



2013 BOARD MEETING DOCUMENTS

Board Member List, Board Agendas, Board Minutes



DECEMBER 31, 2013

MBMAG. LLC

Post Office Box 2468 Santa Cruz, CA 95063

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2013 Board Members

PRESIDENT

ELSA ETCHEVERRY

VICE PRESIDENT

TONI DANZIG

TREASURER

ANGELA GLEASON

BOARD SECRETARY

LAURA HOWARD

DIRECTOR

BARBARA BANDUCCI

DIRECTOR

DORIE GREEN

DIRECTOR

MAGGIE KLEPP

DIRECTOR

MARY LUKE

MBMAG Board Meeting Minutes

June 9, 2013

MBMAG Board Meeting Minutes

The board meeting of Monterey Bay Metal Arts Guild (MBMAG) was held at the Council Chambers in the Tannery in Santa Cruz California. The meeting was called to order by **President Elsa Etcheverry** at 10:05 a.m.

Attending Board Members: Elsa Etcheverry, President; Toni Danzig, Vice President; Angela Gleason, Treasurer; Laura Howard, Secretary; Mary Luke, Director; Maggie Klepp, Director; Barbara Banducci, Director; Dorie Green, Director. .

(1) SECRETARY'S REPORT: LAURA HOWARD, SECRETARY, advised that the Board Minutes of April 13, 2013, had been approved electronically by email.

(2) TREASURER'S REPORT: Angela Gleason, Treasurer, provided the members of the board an accounting showing a balance of \$12,759.36. .

The board discussed a need for a summary of detailed information regarding incoming and outgoing funds by way of workshops and exhibitions. Such a summary is vital for future planning.

Consensus: The board agreed that this summary should be compiled by the bookkeeper and regularly provided to the board.

(3) DISPLAY EQUIPMENT:

Question: Should we have a policy on loaning or renting out our display equipment?

Consensus: We agreed that at the present time our policy will be not to lend our equipment, nor to rent it out.

(4) EXHIBITIONS, PRESENTED BY TONI DANZIG

A. ZFolio Gallery: Toni said this event will be held at ZFolio in Monterey in November of 2013. Members of the guild have already received an invitation to participate in this event. **Helene Daniels** and **Pat Evans** are co-chairing this event.

Consensus: To establish a protocol for the future, the board discussed the need for entry fees to be deposited PayPal.

B. Santa Cruz Museum of Art and History (MAH):

This event will be a full working show held from December 6, 2013 to February 2, 2014, and is co-chaired by **Toni Danzig** and **Dorie Green**. This show should attract both children and adults. It will include not only the juried exhibit, but also workshops, lectures, and a full sale. The show is titled "Mind, Heart, Hand--From the Metal Artist's Studio." A

"save-the-date" invitation has already been sent out to the membership, advising that future information will be forthcoming.

The juried process will occur in December. Three pieces from member artist will be accepted. The pieces must be presented to the jurors as jpg photos.

The sale will occur in the atrium of MAH sometime in January. Participation in this sale is for all members of MBMAG.

The board discussed a tentative time-line for this event as follows: • July send out a "best-of-knowledge" time-line calendar including important information for the juried show

- Entry fees to be received by August 1
- Jpg photos to be received by September 1
- Pieces accepted for jury to be received by mid-September Angela advised that **Devi Pride**, a photographer at the Tannery, is still interested in shooting promotional images of members' works.

Appointments must be made in advance, however.

PACIFIC GROVE ART CENTER (PGAC): THE PRESIDENT

said that this matter will be moved to the agenda for the next board meeting. This event requires a chair from the Monterey area.

(5) GUEST ARTISTS: PRESENTED BY MARY LUKE

A. Jeanie Pratt Workshop, August 23, 24, and 25, 2013, from 9:30 a.m. to 4:30 p.m. at Jewelry Toolery in the Tannery. Jeannie will give a lecture/presentation on Friday night at the **Santa Cruz Institute of Contemporary Art (ICA)** in the Tannery.

The total cost of the Jeanie Pratt workshop will include her fees, materials, per diem costs, incidentals, and rent. This workshop allows ten participants.

Mary will send out an email announcement of this workshop to the membership. In that announcement she will ask for someone in the Santa Cruz area to volunteer a place for Jeanie to stay. She will also state in this email that to reserve a spot for this workshop an interested participant must be confirmed as a paid-up member and must immediately deposit into PayPal the fee or must send in a check within three days of confirmation. The workshop fee has not yet been determined.

B. Curtis Arima Workshop, September 28 and 29, with a possibility for a third day. This workshop will be held at Cabrillo College and will be co-sponsored with the **Seahawk Metal Arts Club (SMAC)** from Cabrillo College.

(6) MASTER CALENDAR: PRESENTED BY MARY LUKE

Mary and **Barbara Banducci** have created a spread-sheet master calendar on Excel. This calendar is continually updated with all the events that apply to MBMAG and that are

of interest to the membership. It will help to dispense with conflicts of events and provide lead times for workshops.

(7) **OUTREACH:** The board members agreed that the **Make-aBracelet** event at the **Maker's Faire** was a success. Elsa and **Rhonda Sprague** will transport the Make-a-Bracelet equipment to Watsonville for the **PAPA's** event on June 15. More volunteers are needed to help with this outreach program. So that a clear understanding is in place, information about what is required from the volunteers needs to be sent to them prior to the event.

(8) **POSTCARDS:** The president said that the matter of postcards will be placed on the agenda for the next board meeting.

(9) INCORPORATION PRESENTED BY BARBARA BANDUCCI

Barbara advised that **Josh Wagner**, our legal adviser, is handling our final incorporation procedures with the State of California. For an additional fee he will handle the paperwork that needs to be filed with the IRS, the Secretary of State, and the Franchise Tax Board for this year.

Consensus: Employ Josh Wagner to complete the filing of necessary Federal and State paperwork for this year and next.

(10) WEBSITE PRESENTED BY BARBARA BANDUCCI

The Members Gallery is set up, as well as the list of voting members. The bylaws should be next in place. Also minutes of meetings should be included on the website. As mentioned above, the master calendar should also be incorporated into the website.

(11) NEWSLETTER: PRESENTED BY MAGGIE KLEPP

Maggie said she would be sending out by email a request for submissions to the summer newsletter.

(12) RETIRING BOARD MEMBERS:

Angela Gleason, Maggie Klepp, and Laura Howard will be retiring from the board at the end of the year. Various replacements for these board positions were discussed.

(13) SUMMER MEETING WITH ELECTIONS:

This annual event will be held at the Sierra Azul Nursery in Watsonville on August 11, 2013. A breakdown of the event is as follows:

- 10:00 a.m. to noon--board meeting
- 12:00 to 12:30 --potluck lunch • 12:30 to 1:00--meeting
- 1:00 to 2:00 activity.

ADJOURNMENT: This board meeting was adjourned by the president at 12:15.

Laura Howard, Secretary

August 11, 2013

MBMAG Board Meeting Minutes

The General Membership meeting was held at the Sierra Azul Nursery in Watsonville, California.

President Elsa Etcheverry called the meeting to order at 12:15 p.m.

After the president's welcome, she introduced the members of the board, who spoke about their positions and responsibilities. **Attending Board Members:**

Elsa Etcheverry, President; Toni

Danzig, Vice President; Laura Howard, Secretary; Angela Gleason,

Treasurer; Mary Luke, Director; Maggie Klepp, Director; and Dorie Green, Director.

Director **Barbara Banducci** was not present; however, her many accomplishments this year for the guild were made known by the president – including Barbara's intensive efforts to complete our nonprofit incorporation status and the hours she has worked with our webmaster, **Cynthia Rand-Thompson**, to expand our website.

Attending Members and Guests: Except for Barbara Banducci, the above-named members of the guild were present, as well as the following members and guest: Sharon Schallenberger, Pat Evans, Terri Basile, Lauren Wong, Dawn Nakanishi, Ron Rice, Ina Hohensee, Ingrid LaRiviere, and John LaRiviere.

(2) Minutes of General Membership Meeting of 02/10/2013.

Secretary **Laura Howard** advised that previously these minutes of February 10, 2013, had been read and approved electronically by the board and the attending members of that meeting.

(3) TREASURER'S FINANCIAL REPORT

Treasurer **Angela Gleason** presented for review the following documents: (1) Profit and Loss Budget Statement, Budget vs. Actual January 1 through June 2013; (2) Santa Cruz County Bank-Checking Register through June 2013. (Copies of these documents are attached to these original minutes for the record.) There were no questions.

(4) EXHIBITIONS

A. DORIE GREEN AND TONI DANZIG

Museum of Art and History (MAH) "Mind, Heart, & Hand: From the Metal Artist's Studio"

December 6, 2013—February 4, 2014

August 9, 2013, was the deadline for entries. A booth sale will be held in January. That sale is open to all members of the guild who pay the entry fee of \$25. **Dorie Green** stressed the need of many volunteers for this juried show and exhibit.

To that end Dorie made a chart of tasks needed for this event. She requested that each member volunteer for one or more of these tasks.

B. PAT EVANS

Z Folio Gallery in Monterey, California
“Structure + Rhythm”

November 25, 2013—January 6, 2014

Pat Evans advised that August 19, 2013, is the deadline for last call for entries to this event. Member artists of the guild are allowed to enter two pieces of jewelry or small sculptures. The curators of this gallery prefer pieces of precious metals. The entry fee is \$25.00. The artist will receive fifty percent (50%) of her or his sales. Pat requested that the artists’ statements from last year be emailed to her.

(5) GUEST ARTISTS: MARY LUKE

Mary Luke advised that a three-day workshop by **Curtis Arima** will be held at Cabrillo College on September 27, 28, and 29, 2013. Curtis has chosen the title **“Beyond Ordinary Bezel Setting.”** He will do a presentation on September 26, the Thursday night before the workshop begins.

Mary is considering **Jenny Reeves**, who teaches at **Revere Academy** in San Francisco, to teach an argentium workshop at Cabrillo College in the spring. This workshop would be a combined sponsorship between **Seahawk Metal Arts Club of Cabrillo College (SMAC)** and the guild.

(6) Voting for Board Members and Directors for 2014:

Member **Laureen Wong** volunteered to serve as Electoral Oversight.

President **Elsa Etcheverry** explained that the following members previously had been nominated electronically for officers and directors for the year 2014:

Elsa Etcheverry for President
Toni Danzig for Vice President
Julie Packer for Treasurer
Penny Waller for Secretary
Barbara Banducci, Director
Dorie Green, Director
Mary Luke, Director
Tese Mascari, Director

Laureen Wong gave out the ballots. The ballot box will remain unopened until the allotted time expires when voting members not attending the meeting have cast their ballots electronically or by mail. **Laureen** is in charge of that process. She will send the ballots out to these members. Thirty days is the allotted time to mail or

email these ballots back. At that time she will count the ballots and advise the president of the new officers and directors for the year 2014.

(7) Shared Working Tips

Ingrid LaRiviere is using argentium in her work. She gave tips on the use of this new silver alloy.

Pat Evans discovered the light-diffusing “Nimbus Cloud Dome Kit,” which helps her create quality photographs of her work. **Toni Danzig** attaches bicycle handle grips to the handles of her saws, which saves her hands from fatigue.

Dorie Green uses storage notebooks for fishing lures (from **Shimano**) for storing her sheet metal and wire.

Angela Gleason attaches engraver handles to her files for an easier grip.

Look for **bronze wool** for polishing and for keeping the pickle pot area free of steel wool fragments.

Ina Hohensee uses pancake-blanking dies to make the flower forms that she uses in her pieces. She finds her dies at **Potter USA** and **Sheltech**.

Dawn Nakanishi presented sanding tips

After the exchange of shared working tips, the president adjourned the meeting.

Laura Howard, secretary

October 20, 2013

MBMAG Board Meeting Minutes

The board meeting of Monterey Bay Metal Arts Guild (MBMAG) was held at the home of Laura Howard in Los Gatos, California.

President Elsa Etcheverry called the meeting to order at 10:15a.m.

Attending Board Members: Elsa Etcheverry, President; Toni Danzig, Vice President; Angela Gleason, Treasurer; Laura Howard, Secretary; Maggie Klepp, Director; Dorie Green, Director; Barbara Banducci, Director. Director Mary Luke was not present. Also present were members Penny Waller and Tese Mascari.

(1) Treasurer's Report: Angela Gleason

Angela provided copies of MBMAG Profit & Loss Budget vs. Actual From January through September 2013, which covers the first three quarters of 2013. (A copy of this document is attached to the official minutes for the record.)

Angela also provided copies of the proposed 2014 budget:

"MBMAG 2014 Budget Draft," a copy of which is attached to the official **minutes for the record**.

Consensus: The board unanimously approved of the proposed 2014 budget.

Action & Comments:

The figures on this draft indicate that we need to maintain our present membership and a growth of at least 25 more members for next year.

Toni Danzig advised that **Paul Cheney** is ready to build two more bases for our display cases. However, he is trying to engineer a way to make these bases collapsible, so that they will fit into our present storage space and will be easier to transport. If he can achieve a workable plan for these bases, then he will reconstruct the other four bases into the collapsible model. The space saved in having collapsible bases will save the guild \$900.00. The proposed 2014 budget does not reflect this variable.

(2) Secretary's Minutes: Laura Howard

The board minutes of August 11, 2013, had been approved electronically.

Consensus: The board unanimously approved the MBMAG Minutes of General Membership Meeting of August 11, 2013, with appropriate changes.

(2)Letterhead:

The president asked Laura to contact **Linda Knudson** to design a letterhead for the guild that can be used digitally.

Consensus: This letterhead shall include the name of the guild, the logo, the post office box, and the website.

(3) Insurance: Toni Danzig

Toni advised that the guild purchased a binder with **Charity First** to cover liability on directors and officers (D&O) and on workshop liability. She is still looking at the coverage for business liability with **Hartford Insurance**, which might cost \$500.00 a year.

(4) Exhibitions: Dorie Green And Toni Danzig

A. Museum of Art and History (MAH) “Mind, Heart, & Hand” juried exhibit opens on December 6, 2013, and continues to February 4, 2014. The “drop-off” date is December 2. Toni and Dorie stressed the need for many volunteers. Docents are especially needed on December

6. Saturday, January 18 marks the date for workshops and lectures. Also a booth sale will be held in the atrium of MAH on that date. This sale is open to all members of the guild who pay the entry fee of \$25. Those who paid the application fee for the MAH exhibit are eligible to take part in the sale, whether they were accepted into the exhibit or not.

Actions:

(a) **Carol Holaday** will receive the final list of exhibiting artists from the jurors on November 29. She will take two or three days to turn it around and get the list to Dorie and Toni. Within a day or so of receiving this list, Dorie and Toni will send out announcements to those who were selected and those who were not

(b) Toni and Dorie advised that they want to do a 2-minute video of interviews with each of the exhibiting artists. These interviews will be interspersed with techniques.

(c) Dorie wants to design and develop a bound catalog highlighting each exhibiting artist with photos of and a short statement about the work, as well as a brief bio. Depending on the cost of reprints, this book could be made available to the artists and to the general public.

Each project of **(b)** and **(c)** above is still in the developing stage.

B. Z-Folio Gallery “Structure & Rhythm”: Dorie Green

This exhibit is in Monterey from November 25, 2013, to January 6, 2014. The reception is Sunday, December 8 from 3-5 p.m.

Actions: (a) November 10—labels and records of the pieces to be made.

(b) **Angela Gleason** will collect the work and deliver it on November 16 and 17.

C. Pacific Grove Art Center (PGAC)

Pat Evans will chair an exhibit at PGAC in the fall of 2014.

D. Possible exhibits in 2015

Many Hands, PGAC, a collaboration with Metal Arts Guild of San Francisco

(6) Guest Artist Report:

Since **Mary Luke** was not in attendance, no report was made.

(7) Protocol and process of registering for a guest-artist workshop or lecture: (Consensus)

(a) Set a date and a time for signing up for a workshop;

(b) A week before that date, send out an email announcing the workshop and/or lecture, the number of participants that may enroll, and the cost for signing up;

(c) Also in this pre-released email, announce the designated date and time that members may begin to register and how to make payment into PayPal's shopping cart.

PayPal records the date and time that payment is received. Members will be chosen on a "first-come" basis, established from PayPal's accounts.

(8) Co-sponsorship Policy: (Consensus)

Whenever Monterey Bay Metal Arts Guild (MBMAG) and Seahawk Metal Arts Club (SMAC) decide to collaborate on a guest artist's workshop or lecture, set guidelines shall be determined before initiating the event. These guidelines include the distribution of tasks, funds, the gathering of supplies, and also the sharing of the risks involved.

(9) Outreach Report: Elsa Etcheverry

Elsa summarized the guild's outreach events in 2013: Make-a- Bracelet at the Makers Faire in San Mateo and during Papas festivities in Watsonville. The guild will also sponsor a "making" event in January at MAH during the "Mind, Heart & Hand" exhibit. Pendants, as well as bracelets, are possible crafts.

Angela Gleason advised that the Tannery is having an anniversary celebration on June 2, 2014. The guild could probably sponsor an outreach event during that time, as well as during the First Friday events each month at the Tannery.

(10) Postcards: Elsa Etcheverry (Consensus)

The board has decided on 2500 cards to be printed, each 5 1/8" x 8", printed by Jak and costing \$350 minus a \$50 discount, Elsa will email **Linda Knudson** and the two will establish the turn-around dates. Linda will contact the treasurer for payment.

(11) Website: Barbara Banducci

Barbara has redone the "join" page with the application for membership.

The board decided that next year—2014—if a party joins on November 1 or later, that membership would be honored through the year 2015. Payment before November 1, 2014, is for the year 2014 only. If no payment is made after March 1, 2014, that party is no longer a member and will be removed from the mailing list.

Barbara advised that **Cynthia Rand-Thompson** wants to change the web host to Word Press.

(12) Winter Party/ General Membership Meeting: Sunday, Feb. 16, 2014 Place To Be Determined

- a Begins at one o'clock with the potluck lunch
- b 1:30 announcements and short meeting
- c 2:00 speaker

(13) Next Board Meeting January 26, 2014, At 10:00.

Place to be determined.

The meeting was adjourned.

Laura Howard, Secretary

These Minutes Were Approved Electronically By The Board.