



Cherrywood Urban Landscape and Arts League (CHULA League)

Special Board of Directors Meeting
November 4, 2006

Agenda:

1. Call meeting to order (Clementine's).
2. Approval of prior minutes.
3. Art Fair.
4. Member Meeting.
5. Next Art Fair meeting.
6. Adjourn.

Call to Order

A special meeting of the CHULA Board of Directors was called to order by Priscilla Boston, Board Chair, at 10:00 am on November 4, 2006 at Clementines. Attending were Boston, Jane Walton, and Kathy McTee. A quorum was present.

Approval of minutes

Minutes from the September 24th meeting were approved with two corrections.

Art Fair (See checklist)

- a. Artist coordination - 56 artists confirmed.
- b. Silent auction - Erika Albright will coordinate.
- c. Artist food - Maddie Kadas and Kelly Miles will coordinate.
- d. Music - Luke Torn and Craig High will coordinate.
- e. Children's art - Jennifer Ober will coordinate.
- f. Decorations - Kelly Miles will coordinate.
- g. Food for public - Go-Go Gourmet will provide.
- h. Logistics - Richard Behal and Mike Hedricks will coordinate.
- i. Administration - Jane Walton will coordinate.
- j. Website - Kathy McTee will coordinate.
- k. Sponsorships - Heather Walton will coordinate.
- l. Publicity - Priscilla Boston will coordinate.

Member Meeting

Member meeting will be November 13th at Jane Walton's house. Jane to send reminder email to neighborhoods. Agenda:

- a. Elect new board member to replace Kathy McTee
- b. Review mission
- c. Roles of members
- d. Schedule next meeting

Next Art Fair Meeting

Next Art Fair meeting will be November 18th at 10 AM at Clementine's.

Adjournment

Boston adjourned the meeting at 12:40 pm.

Respectfully Submitted,

Jane Walton, Secretary

2006 Art Fair Checklist

<p>Artist Coordination (K McTee):</p> <ul style="list-style-type: none"> • 56 artists notified of selection • Artist names to web by 11/30 • Packet to artists by 11/10 <ul style="list-style-type: none"> ○ General booth map ○ Silent auction ○ Load in/out ○ Security ○ Postcards 	<p>Silent Auction (E Albright):</p> <ul style="list-style-type: none"> • Coordinator Erika Albright • PB and KM to meet with Erika by 11/11 • Tax deduction receipt in artist info at load in - Jane • Contact Julie Bernal at Alamo Draft House 	<p>Artist Food (M Kadas):</p> <ul style="list-style-type: none"> • Maddie Kadas and Kelly Miles will coordinate • Heather Walton to ask HEB to donate food.
<p>Music (L Torn):</p> <ul style="list-style-type: none"> • Luke Torn and Craig High to coordinate • How to get sound outside gym • Consider outdoor musicians • Solicit KOOP participation by 11/15 • Luke has contacted Spike Gillespie re: Naked calendar. 	<p>Children's Art (J Ober):</p> <ul style="list-style-type: none"> • Jennifer Ober • Daugherty Button making elves will need table • Guaranteed \$1,000 (will purchase projector) 	<p>Decorations (K Miles):</p> <ul style="list-style-type: none"> • H Walton has commitment from Accugraphics to provide banners • Need banner measurements • Jane to contact Kelly Miles and volunteer tree and lights • Priscilla has some decs also
<p>Food for Public (P Boston):</p> <ul style="list-style-type: none"> • Go-Go Gourmet will provide • PB to ask them to do drinks and dessert • New location in hall, or kitchen? • Will receive % of profits, amount negotiable based on goodwill with Go-Go 	<p>Logistics (R Behal):</p> <ul style="list-style-type: none"> • Door stops, sandwich boards to be made • Extra tables for Button elves, PTA? • Food placement hall or kitchen • Outdoor security (P Boston) • CHULA table, brochures, membership application (J Walton) 	<p>Administration:</p> <ul style="list-style-type: none"> • Name tags to be printed, stick on • Credit card account set up with Payment Tech • Pay Melissa G

<p>Website (K McTee):</p> <ul style="list-style-type: none"> • Kathy McTee will do by 11/30 • Simplify, no booth map 	<p>Sponsorships (H Walton):</p> <ul style="list-style-type: none"> • Send list of silent auction donors to J Walton • Heather trying to get food from HEB • Banners to be donated • Email NN for silent auction items or suggestions (J Walton) 	<p>Volunteer coordination (P Boston):</p> <ul style="list-style-type: none"> • Priscilla to consider options for counters/greeters and floor relief • Artist Checkin to be handled by board members • Can we get automated counters?
<p>Publicity (P Boston):</p> <ul style="list-style-type: none"> • Press release to be written by K McTee • Priscilla to handle press list • Jack Darby and Melissa G will take photos • Kathy to email Julie Moody, KUT • Priscilla to handle website and calendar postings • Roller skate guy for posters and postcards 	<p>Signage:</p> <ul style="list-style-type: none"> • Signage on site • Handout maps to be done last week 	<p>Other:</p> <ul style="list-style-type: none"> • Thank you dinner for volunteers (J Walton)

Immediate To Do Lists:

Priscilla	Kathy	Jane
Approach for volunteer greeters/counters (AGE? Other volunteer source? Aprons?)	Send artist packet by 11/10	Possibility of automatic counters?
Meet with Erika A 11/11 re: auction	Meet with Erika A 11/11 re: auction	Tax deduction form for silent auction donors to be available at checkin
Measure size of banners, size to Kathy M	Banner info to Melissa, then all to Heather for Accugraphics	Email Jennifer O re use of art fair grant
Send Kelly's email address to Jane	Follow up music with Luke	Volunteer tree and lights to Kelly
Contact Go-Go: Want kitchen? Split cost? Do dessert & drinks? Enough food? Posters and post cards?	Richard: door stops, sandwich boards (or Jane)	Make sandwich boards?
Contact Wendy Morgan, does PTA want table?	Web site, including high level only booth map	Do I have Page Maker? Contact Marily re: current website material
Get security: contact NNet, AISD, get Wheatsville info from Kathy	Contact Judith at Wheatsville, who do they use for security? To PB.	Check out cc equipment at school
Give Jane silent auction possible donor list	Give Jane silent auction possible donor list	Send silent auction appeal
Do calendar postings	Give name tag file name to Jane to print, or get supplies and print	Print name tags?
Call roller skate guy re: posters and post cards. How many of each to Kathy	Do poster and post card order after number from PB	Thank you dinner
Contact Julie Bernal (Alamo) re: auction	Email Julie Moody at KUT	Consolidate mailing list
Do membership meeting agenda with Jane	Write silent auction appeal, to JW	Send email re member meeting
Prepare press release list after press release is done.	Write press release, to PB	Look up # cards, brochures last year, to KM
	Artists checks to Jane	CHULA photos to KM
	Check fonts for letter head, etc.	
	CHULA brochure once text from Jane	Text for CHULA brochure