

SHEPARD GARDEN AND ARTS CENTER
BOARD OF DIRECTORS MEETING

January 6, 2020

MINUTES

The meeting was called to order at 7:15 p.m. by President Ken Rothaus, Members present were President Ken Rothaus, Treasurer Ed Schroeder, Recording Secretary Therese Ruth, Corresponding Secretary Wendy Corby, Directors Jan Goehring and Kathy Norton.

Clubs represented were: Capital City African Violet & Gesneriad, American Bonsai Assn. Bromeliads & Carnivorous Plant Society, California Native Plant Society, California Garden Clubs, Capital City Bonsai Assn., Chrysanthemum Society, Cymbidium Orchid, Gypsy Traders, Ikebana International, Nat. Assn. of Watch & Clock Collectors, Art by Fire, Perennial Plant Club, River Park Garden Club, Sacramento Center for Textile Arts, Sacramento Rose Society, Sacramento Weavers & Spinners Guild, Sierra Camera and Sogetsu Ikebana of Sacramento, Friends of SG&AC.

Recording Secretary's Report: The minutes of the December 2, 2019 Board Meeting were approved as corrected – The American Bonsai and Art by Fire both had representatives in attendance.

Financial Report: Treasurer Ed Schroeder distributed copies of the balance sheet as of December 31, 2019. Total assets in checking and savings are \$87,376.02. Ed said he refunded \$800 to the DAR since they cancelled their meetings after January 2020.

Scheduling/City Report: The water heater in the kitchen, which had been leaking, was replaced by the City.

Customer Experience Report: Jan said a comment section has been added to the back of the check-in check-out form. This section can be used to note any problems.

Jan said a Procedure Manual is being prepared that will have the monitor's job description and responsibilities spelled out.

The CHAT newsletter will be posted in the office and also emailed to all club representatives and presidents.

COMMITTEE REPORTS

Spring Sale: Kathy said the Spring Sale will be held Saturday March 14 and Sunday, March 15

from 10:00 a.m. till 4:00 p.m. She said the ad for the Sale will be in the *News & Review* that comes out the Thursday before the Sale. The application for a table at the Sale is in the latest CHAT newsletter.

CHAT: Ken said the next deadline for the CHAT will be February 15th.

Friends: MJ said Friends has received two \$100 donations. She said they have over \$26,000 in their account. She said she still has long sleeve t-shirts for sale.

OLD BUSINESS

SG&AC Treasurer Replacement: Ken said replacing the Treasurer has two components – a Treasurer and a Budget Directors/Operation Coordinator who would work on scheduling with the monitor and handle the clubs' bills.

Projector for small meeting room: Ken said there is a small HP LCD projector in the cabinet that could be used in the small room, but it is older technology.

NEW BUSINESS

Exploring Changes in the Management of the SG&AC: Jan reported that the Board is exploring the possibility of a change in the management of the Center. She said the club representatives and presidents should be sure to read emails sent out from the Shepard Gmail account.

Nominating Committee: Jan said MJ Kelly has volunteer to fill the position of Budget Director. Jan moved we appoint MJ to serve as Budget Director, the motion was seconded and passed.

ADJOURNMENT

There being no further business the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Therese Ruth, Recording Secretary