

CWS BOARD MINUTES  
August 23, 2011  
Terrey Harrod's Home, Denver, Colorado

CALL TO ORDER: President Chuck Danford called the meeting to order at 3.54 pm.

MEMBERS PRESENT: Chuck Danford, Mary Jo Ramsdale, Terrey Harrod, Linda Olmstead, Sydney Eitel, Kate Wyman, Micheon Oklar, David Wicks, Arleen Brogan-Smith and Vicki Tucker.

OPENING REMARKS: Chuck welcomed everyone and thanked Terrey Harrod for opening her home for the meeting.

- Chuck updated the Board on their previous approval on hiring Board Member, Arleen Brogan Smith, as an Administrative Assistant: It has since been determined that a Board Member cannot receive a salary. Filling this position will be put aside for now and CWS may consider hiring an Executive Director. David Wicks will research the Bylaws to see how to go about this.
- The Bylaws state that the current Board President will also serve as the WFWS delegate. As Gene Youngmann has been the CWS delegate to WFWS for many years, Chuck Danford has asked Gene to continue on in this capacity. A change will need to be made to the Bylaws.
- Chuck reported that all Board Members replied in the affirmative to his email regarding giving Foothills Art Center \$500 to be used as an award for the Rocky Mountain National Watermedia Exhibition.

MINUTES: The Board approved the minutes from the June 21, 2011, meeting.

REPORTS FROM EXECUTIVE BOARD MEMBERS:

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Membership: In lieu of our Membership Chairperson, Kathy Fraughnaugh's, resignation, this position is now vacant. Chuck Danford feels that a committee might be a better solution because of the workload involved.

- Discussion on how this job could be done more easily. Mary Jo Ramsdale and Chuck Danford will look for a replacement.

VP Workshops: Terrey Harrod reported on the upcoming workshops: David Drummond, Sept 9-11, registrations are coming along; Peggy Stenmark, Oct 12-14; Sterling Edwards, May 28-31, 2012; Kathleen Conover, 2012 State Show Juror, Feb 28-Mar 1, 2012. Future workshops are being discussed with Ted Nuttal and Stephen Quiller.

- Discussion on compiling some guidelines for the logistics and financial aspects of accommodating workshop teachers, program presenters, etc. Terrey Harrod gave an overview of how this has been handled in the past.
- Discussion on setting up a separate bank account for workshop expenditures to help make the workshop process a little easier. Treasurer, Arleen Brogan Smith will set this up.
- Terry asked the Board to let her know of any ideas for future workshops. Vicki Tucker will ask this question of the CWS membership by way of a questionnaire, as well.

VP Programs: Vicki Tucker passed out an overview of upcoming programs: September program, Gene Youngmann reporting on WFWS entries, new member introduction, artwork showing and recognition of new Signature Members, Ice Cream Social; October, Sandra Kaplan and Leon Lockridge on jurying artwork for exhibits; November, Show & Sell. January will include an offsite trip to the Denver Art Museum; February, 2012, tentatively, Valli McDougle will demo collage technique.

- Vicki proposed selling CWS t-shirts and aprons. Discussion followed. Vicki will present a design at the September meeting for consideration.

Exhibition Official: Linda Olmstead reported upcoming CWS shows:

- New Trends at CoArt Gallery in September, 2011, is all set to go. Linda will coordinate with Micheon Oklar on publicity

- Mary Jo Ramsdale will chair the Member Show at Brighton Armory in November, 2011. Prospectus is available in *Collage* and on CWS website. 15% commission/85% to artist. All purchases will be handled offsite with artist. Pieces must remain for the duration of the show.

- 2012 CWS State Show is finalized for the Foothills Art Center, March 2012

- Plymouth Church Show, May 2012, still needs a chairperson. This is not a juried show; but, all artwork should have been part of a jurying in another show.

- 2012 New Trends Show, Madden Museum of Art, September, 2012, still needs chairperson

- Venue is being considered for 2012 Member Show and still needs a chairperson. Lone Tree Arts Center is being considered.

- Chuck reminded Board Members that the President and Treasurer need a copy of all contracts entered into by CWS.

Board Member at Large, Collage Editor: David Castle was not present. Chuck relayed David's concern about the database.

- David will be handling receipt and presentation of the slides for the 2012 Member Show and the 2012 CWS State Show.

Treasurer: Arleen Brogan-Smith distributed two sets of CWS Balance Sheet As of August 31, 2011, and CWS Profit & Loss by Class September 1, 2010 through August, 2011; one done on a cash basis and one done on accrual basis. Arleen presented both ways of accounting to allow Board Members to compare the differences in how financials are manipulated when using each of these styles of accounting. CWS financials have previously been done using the cash basis method and Arleen will, in the future, be using the accrual method. She feels this method gives a truer picture of CWS financials. Presently, CWS has total current assets of \$46,397.19. CWS has a year to date net income of \$3,313.50.

- 2011 CWS State Show earnings were less than expected due to the fact that CWS did not receive any monies from commissions and attendance at the Soon Warren workshop was down.

- Arleen will present the CWS Budget at the September Board meeting.

Volunteer Coordinator: Mary Jo Ramsdale gave an overview of what she has been doing. She has had great luck emailing members to enlist their help with volunteer jobs.

- Mary Jo will find a volunteer to compile a list of resources for use by chairpersons as well as members. It was suggested that, in the future, it might be a good idea to have these vendors pay to advertise on our website.
- Micheon suggested posting open positions on a message board at each meeting to allow members to be aware of possible volunteer opportunities.

Website: Chuck Danford and several other members talked with Claudia Morris about changes to the CWS website. It was agreed that it would be better to have one person act as a liaison between Claudia and the Board. This is still a work in progress to determine the best method.

Parliamentarian: David Wicks passed out two reports: Preliminary Listing of Possible By-Law Changes and Methodology for Merging the CWS Policies and Procedures into a Single Document and Updating/Revising the Resultant Document. With these, David gave an overview of what he has been doing regarding the Bylaws and updating the List of Policies. David will forward on to the Board Members his report: Draft 1: Initial Merging of CWS Policies and Procedures, July 13, 2011, for their review. He will then begin work on the next step which is to eliminate redundancy.

Public Relations: Micheon Oklar will proceed with a CWS presence on Facebook and suggests that a CWS volunteer take over this job once it is set up.

- Discussion on reaching out to younger artists at art schools and groups.

Old Business: Chuck Danford talked about CWS getting its' members involved in providing art experiences to different groups. These types of outreach programs benefit all and also help in our qualifications for SCFD funding.

- CWS member, Kathy Cranmer is presently putting together our application to the SCFD for funding. These documents should be ready to present at the September meeting.
- CWS brochure: Micheon needs photos for the CWS brochure and will be taking some at the September meeting. Micheon gave a progress report on the brochure and hopes to have it ready to present at the September Board Meeting.

New Business: Chuck Danford talked about plans for the CWS mailing lists. The current mailing list will be separated into a General Mailing List, a Patron List, Constant Contact, and a Donor List.

- Guidelines for Contract Approval Procedures will be developed and presented at the September meeting.
- As Board meetings begin early and cover several hours, there was a discussion on Board Members bringing snacks/meal to the Board meetings. Board members will rotate in bringing food. Arleen Brogan Smith will bring something for the September meeting.
- Kid's Art Box Program. Chuck talked about a program that Valli McDougal is active in called Kid's Art Box, where art boxes are made available to children who are in need of them. Chuck suggests CWS get involved in this program by way of a donation. Chuck will find out the approximate cost per box and report back to the Board.

A MOTION by Sydney Eitel to: “Adjourn” was seconded and passed. The meeting was adjourned at 6:10 pm.

Respectfully Submitted,

Kate Wyman  
Recording Secretary

**DISTRIBUTED DOCUMENTS:**

Proposal for sale of CWS aprons and t-shirts  
Programs  
Exhibitions Report  
CWS Balance Sheet – cash basis  
CWS Profit & Loss September 2010 through August 2011 – cash basis  
CWS Balance Sheet – accrual basis  
CWS Profit & Loss September 2010 through August 2011 – accrual basis  
Methodology for Merging the CWS Policies and Procedures into a Single Document and  
Updating/Revising the Resultant Document  
Preliminary Listing of Possible By-Law Changes  
CWS “Teach Art to Me Program” (via email)  
CWS “For the Love of Art” (via email)