



**Tues., January 21, 2014 Board of Director's Meeting
MacLeod Board Room, Portsmouth Public Library
6:30-8:30pm**

***Action Items**

I. Approval of December Minutes

Motion to approve minutes was made by Robin A and seconded by Larry.
Approved unanimously.

II. Treasurer's Report via Nancy

Received a donation from a board member in December. Website expenses went over the budget, we will take this money out of our contingency fund and put it towards paying the website bill. Other than that things have pretty much stayed the same. Looking at releasing some funds in the next couple of months for donation soft ware, public art walk etc.

Robin A moved that we take money out of contingency to pay the website bill, Duncan seconded. All approved.

Larry moved that we approve the budget, Mike T seconded, unanimous approval.

***The board recruitment committee needs to actively look for a financial person to be our treasurer.**

III. Director's Report

We need to start working on a request for funds, this happens in March for the next fiscal year. We will work with Nancy C on this.

We need to start working on the state of the art report that will be delivered in May/June.

***Nancy P usually works on the state of the art report.**

***Larry has offered to host and facilitate a strategic planning session for the next fiscal year. Emma will communicate with board members about a date.**

***Duncan will continue to work on a logo that will be used for business cards, letterheads, etc. It will be ready soon.**

IV. Alliance task force update

A representative from the NH Art Assoc. came for the first time. Worked on membership structure - who, fee structure, benefits. Also worked on governance - the chairperson, committee members etc.

V. Update on 990s

We are almost set with our accountants and will be able to file the 990 shortly.

VI. New web site to be – review Board comments

***Duncan will be doing some work on our website with Emma.**

There are some tabs on our website that do not have much information. How do we address that? Nancy P mentioned we can use some information we already have to add more to some of the tabs on the website.

***A-S needs a committee to go over the website to make some changes to make sure all the information is current. Robin A, Nancy & Emma will work on this as a small committee.**

VII. Update on public art

The city attorney has written a policy statement for the city council to pass so the public art guidelines will be housed at Art-Speak.

***Robin L-M will contact Sydney about the public art walk update.**

***The public art committee will work on getting the details together for the public art walk.**

VIII. Donor management system for fundraising

Cathy met with Emma to go over her research about a co. to help us with launching a fundraising campaign. Little Green Light is the one that looked to be the best. The price is \$39.00 per month or \$421.00 per year. We decided to opt to pay for a whole year to save a little money.

Nancy P made a motion to go with LGL and pay for a full year with money from the contingency fund. Larry seconded and it was approved unanimously.

***Emma will contact LGL to get this process started.**

IX. Creation of checking account

We decided to go with Optima Bank to set up our checking acct.

***Emma and the executive committee will work on guidelines for a checking acct.**

X. City Council/School Board welcome packet update

A welcome letter has been written and it is being tweaked. AFTA brochure, Nancy P's state of the art from 2013 and the welcome letter is included in the packet.

***After the councilors & school board members receive the packets, we as board members will contact councilors to connect with them if they have any questions about Art-Speak.**

XI. Other

***Contact Nancy C about the city council passing the policy statement Bob Sullivan wrote to make it official that all art goes through Art Speak and our guidelines. Then we can make the guidelines public on our site along with the application process for public art.**

