YAA Board Meeting Minutes – November 12, 2025

Submitted by Taryn Myers, Secretary

Attendance: Maryse Newton, Anne Bancroft, Steve Litwin, Taryn Myers, Laurie Chapman
Guests: Mary Harding, Carey Jane Connor

1. Approval of October Minutes

- Revisions needed; approval postponed until next month.

2. Treasurer's Report

- Recognition to Mary and Anne for their efforts during the quiet fundraising phase.
- Gallery sales have reached approximately 50% of the annual goal, with only 8% of the year elapsed.
- Gift Shop sales are currently at 18%.
- Dues and subscriptions stand at 21%.
- Some expenses are higher due to increased business activity (e.g., office supplies).
- Laurie requested a copy of the budget status — Steve will email it.

3. Office Notes

- Sally is reviewing incoming notes and voicemails and forwarding them to the appropriate recipients.

4. Building Renovation Update

Progress & Fundraising

- Quiet fundraising is going very well.
- Received a $100,000 gift from the Peterson Family Foundation.
- Entering Phase Two of the campaign ("We Are Within Reach of Our Goal") — the public fundraising phase.
- Total raised to date: just under $600,000 (pledged and received).
- Direct mail campaign launching to current and past members plus additional contacts.
    - Components: cover letter, brochure with QR code linking to online donation form, and remit postcard.
    - Using newly printed stationery for campaign correspondence.
- Coordinated email outreach will align with direct mail and website landing page updates.
- Business outreach has begun — members are encouraged to share leads with Mary or Anne.
- Susan will assist with a newspaper article.

Budget & Construction

- Construction quote expected to be finalized Monday.
- Need a firm project budget to ensure Brian manages costs effectively and communicates potential overages.
- Rough estimate: $381,000.
- Laurie asked whether materials and labor should be tax-exempt under nonprofit status.
- Building team meeting with Brian on Monday at 10:00 AM to review timing and next steps.
- Mary met with Scott Eldridge — his son Adam will assist; Brian and Adam will coordinate to manage material costs.
- Construction scheduled to begin week of December 15.
    - Art pickup reception: December 14 (with light refreshments).
    - All artwork must be removed by Dec 14; the organization is not responsible for uncollected pieces.

- Anne will secure a storage unit in early December.
- Movers to be scheduled week of December 7.

Gallery Naming

- Proposed naming of the new "back gallery" as The Jean Lincoln Gallery in honor of Jean Lincoln's foundational contributions.
- Mary has spoken with the Lincoln family, who are supportive and plan to donate books and high-quality artwork from Jean's collection.
- Proposed memorial exhibition to feature ~12 pieces, including ceramics.
- Laurie offered to store artwork in bins.
- Motion: Anne moved to name the space "The Jean Lincoln Gallery." Maryse seconded.
    - Vote: Unanimous approval.

5. Gallery & Storage Cleanup

- Storage Options:
    - POD rental: $200 for delivery/removal + $200/month (minimum 7 months).
    - Storage units (e.g., Atlantic Storage) have similar pricing.
    - PODs cannot be placed onsite; movers will transfer items to storage.
- Cleanup Plan:
    - Board members to assist with packing and cleaning the back room.
    - Target week: December 1 (Taryn to review YAA supplies).
    - Full BOD cleanup scheduled for Sunday, November 16 at 11:00 AM.

6. Website Redesign Planning

- Guest Carey Connor introduced — extensive experience in corporate marketing, web management, publishing, and process improvement.
    - Background includes international corporate communications, local guidebook publishing, and website management.
    - Proficient in multiple web platforms, including Squarespace, Mailchimp, and Constant Contact.
    - Currently manages two sites (apleasantshoppe.com, careyjaneart.com) and is seeking 1–2 new clients.
    - Former hourly billing model; emphasizes clear process and efficiency.
- Carey offered to attend a future web-focused meeting for input.
- Anne suggested an initial internal meeting to define website scope before bringing Carey in.
    - Meeting scheduled: December 10 at 5:00 PM.
- Discussion around hiring of current active YAA members
- Topics for review:
    - Current website layout and functionality.
    - Goals and vision for redesign.
    - Role assignments and design input.

7. Children's Exhibit Preparation

- George Marshall Gallery will host the 2026 Children's Exhibit.

8. Reception – Friday, November 14 (5–7 PM)

- Volunteer needs: setup, cleanup, food, beverages, cups, napkins.

- Performers unavailable, but event will serve as kickoff for Renovate2026 campaign.
- Handouts for the campaign to be available.
- Wine inventory: low on white, adequate on red — Maryse to check supplies.
- Maryse, Laurie, and Anne will handle setup and cleanup.
- Board members should confirm their donation commitments with Anne by Friday.

9. Upcoming Discussions: Bylaws & 2026 Exhibit Themes

- Laurie requested a bylaws review; clarification that members (not board members) may be hired per existing rules.
- Full bylaws discussion to take place in January.
- 2026 exhibit themes will be discussed during the Sunday storage session.
    - Mary suggested reevaluating exhibit scheduling (8 weeks may be too long).

10. New Topics

- Scholarship: Barbara Chase assisted with applicant review.
- Recipient: Julia Ferguson, student at RISD.
- Julia may participate in an artist wall event.
- Anne will write a thank-you note to Barbara and share news of the scholarship award via email.

11. Next Meeting: December 10 at 6:00 PM (5:00 PM for website discussion).

Adjourned: 7:18 PM