

HQ General Meeting May 3rd 4:00 p.m. on zoom

Attendance: Tibby, Pat, Craig, Barb, Bruce, Susan, Mary Frances, Ebbie, Samantha, Jean, Fiona, Ok Kyong, Annette, Barrie. (If I missed anyone, my apologies.)

WELCOME to Fiona Hughes, she is a painter and also brings video and marketing skills to the gallery. Farewell to Les and best wishes in his future endeavors.

NEXT SHOW: Art-Filled Life through June 27th. Please remove work by Tuesday evening including pieces from the unframed art sale. This new show includes poems and essays written by the Benicia Literary Arts and First Tuesday Poets. The zoom presentation of the ekphrastic event will be on Saturday May 8th starting at 2:00. Unlike other years, we are including the written works on the walls along with the artwork.

Thanks to Sam for all the work she did behind the scenes, coordinating the artists and the poets, to Barb for laminating all the printed pieces and the installation committee for laying out the space. (Added note: Sam also did a great job on the day of the video presentation, being our tech guru, and Barb did a great job as the MC). It's a great idea to thank the poets that wrote about your work.

ARTIST DEMOS: If you want to do an outdoor demo, just put your name on the Wejoinin Schedule, typically Saturday or Sunday 1-3:00, but it's up to you. This does not count as a docent shift and there must be a docent in the gallery during the demo. The gallery has tables and chairs that you can use and you can post artwork on the fence outside. These demos are good for your sales and also help to put the gallery on the map.

MEDIA: Members of the communications committee need images of our artwork a few weeks before each show, so they can start getting the word out on Instagram, Facebook, the newsletter, Mailchimp, Website, Mainstreet email and printed media outlets. Please see the list in the member section of the website and send your images in early. Preferred format is jpeg with your name, title, media, and also size and price.

Ebbie is looking into getting us on the Benicia Marketplace website where we can show 4 pieces a month. First come first serve on that. Many of the Benicia galleries are using this site to promote their artists. Fiona and Sam are going to create a video explaining to us how to size and send images to post.

WEBSITE: Check it out! Also, send Sam info and images that you want on your individual artist page. What you can find in the member section of our website: newsletters and news articles, the inventory sheet, label format, featured artist list, how to ring up a sale. Eventually there may be more info about various procedures. There are new member applications in the "About" page. Susan handles membership questions and will send them the applications forms via email. Pat and Mary Frances check the gallery emails. On the contact page, there is a place to send questions that go to the gallery email.

**COLLABORATIVE PAINTING:** Sam sent out a video from YouTube showing what a collaborative painting is and she is proposing that we do the same. Pat donated a large canvas and there is a signup sheet for artists to take a turn painting part of the canvas. Media must be water-based but not watercolor. Collage will work with modge podge. The theme is the Benicia Waterfront and the painting will be given away to a visitor during the July 10th Art Walk. Visitors will fill out a form that goes into a drawing.

**FINANCES:** Mary Frances says please make sure that you are using the Library function on square when you ring up a sale. There are instructions in the sales binder in the gallery and also on the member section of the website. With this function, you enter the name of the artist whose work you are selling and you can do it for more than one artist per transaction. This saves Mary Frances tons of time when reconciling the books and makes it easier for her to pay us. Take the statements and your checks out of your file and compare them to your pink slips. And cash your checks, please!

We are doing okay financially with 18 members although at 20 we are full, making it easier to meet our expenses and docent shifts. With some members occasionally out with illness or family issues, we have been asking members to take three shifts per month instead of the usual two, until we are fully staffed.

**HOUSEKEEPING:** There is a schedule in the docent binder in the gallery for weekly cleaning assignments. Please check it out and follow the schedule! Also, whoever has the first shift of the day should call the people who are working the next day to remind them about their shifts.

**CARD RACK, PETITE PIECES RACK and UNFRAMED ART BINS:** There are currently eight artists using the card rack, and with 72 pockets, each artist has nine pockets. All members are welcome to use the card rack and either Craig or Tibby will make the space for you, just let us know if you want to be added in. We are dividing the pockets up equally between artists, so keep your pockets filled, but not overstuffed, for easy viewing.

The Petite Pieces rack is for mini artwork, bookmarks, magnets and similar items, but not crafts. The steering committee has final say in what types of items are acceptable. There is currently still room for more artwork, so please contact Craig or Tibby if you want to add some pieces.

The unframed art bins are also open to all artists. Generally, there is room for two pieces per artist, except for unframed canvases, only one because of the extra depth. Artwork in any of these additional spaces should be in protective covering, labeled and priced.