

Minutes of the Lexington Arts and Crafts Society, Inc.
Board of Directors Meeting
January 31, 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 January 31, 2024 Board of Directors Meeting of the Lexington Arts and Crafts Society (LexArt) was called to order at 1:38pm, conducted in person at the Lexington Community Center, 39 Marrett Rd., Lexington, MA. and via videoconference, chaired by Wayne Davis, Chair of the Board.

The following Board members were in attendance: Wayne Davis (Chair), Matthew Siegel (President and Executive Director), Michael Lawson (Treasurer), Crystal Ribich, Peter Demuth (left at 2:14pm), Molly Nye, Cassandra Goldwater, Diane Gordon, Alison Lauriat, Rachel Rosenblum (entered at 1:56pm), and Nicole Mordecai.

Also in attendance was Hannah Wolfe (Clerk).

1. Approval of Minutes (PPM. p.4)

Cassandra Goldwater moved that the minutes of the October 11, 2024 Board of Directors Meeting be approved. Seconded by Diane Gordon. Thereafter it was:

VOTED: That the Board of Directors hereby approve the minutes of the Board of Directors Meeting of Members held October 11th, 2024 as presented.

The motion was adopted unanimously.

2. Treasurer's Report (PPM. p.8)

Mike Lawson noted that most of the information he would report is already in the monthly report from the accountants at Juna Financial. He also mentioned the new cash management account for studio maintenance, which is \$50,000, is unused, and he hopes to transfer that money to a permanent account by the end of the year if it remains untouched.

Wayne Davis mentioned LexArt has some small, very old, restrictive gifts accounts that we might be able to access soon due to some new legislation.

Molly Nye moved to accept the Treasurer's Report. Seconded by Alison Lauriat. Thereafter it was:

VOTED: That the Treasurer's Report be accepted.

The motion was adopted unanimously.

3. Appointment of Diane Gordon to the Executive Committee

Wayne Davis noted that Diane Gordon has been taking a more active role in recent months, helping to organize and document procedures for the Holiday Marketplace, leading a technology assessment, and providing advice on various operational issues. She has offered to take a more active role.

Cassandra Goldwater moved to approve the appointment of Diane Gordon to the Executive Committee. Seconded by Molly Nye. Thereafter it was:

VOTED: That Diane Gordon be appointed to the Executive Committee.

The motion was adopted unanimously.

4. Development Discussion (PPM. p.9)

Wayne Davis presented the Annual Appeal summary results, and noted that there is a significant increase in the amount of money raised compared to the prior year, from around \$78,000 to around \$92,000. Some members of the Board brought up that while the monetary amount increased, there was not a significant increase in the number of donors. This led to a brief discussion about how current membership does not donate to the organization and some believe there is a misunderstanding where current membership does not donate because they think their membership dues and fees are donations.

Diane Gordon and Matthew Siegal recommended that the next annual appeal summary should include expenses (such as the cost of printing, the money paid to the consultant, etc.).

Wayne Davis recommended that we look into small family foundations that might be interested in contributing to the organization financially.

There was an overall agreement that we need to identify and apply for grants more often, and that we should continue to make thank you phone calls to every donor, no matter how small the donation.

5. Gift Acceptance Policy and Vote (PPM. p.12)

Wayne Davis noted that a gift acceptance policy is necessary to ensure donors have a clear set of expectations. He mentioned we should also have categories of gifts that we won't accept. He presented a proposed policy that had been originally drafted for LexArt by our fundraising consultant, Diane Remin and reviewed and revised by the Finance and Audit Committee.

Mike Lawson moved that the new gift acceptance policy (included on page 12 of the PPM) be approved. Seconded by Cassandra Goldwater. Thereafter it was:

VOTED: That the gift acceptance policy is approved.

The motion was adopted unanimously.

5. Executive Director's Report and Discussion (PPM. p.31)

Matthew Siegal reviewed his Executive Directors report and spoke about how LexArt has the grant money to begin its studio accessibility renovations this year, and how all the equipped studios now have studio managers.

He stated that he is looking into potential adjustments in the current fee structure for membership, and a discussion about engagement and membership ensued.

Matthew noted that outside of the equipped studios (metals, woodworking, ceramics, fiber arts) not many former guild members from other disciplines (painting, photography, needle arts, polymer clay and beading, decorative arts) have signed up for studio access with the new structure. Nicole Mordecai pointed out that the selling side of membership and its benefits could potentially be reexamined rather than readjusting the studio fees or membership fees. Several people suggested that membership should be educated on the organization's financial situation, and/or shown the benefits of LexArt membership compared to other similar organizations in the area.

Matthew Siegal noted that there is more that should be done in order to engage an audience who could help LexArt provide its services.

6. Recruitment of Potential New Board Members

Wayne Davis noted that the Annual Meeting and election of directors has been moved from May to September, which gives us more time to recruit new board members. He encouraged current board members to help identify potential candidates and suggest that we use the additional time to encourage those individuals to to volunteer their time so that they get to know LexArt and we get to know them before they are considered for board nomination.

The meeting was adjourned at 4pm.

Respectfully submitted,

Hannah Wolfe
Clerk