

Torrance Art Museum Advocates Board of Directors Meeting Minutes

September 8, 2015

Meeting with TAM Curator, Odyssey event Volunteers and Board of Directors began at 10:30 a.m. Items discussed for the Odyssey event were set as follows: **A)** Food tables will be set up in the middle of the floor. Food ordered for 300 people. Food will be between 2 – 2:30 p.m. Will leave food in refrigerator until time to set out. **B)** Door Greeters should arrive before 5 p.m. – 4:30ish; Cashiers – arrive at 5 p.m. (6 people scheduled); **C)** TAMA members can come at 5:00 p.m., instead of 5:30 p.m. Need to send an e-blast to let them know of the change in time. **D)** Discussed how to handle cash. As cash is accepted, it is put into an envelope. Once \$1,000 has been collected, close envelope, write name and amount on envelope. **E)** Security – need people at the door to ask for receipts and make sure that matches the number on the art piece purchased. **F)** Advertising for the event has been handled. **G)** Art must be paid for when it is taken off the wall. Can only make one purchase of art at one time. **H)** Reminder, art work is being given to TAM as a donation. This is NOT a sale. It is a donation to TAM. **I)** Will have a debrief meeting on Tuesday, September 15th at 10:30 a.m. to discuss what worked and what didn't.

Meeting ended at 11:15 a.m.

TAMA Board of Directors Meeting

- I. Welcome, Call to order, roll call - @ 11:25 a.m.** by President Suzan Hubert. Present were Max Presneill, Suzan Hubert, Jeannine Madden, Dolly Cross, Denielle Johnson, and Peggy Morgan
- II. Approval of August 11, 2015 minutes -** The minutes from August 11 were approved.
- III. Additions and Deletions to the Agenda –** none raised.
- IV. Secretary's Report –** It was recommended that the Secretary's Report be eliminated. Duties have changed with the resignation of Jeannine Madden. This report may be reinstated, if it becomes necessary.

V. **Treasures Report** – Dolly reported that the balance is close to \$4,000. She will prepare an accounting general ledger to have at each future meeting. BOD approved (A) Printing expenses, etc. in the amount of \$66. 25 were approved for Denielle.

(B) Dolly purchased the food for the Odyssey Event at a cost of \$660.00. After some discussion, it was recommended that this be approved and considered to be an “in-kind donation”. Motion received a second by Suzan. Due to her generosity, Dolly’s TAMA Membership status will be upgraded accordingly.

VI. **President’s Report** – Schedule Annual Meeting for June 2016 instead of January; Beginning January 2016, form a committee to nominate the four (4) current position on the Board of Directors; Form a budget committee; The By-Laws need to be reviewed and revised, if needed at the June 2016 annual Board of Directors meeting; Annual expenses are approximately \$1,000. Per year.

VII. **Membership Chairs Report** – Reported to have fifty-one (51) people on the members list, plus four new members to be added. Dolly advised that some had not paid the membership fee. In order to be a member of TAMA, the form must be completed and the payment must be processed. Potential members should not be added to the membership rooster until they payment has cleared. They are not members until they have paid. Dolly will verify will payment has made. Dolly also advised that we don’t have telephone numbers for some people whose membership has expired. Denielle volunteered to contact magazine for copies of art work that have been featured.

VIII. **Old Business** – No Old Business.

IX. **New Business** – No New Business.

X. **Closing Remarks** – Get Comment/Participant cards. It would help to establish a budget for the next ‘event’.

XI. **Next Meeting** – Tuesday, September 15, 2015 at 10:30 a.m.

XII. **Adjournment** – Motion to adjourn was made by Peggy at 12:45 p.m. The motion was seconded by Dolly.