

2020 was an unprecedented year that called for a lot of flexibility and innovative changes to our organizational structure so we could survive the pandemic. Not only did we make substantial improvements to our physical space and business operation, we focused on promoting our gallery virtually, improving our website, and newsletter distribution and on keeping the public interest by increasing our presence on social media. We not only kept our doors open, we have emerged from the pandemic with a broader reach, increased following, and a stronger visibility and notability in the art community. Things are changing rapidly, as people become vaccinated. As things become more “normalized,” we need to remain flexible. We will continue to make adjustments to our organizational structure as necessary to optimize functionality. There will be new roles for new members to take on. The bottom line is together we will continue to move our gallery forward with our creative ideas, hard work, and team effort.

We are all in this together.

I sincerely appreciate all of you and the contributions you make to HQ.

*Barb*



Tibby – for organizing and managing the Unframed Art Sale

Jean – for doing a DEMO in front of the gallery

Craig – for fixing the outdoor sign so it has our correct business hours

Ebba – for putting HQ on Benicia Marketplace and hustling jpgs for Instagram

Sam – for all her outstanding job of organizing the Ekphrastic Poetry Event

Susan, Barb, (and her husband, Joe) for putting together the new cabinet in the gallery

To everyone who's taken extra docent shifts

Check out what Samantha has done to our HQ website! Thanks, Sam. It's awesome.  
[hggallery.net](http://hggallery.net)

If you want to sell your art, you need to show it to the world. The Communications/Publicity Committee works hard to promote art in the gallery, but they need photos of your artwork to do that. Send jpg files of your artwork **BEFORE NEW SHOWS OPEN**, labeled with your name, title, media, & dimensions.

[cbmoline46@yahoo.com](mailto:cbmoline46@yahoo.com) Posters, print media

[hqgallery@gmail.com](mailto:hqgallery@gmail.com)

Mail Chimp E-blasts, [tibbylerner@comcast.net](mailto:tibbylerner@comcast.net) Press, Social Media

[ebbana55@gmail.com](mailto:ebbana55@gmail.com)

Instagram

[okjustok@gmail.com](mailto:okjustok@gmail.com) Facebook

[sam@samanthamcnally.com](mailto:sam@samanthamcnally.com)

Social Media, Website

Sign up on WeJoinIn to do a demo by adding your name + **DEMO** on any Saturday from 1 – 3 pm  
Questions? Contact Joyce Byrum

2021 SCHEDULED GENERAL MEETING DATES REMAINING

MAY 3

JULY 5

SEPT 13

NOV 1



Les Overlock, we know you won't be far from HQ.

HQ Gallery artist members send their sincere heartfelt sympathy to Gay Roche for the loss of her husband Jim. Our thoughts are with you, Gay.

## Steering Committee

Chairman: **Barb Duvall**  
Vice Chairman: **Tibby Lerner**  
Communications Chair: **Pat Calabro**  
Finance: **Mary Frances Kelly Poh**  
Gallery Founder: **Susan Street**  
Member at Large: **Samantha McNally**

Applications for Membership: **Susan Street**

## Communications & Publicity Committee

Art Walk Reps (Main Street): **Joyce Byrum/Bruce Pope**  
Printed Material: **Craig Moline**  
Accounts: **Mary Frances Kelly Poh**  
Mail chimp Contact List: **Pat Calabro**  
Press; Social Media: **Tibby Lerner, Jean Purnell, Sam McNally, Ebba Navas, Ok Kyong Harahan**  
Website: **Sam McNally**

Docent Schedule - WeJoinIn: **Barrie Robinson**

Downtown Business Alliance Rep: **Susan Street**

## Installation Committee

**Gay Roche**  
**Samantha McNally**  
**Susan Street**  
Robert Schwiebert, Volunteer

Newsletter: **Barb Duvall**

Note Card and Gift Rack: **Tibby Lerner, Craig Moline**

Special Events: **Ebba Navas**

The docent binder (in the new cabinet by the docent desk) has been updated with recent steering committee policies and procedures. The binder is reorganized alphabetically with tabs. Please take time to familiarize yourself with it when you docent. It contains important information and complete instructions for docents.

**NEXT GENERAL MEETING**  
**MAY 3, 2021**  
**@ 4 PM**  
**ON ZOOM**

Please remove old artwork and drop off new artwork after 5 pm on Sunday, May 2, but before 6 pm, Tuesday May 4. This includes art in the bins and your own bins that were used for the unframed art sale.

