YAA Board Meeting Minutes – October 8, 2025

Submitted by Taryn Myers, Secretary

Attendees: Laurie Chapman, Steve Litwin, Maryse Newton, Anne Bancroft

- Not present: Taryn Myers
- Guest: Mary Harding (membership)

1. Attendance & Approval of Previous Minutes

- September meeting minutes not received by all members.
- Decision: Approve September minutes at the November meeting.

2. Treasurer's Report (End of FY25 / Start of FY26)

- **Fiscal Year Overview:** FY starts October 1. Review of final September numbers.
- **Highlights:**
  - Cash contributions: Up 144% overall; Letitia Moore contributions up 255%.
  - **Art in the Park** exceeded expectations.
  - **Youth Art Fund:** Revenue primarily from summer workshops and camp tuition.
  - **Fundraising:** Up significantly from previous year.
  - **Gallery Sales:** 200% over budget ($7,000 actual vs. $3,500 budgeted).
  - **Gift Shop:** 200% over budget ($3,000 vs. $1,500).
  - **Total Sales:** $10,000 vs. $5,000 projected.
  - **Membership Dues:** $12,000 vs. $7,500 budget (up 165%).
  - **Total Income:** $60,000 (vs. $40,000 budget).
- **Expenses:** On target.
- **Comments:** Strong attendance, successful exhibitions, professional artists satisfied with sales.
- **Next Steps:**
  - Review FY26 budget in November, accounting for reduced spring activity due to renovations.
  - Adjusted projections for exhibits, expenses, and income during renovation period.

3. Volunteer Coordinator Report

- **Coordinator performance:** Sally Sulloway is doing an excellent job managing volunteer coverage and communications.
- **New Procedures:**
  - Centralized responsibility for checking messages and responding to gallery inquiries.
  - Learning to triage requests (e.g., directing workshop requests appropriately).
  - Engaging with gallery sitters, offering orientation and support.
- **Job Description:** Evolving organically as responsibilities grow; formal documentation in progress.

4. Scholarship Committee Report

- **Discussion with Barbara Chase:**
  - Strong recommendation for Julia Ferguson, sophomore at RISD (Rhode Island).
  - References were highly supportive.
- **Scholarship Details:**
  - Traditional amount: $3,000 from the Letitia Moore Scholarship Fund.
  - Discussion on possible increase to $3,500—board agreed to maintain $3,000 for this year.
  - High school scholarship funded separately by York Art Community donations.
- **Eligibility Discussion:**

  - No location stipulation currently; applicants come from across the U.S.
  - Board discussed preference for New England-based artists, possibly updating website language to reflect this.
- **Decision:**
  - Award 2025 Letitia Moore Scholarship to Julia Ferguson.
  - Review website guidelines for future applicant location preferences.

5. Calendar Review

Upcoming Events:

- **October 10** – Reception for *Jean Lincoln* exhibition.
  - Wine & refreshments; outreach to Sentry Hill residents encouraged.
- **November 9** – Poetry Event.
- **November 14** – *Small Works* Exhibition Reception.
  - Renovation visuals available for public viewing.
- **December 14** – *Holiday Cheer Open House & Closing Reception*.
  - Hours: 11 AM–3 PM with gift wrapping station and fundraising opportunity for the building project.
  - Artist pickup immediately following (3–6 PM).
  - Promote as final event before renovation.

6. Building Renovation & Fundraising Update

- **Current Progress:**
  - Total raised: $406,000 (including $286,500 received and $120,000 pledged).
  - Two pending donations; goal to reach $500,000 before construction begins.
- **Architectural Updates:**
  - Meetings held with Jay Chen and another architect—costs rising, particularly for windows and materials.
  - Confidence in builder Brian Sweeper for quality, flexibility, and aesthetic vision.
- **Next Steps:**
  - Encourage board member participation in donations (any level).
  - Prepare new community-facing brochure for wider engagement and smaller gifts.
  - Plan direct mail fundraising campaign before year-end.
  - Explore temporary storage for gallery items (seeking donated space).

7. Storage & Logistics During Renovation

- Need to clear building by November.
- Seeking garage or barn space through membership outreach to avoid monthly rental costs.
- **Action Items:**
  - Sally to draft email to members requesting temporary storage assistance.
  - If no free space is found, rent unit by mid-November (10x10 minimum).

8. Exhibitions During Renovation

- Exploring **off-site exhibit opportunities**, including:
  - Portsmouth galleries (NH Art Association, 100 Market St.).
  - Town Hall or hospital spaces for community shows.
- **Website focus:**

- Major redesign during downtime.
- Each artist to have an individual page linked to their portfolio.
- Potential partnership or contract with Laura Fox for site rebuild and ongoing maintenance.

9. Workshop Program & Financial Structure

- **Current Model:** Instructors receive 95% of workshop proceeds; YAA retains 5%.
- **Concerns:**
  - Workshops currently run at a small loss when accounting for administrative time, credit card fees, and setup costs (~$195 per workshop).
- **Discussion Points:**
  - Consider raising rental fees or adjusting percentage split in 2026.
  - Collect instructor feedback before finalizing structure.
  - Continue evaluating cost-effectiveness of programs vs. mission-driven educational goals.

10. Gallery Sales & Policies

- Need for **written policies** on:
  - Selling artwork mid-exhibit.
  - Borrowing artwork "on approval."
  - Discounts offered by artists.
- **Current Issues:**
  - Some sales missing documentation (no artist names, missing receipts).
  - Volunteers unsure of procedures for replacements or shipping.
- **Next Steps:**
  - Draft clear written policies and update volunteer handbook.
  - Consider establishing a core trained volunteer group for consistency.

11. Community & Program Partnerships

- **York Hospital Partnership:**
  - Approval to host three "Paint & Sip" oncology support sessions this fall.
  - Program to serve cancer patients and caregivers.
  - Initial sessions pro bono; future partnership/funding to be evaluated.
  - Event promotion limited to internal communication (not public).
- **Instructor:** Carey (pastel workshop, October 25).

12. Adjournment

- Motion made and seconded to adjourn.
- Meeting concluded.