

Minutes of the Lexington Arts and Crafts Society, Inc.
Board of Directors Meeting
June 3, 2024

Unless otherwise defined in the text of any Vote, all capitalized terms have the meanings as defined in the Bylaws of the Corporation, as adopted March 23, 2019 and subsequently amended.

Documents referenced in pre-meeting materials (“PMM”) will be included in record minutes.

The June 3, 2024 Board of Directors Meeting of the Lexington Arts and Crafts Society (LexArt) was called to order at 1:30pm, conducted in person at the Lexington Arts & Crafts Society, Lexington, MA., chaired by Diane Gordon, Chair of the Board.

The following Board members were in attendance: Diane Gordon (Chair), Matthew Siegel (President and Executive Director), Michael Lawson (Treasurer), Chase Jones, Wayne Davis, Crystal Ribich, Nancy Cornelius, Molly Nye, Cassandra Goldwater, Alison Lauriat, Rachel Rosenblum. (please feel free to edit this attendance list, I was not present in person and the Zoom was a bit difficult to follow)

Also in attendance virtually was Kylie Weinzierl (Interim Clerk/Notetaker).

1. Acceptance of Minutes (PPM pp. 5-8).

That the minutes of the April 3, 2024 meeting be accepted as presented [or as corrected].

Cassandra Goldwater moved to approve minutes.

Motion adopted unanimously.

2. Acceptance of Treasurer’s Report (PPM pp. 9-10).

Michael stated Closed the Erance Fidelity Account

Move to approve the treasurer’s report

Treasurer’s report approved

Motion adopted unanimously.

3. Acceptance of Annual Budget (PPM pp. 11-12).

Need to spend a little more time making sure the capital projects/expenditures are properly outlined

Matthew Discussed purchasing an additional shipping container and relocating them to the other side of the parking lot.

Discussing \$10,000 maintenance fee of woodworkers

Clarification between maintenance and expenditures

Remove paving and drainage from this years budget, finished earlier

Diane Moved to approve operating capital budget with amendment to capital budget reflecting changes relating to conversation had about capital expenditures from previous fiscal year

The motion was adopted unanimously

4. Approval and Recommendation of Restated By-Laws

a. That the Corporation’s By-Laws be amended and restated in their entirety and that the form of the Amended and Restated By-Laws (the “Restated By-Laws”) presented to the meeting be approved and adopted as the By-Laws of the Corporation with such additions, deletions and other changes thereto as may be approved by the Chair of the Corporation.

b. That the Board of Directors hereby declares the Restated By-Laws to be advisable, and directs the President of the Corporation to submit the Restated By-Laws with such additions, deletions and other changes thereto as may be approved by the Chair of the Corporation to

the Members of the Corporation for their approval, and recommends to the Members of the Corporation the adoption of the Restated By-Laws.

Wayne & Diane agreed to read this at their leisure and then vote on it at a later board meeting. Bump to next board meeting at some time candidates are removed.

5. Executive Director's Report & Discussion (PPM pp.13-15).

Diane mentioned that there are a lot of things going on at the moment

Matthew mentioned the meeting with Cotting School happened and they are very interested in having their clients come volunteer and help staff the gallery. Also looking for task oriented work. Plan to have a staff meeting to discuss ways we can put people to work. Youth Counseling Connection interested in a similar setup.

Discussing rotating throughout the studios, speakers, residency etc.

Going over evergreen organizational goals -our purpose of being

6. FY 2025 Goals (PPM pp. 16-17).

Diane expressed the importance of people using the same terms/language for goals. When setting a goal or an objective, think of it as an aspirational thing(not necessarily measurable). A Key Result is a way to measure movement towards the goal. (quantifiable, yes/no) Initiatives are the individual things you do to get those results.

Plan to move to break out groups to plan some key results and initiatives

Discussion regarding definition of "breaking even"

How do we continue the evolution and ensure the statements of what our core values are?

Exercise in BreakOut Groups

Check in on notes about each evergreen value later

- Continue to transform LexArt into an organization that is structured and behaves by a set of diversity/community centric core values (Matthew, Christina, Rachel)
 - Collaborate with as many community & outside orgs that align with our mission & core values as possible
 - Identify and engage community leaders that can help us diversify our reach
 - Bring our programming outside of our building- outdoor venues
 - Better communication of scholarship program-all means of communication, print, social, website, etc.
 - Exhibition of area instructors, schoolteachers- way to better engage them and their constituencies(schools & students)
- Operate LexArt at break even (Cassandra)
 - Key results in Education-bottom line is to increase # of classes
 - Survey existing studio members, gauge areas of interest in greater Merrimack Valley
 - Look at one day workshops
 - Work with studio managers & Hannah
 - Increase Sales Revenue (just gallery to go)
 - Need a system where inventory is changed, measured, and followed
 - Perhaps hiring part time sales manager
 - Calculate data for parking lot sales
 - Inclusive mother's day sale
 - Development
 - Develop studio representative
 - Reconstitute development commitment

- Large gift program- year to year, targeting about 20 ppl
 - Engage people already giving to give more
 - Consultant-measure year to year results
- Drive internal and external community (Mike)
 - Launch annual survey of members, track approval of community members
 - Annual tracking on different facets of the facility (gallery attendance, HMP visitors, education, studio use, etc.)
 - Have monthly community focused events
 - Trying to host focused gallery receptions for the community (focused target chamber of commerce, banks, realtors, schools, etc.) specific speakers etc
 - Gallery preview party
 - Host Team Building exercises
- Grow and diversify membership
 - Survey reasons for membership-What are members looking for?
 - Reasons may change over time
 - How long have there been members? Newer members usually younger
 - LexArt Inspires-Online/Zoom offerings
 - Bring in films, music
 - Other types of craft-one day crafts
 - More accessible crafts/art forms

Diane will be collecting and consolidating all notes to solidify official goals/objectives to go over at a different time.

8. Nominating & Governance Committee Report (PPM pp. 19-23).

Wayne brought up wanting to discuss and think about these topics, regarding Governance Committee for future discussion

- Look at list of candidates
- Do we expand the size of the board?
 - Benefits/Cons of larger board
- Get back to Wayne with answers/notes on this topic.
 - Wayne will be sending an email

7. Schedule of Upcoming Meetings & Events (PPM p. 18)

Diane will be in touch about upcoming dates

Matthew brought up how 2 or 5 interviewed board candidates work with bringing art programming to local schools. External programming rather than internal department. Something to keep in mind. Observation. In terms of our own teen programs, definitely needed.

Cassandra moved to adjourn at 3:22pm

Respectfully submitted,

Kylie Weinzierl (interim clerk)