



Committees

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MERGING CREATIVITY AND COMMUNITY

Administration and Finance

The finance and administration committee keeps the association's books. The members serve as the liaison with the accountant to ensure that annual financial statements comply with generally accepted accounting principles and that end-of-year reports are filed on time.

They also perform administrative tasks such as maintaining membership records and answering members' questions about registrations, etc.

- Banking — 5/3 and PayPal accounts.
- Allocate transactions in Quickbooks.
- Monitor monthly and yearly payments for rent, insurance and technology.
- Make payments to teachers and prize winners.
- Invoice sale of art, including state sales tax.
- Ensure 1099s are sent before January end.
- Ensure the 990 is filed on time.
- Ensure Michigan sales tax is filed.
- Confirm that the association has paid its annual fees to the Michigan Department of Licensing and Regulatory Affairs and renewed its Charitable Trust Solicitation papers.
- Financial update for monthly board meetings.
- Oversee succession planning.
- Monitor investments.

Communications and Marketing

The communications committee is responsible for creating, updating and monitoring GPAA's communications and marketing to ensure that they support the association's vision.

- Print publications.
- Television and radio.
- Website.
- Social media.
- Speaking opportunities.
- Maintain contact lists (iContact).
- Weekly newsletters.
- Facilitate zoom forums.
- Create formats for new material.

Education/Classes

This committee must find the right mix of class offerings to serve a market that includes preschoolers to octogenarians at all levels of interest and experience. Finding a balance between entertainment and skill-building is also a challenge.

- Know the competition.
- Find teachers that set GPAA apart.
- Make the classes affordable.
- Insure a minimum wage of \$30/hr. for teachers.
- Post the offerings on the website.
- Publicize the offerings.
- Keep the art studio and the equipment in good condition.
- Schedule activities with The War Memorial staff.



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Exhibitions

Each year, GPAA originates 7-8 exhibitions and hosts 5 shows put together by other organizations and/or solo shows won as GPAA best-of-show prizes. Space is not rented to individuals for solo shows.

FOR GPAA exhibitions:

- Develop an annual schedule.
- Create themes and engage appropriate jurors.
- Post the call for entries on EntryThingy.
- Coordinate with the juror and the hanging team to organize the show.
- Staff intake and pick-up for the shows. This includes tracking the arrival of mailed-in entries and packing and mailing them back to the artists at the end of the show.
- Make labels for accepted pieces using the GPAA format.
- Hang the show using our (no nails) hanging system.
- Install labels and relevant signage.
- Plan gallery talks and awards presentations.
- Create awards and get accompanying checks.
- Communicate with artists in the exhibition throughout the dates of the show.
- Keep The War Memorial staff apprised of all activity.
- Schedule staff for gallery hours.

FOR HOSTED exhibitions:

- Provide hanging support.
- Provide marketing support.
- Help arrange "opening" type events.
- Keep The War Memorial staff apprised of all activity.

Fundraising/Grants

For every pair of TOMS shoes purchased, the company provides a pair to a child in need. Following this model, the association uses the money it raises from exhibitions, lectures and classes to fund public art and free programs designed to facilitate therapeutic socialization through art.

- Plan and execute the annual *Your Old Mansion* lecture series.
- Explore other fundraising opportunities that fit the association's goals.
- Develop relationships with possible funders.
- Write grant requests.
- Report on grants received.



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Hospitality/Volunteers

Staffing is the charge of this committee. Although each committee is encouraged to find and train volunteers to accomplish its work, this committee serves both as a recruiter and a temp service.

- Actively seek volunteers and pair them with a committee that fits their interests and talents.
- Provide volunteers to staff events, including greeting, refreshments and registration.
- Represent the association at community events like street fairs, etc.

Membership

Sustain and grow membership.

- Institute incentives to retain and encourage membership.
- Survey members on what they would like from the association.
- Find opportunities to position the association as a valuable part of the community.
- Oversee and increase the value of membership, using software as a vehicle for connecting the association members with each other.

Programming

The Grosse Pointe Artists Association is always looking for ways to use art to improve the quality of life for individuals and the communities they live in. We currently have four programs:

- Tuesday Night Artmaking for veterans.
- A Morning Out for senior citizens and their caregivers.
- Promising Artists Council for area high school students.
- AlterCrossing, a public art project.

Our goal is to grow these and respond to new opportunities as they arise.

Veterans and Senior Citizens

- Program organizers make sure things are lined up for each session, including presenters, art-making projects, art supplies, and snacks.
- Hospitality team to remind people of meetings and make sure everyone feels comfortable.

Promising Artists Council

- Work with teachers to engage students.
- Find opportunities for the students to work together across school district boundaries.
- Coordinate the annual Promising Artists Exhibition.

AlterCrossing

- Find willing landlords.
- Seek funding sources.
- Select artists to work with the community on the projects.