



## Board Meeting Minutes January 12<sup>th</sup> 2021

<i>Minutes Approval: Jared Reynolds, Sandra May, Ron Merrill, Andrew Heath, Ben Braggins, Bill Yacopucci</i>	<i>Nay: none Abstaining: none Missing: Jen Cook</i>
--	---

**Attendees:** Jared Reynolds, Sandra May, Chelsea Bailey, Ron Merrill, Andrew Heath, Bill Yacopucci, Ben Braggins

**Apologies:** Jen Cook

Our meeting began at 1:04 with a review of December's minutes. Ben moved to accept the minutes; Jared seconded, and all present voted for acceptance.

Jared had sent the board proposed quantifiable first quarter goals for increasing membership and volunteers, another successful Artist in Residence round, robust classes and teaching policies, and space development. We also went through a prepared list of jobs that need doing at the space, both assigned and open, and board members were encouraged to identify tasks they could take on. Andrew has a strong interest in helping develop our education program before his summer schedule impacts his free time. There are also areas such as working on policy that can be done from home.

Ben made a motion we approve Jared's goals as a board and Andrew seconded. All present at the meeting voted aye. Jared will publish the goals out to our membership as well. Andrew asked that we share out a list of people who might be willing to volunteer for various tasks. We agreed to discuss the more granular details of the approved goals in Slack.

The board moved on to financial matters. Jared suggests we hire an accountant to assist with our Form 990 non-profit reporting for 2020. Ben moved we approve a \$500.00 set-aside for accounting services, Bill seconded, and the entire board voted yes. If necessary, we can also request a six-month filing extension. Our report is due for the Non Profit Emergency relief funds received; it must be submitted through the GOFERR portal by January 30<sup>th</sup>. Sandra reported that in a recent status call the state signaled a recognition that businesses were doing their best in their applications during chaotic, unpredictable times, but they remain firm about the filing deadline.

We still have tax credits to sell before the end of March. Sandra asked Ron if there might be any takers among the hardware stores where he has relationships. He has two planned reachouts in the coming weeks. Ben also suggests we approach property managers of apartment complexes about offering discounted memberships to their residents as a perk.

The first quarter reimbursement request for our current USDA grant has been sent out, and the Charitable Foundation grant closed out. We are working on a new grant request to fund the Artist in Residence program and purchase additional equipment, which could be the paint booth or perhaps a metal prototyping machine. Jared also asked for verification that the Franklin Savings Bank, who has been very generous with the aid, is represented on our website. We will look to do future social media posts repeating our thanks for their assistance in building out our shops.

Jared and Andrew are also sorting through our initiatives with the Arts Council to establish what we can cover with our current resources and how we can assist the various partners.

Ben reports he is working on a formal proposal to submit to the board on a mentor membership model, to be used to help bring in highly skilled volunteers.

Our meeting came to a close at 2:13 pm.