

The meeting was called to order by Debbie Young, President at 10:01 am

Board Members Present: Debbie Young, Angi Jensen, Anne Milligan, Eva Kozun, Viola Marshall, Pat Warner, Lauren Churchill, Melody Todnem

- Approval of November's Board and General Meeting Minutes

Pat Warner motioned to approve the minutes and Melody Todnem seconded the motion. Motion was approved.

- Treasurer Financial Report: Debbie Young

Debbie reported on the status of getting the financials in order using the bookkeeping software Monkypod which hooks up to the bank accounts updating automatically the debits and credits transactions. The person who takes this over will only need to categorize the transactions so that they can be reported against the suggested budget that will be set up.

Debbie provided a sample of what the board meeting financial reports will look like and noted that she will act as a temporary book keeper for 4 months or until the special committee can find a replacement. Debbie and Melody both have signing authority over the accounts.

Once the accounts and suggested budget (which will be based on last year's budget) are loaded into this software system. Debbie will be paying upcoming bills (annual storage unit fee, PO Box fees, website hosting fees, state tax, etc) and provide reports for all members monthly. Debbie asked for authorization to move money from First Fed Savings to First Fed checking if necessary during the shutdown. Eva motioned to approve this and Anne seconded the motion. All voted to accept this.

- Special Shutdown Committee Status

Pat reported that the committee gathered and came up with a plan to send out a survey to see what people want out of the group. Pat asked if they send out the surveys via mail can Chris (the leader of this committee) submit an expense report for this. Debbie said yes.

Chris asked if we wanted to continue with the Studio Bob Art show like we did last year. It was advised that if Pat is willing to handle the extra work involved there was no reason why Chris couldn't run this, however they should seriously consider the work involved while trying to save the organization at the same time.

Social Media management is in need of addressing. See below for details.

Another item that the committee needs to address, as this process needs to start in January, is whether to proceed with the annual scholarship offering since it was reported that there are funds allocated for this. Debbie said this is up to the Committee. See below for more details.

They have not come up with a President or Treasurer yet but still are working on this. Minutes from this meeting will be sent out to the membership soon. The next meeting is schedule for the January 3.

- Committee Reports:

- Scholarships: Anne Milligan will hold on to all the information required to execute scholarships. Discussed whether to actually execute a 2024 scholarship award, Debbie said if the Special Committee wants to move forward with this, they will need to start the process in January as noted above. It was suggested given the work involved that we suspend this offering this year.

- Gallery Committee: Lauren reported that since the group voted to shut down the gallery the last day it will be open is December 16, Saturday. After, what doesn't sell the artists can either take their art home that day or come back the following Saturday, December 23 and pick things up.

Discussed what to do with the art donated from Carol's estate. Eva is going to ask the Port Angeles Historical Society if they are interested in the unsold art. If they are she will volunteer to remove the frames and take the paintings to them. Cassandra asked if we could keep some of Carol's art that doesn't sell and display them with purchasing contact information. Everyone agreed this would be ok and we will see what is left over after the sales and Eva's historical society work.

The glass rack will remain after we close down the gallery as it is attached to the wall and would not survive moving and storage. The remaining items will be put in storage.

- Membership: 1 new member. Discussed renewal status. Debbie will write in an email about the status of the organization and that there will be no refunds for anybody signing up or renewing memberships.

- Publicity/Advertising and Facebook: Angi Jensen, Debbie Young - Debbie reported that Facebook administration has been handed off to Cathy, however Instagram is not working right and someone needs to take ownership of the issues of how to hand over the admin duties in the software which currently is Anne Mulligan but she will not be managing it going forward.
- Historian- Eva Kozun Report - Eva brought in all of the history books she has been collecting and maintaining over the years. Until we can find someone to maintain these going forward, they will be put in storage.
- Sunshine Committee: One card went out to our member Antoinette Teglovic.

#### New Business:

Discussed annual charity donations, Debbie asked if we wanted to repeat what we did last year. After discussion it was agreed that we will donate \$100 to Shipley Senior Center, Mosaic and Sequim Food Bank.

Meeting adjourned at 11:24

Minutes taken by Angi Jensen.