

## SCG Art Club

### Executive Board Meeting

#### Carol's House [SCG Facilities closed]

Wednesday, September 23, 2020 ~ from 9:30-12:30 am

- 1) Meeting called to order by President Carol Peterson at 9:40 am
  - a) Members present: Carol Peterson, Sue Dickey, Diane Groszko, and Lesley Cowles.
  - b) Michelle Hansen and Reesa Zuber joined via Zoom
  - c) Martha Connor, absent
- 2) 3) Approved minutes from last board meeting 5/27/2020, moved by Lesley and second Michelle.
- 3) **Financials:** Diane
  - (1) Income and expense
  - (2) 14,000+ in checking
  - (3) Constant contact only on going expense each month
  - (4) Some tuition income in Sept for Oct classes
  - (5) Microsoft renewal for Diane's computer, Quicken in December, Norton Dec 31, 2020
  - (6) Investigate using Microsoft Cloud
  - (7) In May renewal of domain name
  - (8) Three year renewal with Dream Host our Hosting website is through 2022.
  - (9) Only income is renewal of membership
  - (10) For next year's budget planning, create a budget with a 40% reduction
  - (11) See financial forms submitted by Diane.
- 4) **Reopening:**
  - (1) **To Our Members:** Even with all our effort, there is a possibility of touching similar surfaces or getting close to another person. If you have compromised health or have tested positive for Covid please DO NOT come to the club. Similarly, if you have a vulnerable person at home please take appropriate precautions. Anyone who comes to the club does so at their own risk. If you have any concerns err on the side of caution.
  - (2) **Covid Basics:**
    - a) Wear masks at all times, Shields and neck gators are not a substitute.
    - b) Maintain social distancing of 6 feet [no gathering in clusters]
    - c) Stay within room capacity, studio one, ten (10) plus the monitor. If studio 2 is available it can be used but is limited to ten (10). A sign will be posted on the door when capacity has been reached in either or both studios.
    - d) Partition, one for each studio, will be obtained by Diane and installed by Carol and Diane.
    - e) Clean and sanitize regularly with products provided.

- f) Maintain current policies and procedures. Any changes to policies and procedures noted here are temporary and will revert back once the club is open without restrictions.

#### 5) **General:**

- a) A board member will be on call during open hours and stop in at the club to respond to any issues/questions that may arise. This schedule is for the first two weeks
  - a) Monday – Carol Peterson
  - b) Tuesday – Diane Groszko
  - c) Wednesday – Lesley Cowles
  - d) Thursday – Sue Dickey
  - e) Friday – Michelle Hanson
- b) Cleaning: 90% alcohol, two in each studio [at the desk and sink] Lesley will order from Amazon and Diane will contact CAM to replace broken towel dispenser which is now working.
- c) Guidance will be given to members regarding adhering to guidelines. Members who refuse to follow guidelines will be asked to leave and obtain a mask or not return until the club is fully open. If they continue to refuse, call security.
- d) The Art Club is Members-Only for use. Potential new members are welcome.
- e) There are no sales, no bins and no jewelry, no market days or Saturday group until further notice.
- f) If there is no monitor follow current policy.
- g) Emergency monitor from whoever is in the club [no credits given]
- h) Must be at least two or more people in the studio. No one is to be in the studio alone except for the monitor.
- i) Once capacity is reached, no one else will be allowed in.
- j) Overflow into Studio 2 allowed when that room is available.
- k) A sign on the door will be posted when one or both studios have reached capacity. Ten (10) per room plus monitor or instructor.
- l) **Classes:** Instructors please retrieve easels need from Studio 1 closet as part of you setup. Do not send class participants into Studio 1. This will help maintain proper occupancy numbers in each studio.

#### **Monitors:**

- a) Follow updated checklist.
- b) Follow applicable Member guidelines below.
- c) No buddy or shadow monitors at this time.
- d) Monitors can do their own art work at a table, temporarily.
- e) Before opening, sanitize common areas in both studios: counter, sink area, door handles, front desk, computer keyboard (no liquids), printer etc. Tables and chairs to be cleaned by members.
- f) Proof or signed CAM waiver or sign a new waiver. Monitor is to note this on the computer when the Member swipes their card.
- g) Note entry and departure time on list provided. This is for in the event someone test positive for Covid there would be a record of participant who may have been exposed.
- h) Post “At Capacity” sign on door as needed.
- i) Money accepted for new members and dues

- j) Assure that members follow the guidelines and clean their work area.
- k) Connect with on-call board member/chair for support and assistance
  - (i) Monday – Carol Peterson
  - (ii) Tuesday – Diane Groszko
  - (iii) Wednesday – Lesley Cowles
  - (iv) Thursday – Sue Dickey
  - (v) Friday – Michelle Hanson

**6) Members:**

- (1) By entering the Art Club and swiping your card, you are agreeing to follow the guidelines established to keep everyone safe as possible.
- (2) Bring proof of your signed CAM waiver (extra forms will be at the club).
- (3) Swipe your own CAM card.
- (4) Bring your own pen.
- (5) Wear a mask. Shields and neck gators do not take the place of a mask.
- (6) Deep clean your work area, chair, and easel, etcetera before and after use.

**7) Executive Session**

- (1) Reesa moved, Diane second to open executive session.
- (2) Discontinuing Grand Learning, vote in October, is a policy change.
- (3) See Addendum 1 for topics discussed.
- (4) Leave Executive session.

**8) Regular board meeting**

- (1) Carol moved, Diane second to reenter general executive board meeting
- (2) Everything is on hold
- (3) Carol will be board liaison to Education
- (4) Oct Meeting: Budget – Approve/ Start Policy Review - Changes
- (5) October 28<sup>th</sup> – Carol’s house /
- (6) Send out doc 1 week prior [Reesa/Diane etc] – Agenda will be prompt
- (7) Nov 4<sup>th</sup> General Meeting – Zoom [100?] / Gift Cards – how to award?
- (8) Nov 18<sup>th</sup> Meeting: Finish Policy Changes
- (9) Dec 2<sup>nd</sup> general meeting – Zoom
- (10) Winter Social – 12/11 outside. Scheduled for Auga Fria room
- (11) Need a general member to pass the 2021-2022 budget

**(9) Adjournment**

- 1. Lesley moved, Diane second, adjournment
- 2. Meeting adjourned by Carol 12.42 pm