

# SPiRiT ROOM

## BOARD OF DIRECTORS MEETING MINUTES

Wednesday, May 29<sup>th</sup>, 2019  
4:30 PM Spirit Room Lotus Room

**Next Meeting:** Wednesday, June 26<sup>th</sup>, 2019 at 4:30 p.m.

**Present:** Zenas Baer, Kim Bromley, Dawn Morgan, Jim Council, Carol Pearson, and Hollie DeFrancisco, Trudy Mickelson

Call to Order **4:35 PM by President, Kimble Bromley**

### **Secretary's Report: Hollie DeFrancisco—Recollection of April 24<sup>th</sup> Meeting**

- Discussed what was covered, notes made. (Dawn and Hollie forgot April's meeting was taking place due to being incredibly busy with grant writing/ submissions, and events.)
  - Karen, Loretta, Dawn, and Zenas were present.
  - ADA complaint notice was reviewed – Zenas advised entering mediation was the best course for everyone involved.
  - Dawn mentioned fire windows were installed on the fire escape next door (out the back door by her office.) Doors will automatically close if there's a fire to keep burning debris from falling onto the fire escape.
- Zenas made a motion to approve, Carol seconded it. All voted in favor.

**Treasurer's Report :** Gallery Account: \$4,200; Expansion Account \$7,662

- Trudy submitted extension for tax return: have until October 15<sup>th</sup> to submit.
  - Mission Statement needs to be updated on the tax report.
  - Update top three service accomplishments as it pertains to expenses and our mission statement. Will confer with Dawn separately to determine update.
  - In 2017 the top three were: studios, exhibitions, and classes.
  - Hollie will start sending bank statements for 2019 processing.

### **Executive Director Report**

- ADA Complaint and SR Response
  - Received complaint from Human Rights Activists concerning our lack of wheelchair access. Claims we didn't contact them when our Human Rights Art Exhibition moved to St. Mark's Lutheran Church.
    - Sean Coffman sent a google drive link with images from the St. Mark's portion of the exhibit as well as the original Facebook event page, and links for the KVRR media coverage.
    - There will be a conference call for mediation, no date yet.
    - For our own reference a list of ADA Accessibility Actions have been devised:
      - Development of online marketplace - enables individuals who may not be able to visit in person the ability to still view and purchase the work
      - blog - great for those: hard of hearing, deaf, or unknowledgeable in a certain area to obtain more information and understanding
      - youtube - great for those deaf or blind to listen or read artist talk speeches or special event lectures
      - video of artist receptions and special lectures

- offsite artist shows - enables individuals bound to wheel chairs or other physical ailment that stairs may prove a challenge the capability to still enjoy our shows
  - availability for personal tours - great for those: hard of hearing/ deaf, blind, unknowledgeable in relation to art, really anyone
  - accessibility of other spaces (i.e. Lotus during Gallery Receptions) for those hard of hearing to retreat to for conversations
  - posters printed with large text - great for those with poor vision
  - staff available for technology assistance - because who really wants to box with technology alone :)
  - food allergens advertised at receptions when necessary (we've done this for gluten and nuts at a couple events, we could just be more consistent on this front.) - this is becoming a bigger and bigger concern every year so certainly great for everyone
  - plenty of resting spots available and water station provided - for elderly or those with physical impediments
- Membership Letter – June – talk about gift
  - Membership renewal letters to go out.
  - How to get new members?
    - Promote more business meetings
    - Follow up Thank Yous for events that have taken place – encourage guests to explore more opportunities
    - Require artists to be members?
    - Put membership brochure in meeting brochure
      - Make brochure more generalized to promote everything we offer (classes/ workshops/ etc)
    - Member only Galas?
- Annual Meeting – Birthday Celebration – date, theme
  - Donated Art Collection Show – individuals would donate a piece worth \$500 or less, pieces would be sold/ auctioned to benefit the Spirit Room
  - Invitation to Annual Meeting
- Spirit Room promotion
  - Contact Kilbourne for suggestions?
    - Jim approve Dawn as emissary to Kilbourne for information. Carol 2<sup>nd</sup>. Everyone voted in favor.
- Signage Outside
  - Need new signage. No sandwich boards as they blow over (and apparently have the feet stolen as is the case with our last one.) Would prefer permanent signage.
- Tuesday, June 11, 7:30-9:00 Arts Partnership – Awards reception mandatory
  - email sent out to confirm who could attend to accept award (as none of us know our schedules.)
- July – ND Council on the Arts Final Report/ Grant award in August

### Exhibition Update:

- Current Exhibition: Gallery I/II—April 15<sup>th</sup> – June 15<sup>th</sup>
  - Ellen Jean Diederich and Susan Poitras
    - **Reception:** Friday, April 26<sup>th</sup> 5-7p.m.
  - Birgit Pruess

- **Reception:** Wednesday, April 17<sup>th</sup> 4-6p.m.
- Upcoming Exhibitions:
  - Gallery I/ II— June 11<sup>th</sup> – August 17<sup>th</sup>
    - Ross Rolshoven
      - **Reception:** Thursday, June 13<sup>th</sup> 4-6p.m.
    - Nicki Marie
      - **Reception:** Thursday, June 20<sup>th</sup> 4-6p.m.
  - Gallery I— June 24<sup>th</sup> – July 22<sup>nd</sup>
    - Elmer Thompson: The Inventor
  - Gallery I/ II— August 19<sup>th</sup> – October 5<sup>th</sup>
    - David Twamley
      - **Reception: TBD**
    - Anastasiya Nova
      - **Reception: TBD**
  - Gallery I/II October 7<sup>th</sup> – December 7<sup>th</sup>
    - Joann Murphy
      - **Reception: TBD**
    - Erica Thune
      - **Reception: TBD**
  - Gallery I/II – December 9<sup>th</sup> – February 22<sup>nd</sup> , 2020
    - Emily Williams Wheeler
      - **Reception: TBD**
    - Jessica Meeks
      - **Reception: TBD**

## **New Business**

Kim made a motion to adjourn the meeting. Jim seconded it. All voted in favor  
**Adjourned: 5:25 p.m.**