

## HQ General Meeting Notes 7-12-21

EXCITING THINGS are happening as things are opening up. Many people came into the gallery this weekend for Art Walk, for the HQ Scavenger Hunt and for the drawing for the collaborative painting. The Artist of the Month continues, we have the Peddler's Fair in August and the mannequin auction display in September. We have two new artists joining the gallery, one in August and one in September, and one on a waiting list. The two new members bring us to our optimum member number of 20.

THE SQUARE: We watched the instructional video for using the Square, including putting the receipt number in the "Notes" section, using the Library function to credit each artist with their sale, then total, and how to navigate between pages if needed. The video is posted on the HQ Gallery website, in two segments, in the members only section of the website.

We are not currently using the gift card tender option, and other gift cards and Downtown Dollars should be entered as cash, and the city of Benicia's E-dollars should be entered as credit. Please watch it again and ask any questions to Mary Frances if you need help.

COMMITTEE/ORGANIZATIONAL CHANGES: Bruce is taking charge of the Art Walk, This involves attending some meetings, a flurry of emails and being responsible for picking up and delivering the passports each month, and more. Thank you, Bruce!

Sara has volunteered to monitor the Wejoinin sign-up sheet for empty slots and to remind people if they have not signed up for their shifts. She is definitely NOT in charge of filling shifts or finding substitutes if someone cannot cover the shifts that they signed up for. If you cannot cover your shift, you are responsible for finding someone to do it for you.

Ebbie is now the chairperson for the Events committee, with the Hospitality committee under her umbrella. The hospitality committee needs a chairperson. The events committee organizes the events and hospitality helps provide set up, take down of tables, etc and also providing food, when that is appropriate. All members will rotate in providing food for special events, when we are able to do that.

COLLABORATIVE PAINTING: Susan will draw a name and notify the winner. Whoever is docenting at the time that the winner comes to pick up the painting, please take a photo for us to use as publicity!

SCAVENGER HUNT: This event brought many people into the gallery. Each participant that fills out the entire form gets a free, very cute HQ Gallery pen and gets their name entered in a drawing. They also get their email entered into our Mailchimp address list. At the end of each month, the artist of the month draws a winning name. The winner will receive a "petite piece" from the artist of the month, if the artist is able to contribute one,

or a photograph of one of their pieces, to be determined. It is preferable that the petite piece to be given away is on display during the month.

**PEDDLER'S FAIR:** Thanks to Mary Frances for getting the forms filled out and submitted to the organizers, signing us up for two booths near the front of the gallery. The tents will be provided by Ebbie and Robert Schwiebert.

Artist that are participating will need to put \$20. in Mary Frances' envelope, with a note about what the money is for. They will need to bring up to 3 pieces to hang on the grids, maximum 12x12 and up to 6 pieces for the unframed bins. There will be 6 bins for the unframed art. There will be two card racks (the one in the gallery and one from Gay) and also the rack of gift items from the gallery. Please bring your artwork in a box or something easy to carry, as Susan, Samantha, Bruce and Michal will be setting up at 6:00 a.m. Saturday morning 8/14.

More information will be coming about exactly when to bring your artwork and any changes in gallery hours for Friday the 13th, to allow for bins, grids and artwork to be stored in the gallery overnight before the fair. there will also be information about when to pick up your work.

**MANNEQUIN AUCTION:** In early September we will be showing three mannequins painted by local artists. They will be auctioned for charity later in the month at the Jefferson Mansion. Arata and Estey galleries will also be showing some of the dummies. More information about the auction can be seen at [www.mannequinauction.com](http://www.mannequinauction.com).

**STUDENT ART DISPLAY:** Starting Wednesday, 7/14 we will be displaying an art installation created by three Benicia High School students. The artwork will hang in place of the poster with our faces on it until the end of August. The artwork will be on sale and Susan will post information about that at the docent desk.

**FEATURED ARTIST:** More information is coming about a vacancy for August.

**GAY'S PORTRAITS:** Gay is doing sketches of the musicians that are playing each Saturday at St. Paul's Square and the Capitol Building. Joyce will take a photo of Gay sketching to use for publicity for the gallery. Also, Susan or Barrie will send Gay photos of the new artists so she can do their portraits. Then they will go to Pat to include them in the group poster, and Craig will print the poster.

**WEBSITE:** Samantha is our webmaster. Here are some of the items you will find on our website:

Artist each have their own page, so please send Sam images and bios that you would like to have displayed there. She also adds photos of art in current HQ shows.

The Artist of the Month video is displayed on a loop, or you can click on it to hear the music.

Be sure to repost Facebook items that are posted on the HQ FB page, on your own FB page, please!

The password to get into the Members Only section of the website is 333dgallery. There you will find: the members only section of the bi-monthly newsletter, meeting minutes, inventory sheets, template for the show labels, contact list of all the members, check request forms for expense re-imbusement (check with Mary Frances before spending money) and the Featured Artist calendar. Wow! That's a lot of good information, thank you, Samantha!

On the "About" page of the website, there is information about how artists who are interested in joining the gallery can get more information.

Please make sure that you are signed up to receive our emails. There is a section of the website for that.

There is also a Press Page on the website. Please send Sam images of non-crinkly newspaper or magazine articles that she can post.

YOUTUBE: Fiona is creating videos about each Featured Artist. To do this, she will need images of 6-8 pieces of their artwork that will be on display during their month, 1 or 2 good headshots, a shot of them doing their artwork, and some bio information. She is creating a form that each Featured Artist can use to remind them of everything that would be needed, and would prefer to have all the information early in the month prior to their featured artist month, to give her time to prepare everything. She will also want to spend some time talking with the artist so she gets to know us and can create the video portrayal.

Sam was able to update our email information on our Mail Chimp, removing the outdated information from Manon Jodoin's email, which was not an easy task!

FINANCES: Mary Frances says that we are doing fine financially. Checks for June sales will be in our files soon, and Mary Frances will email those artists receiving checks to let them know that they are available. And please cash your checks in a timely manner! It makes bookkeeping so much easier for her.

INSTALLATIONS: Fiona and Susan will team up to create some media about our July student artists to send out to the communications committee, combining photos and interviews to go out to all our media connections and Craig will make a poster.