fire up the large kiln. We could use a smaller kiln. They are priced at around \$750. Discussion ensued that resulted in the fact that we need a list of desired items for a possible contingency budget. We should also check on kitchen items and equipment that may be needed and check with Kinderwood for their list. It was suggested that a small kiln may be available for sale second hand or borrowed.

There is increased use of our website.

Kerry Rogers will meet with the staff, Betty Rintrona, Susan Hazard-Rimato, Sue Russell, a rep from Kinderwood and Phoebe to tour the new building a complete the Wish List.

Kinderwood requested that the website be changed so that donations can be pledged to the Kinderwood Program and Suite. That request can not be granted at this time. It will be considered in the future.

Kerry Rogers reported that the generator in the new building is not working properly. It is recommended that we enter into a contract with Kingsly Power. There is an initial \$200 fee for the first visit. Perhaps there is someone locally who works on generators and could advise.

All board members received a copy of a letter regarding a collaborative effort with Bard College in working together on a program entitled “Bach in the Adirondacks”. After a short discussion, Debi Ritz moved and Gary Lee seconded a motion to proceed with the collaboration. The motion was carried. We will ask Ray to write a written agreement for us to sign. When the contract arrives it will be handled within the realm of the Performance Committee.

The donated canoe will be hung from the balcony at Home for the Holidays. We should put all of that information on line.

COMMITTEE REPORTS:

Committee Reports in writing included: Construction, Personnel and Quilt

Finance Committee will meet on Thursday, November 5th at 4:00 PM.

John and Deb Munyan would like everyone to save the date—December 19th for a Holiday Party at their home.

Helene McAleese moved to adjourn the meeting. Gary Lee seconded the motion. The meeting was adjourned at 8:48 PM.

The next regular Board of Director's meeting will be held on Monday, November 9, 2009 at 6:30 PM.

Respectfully submitted,
Joan Spring