



Photography Club of Sun City Hilton Head

Staff Meeting Minutes for February 7, 2018

Attendees: Executive Board members President Gracene Peluso, Vice President Bruce Rosenthal, Secretary Patricia Bellantonio, Treasurer Charlie Finn, Director of Education John Burrack, and Past President Bill McKinnery. Committee Chairs and others: Chuck Thomas, Pat Roche, Jim Wilson, John Rhyne, Marty Shimp, Sophia Schade, Rich de Asia, Corky Burt, Tom Rhyne, Tom Mills. Marge Pangione, and Nancy Hoff did not attend.

Opening: President Gracene Peluso called the meeting to order at 7:00 PM and warmly welcomed all staff members.

Minutes: There being no corrections offered, the minutes of the December 7, 2017 staff meeting were approved as posted on the club website. There was no January 2018 Staff Meeting due to weather.

Treasurer Charlie Finn submitted the annual January 1, 2017 thru December 31, 2017 financial report. Opening balance of \$8,045, income of \$15,110, total expenses of \$17,709, leaving balance as of 12/31/2017 of \$5,446. Also presented was the financial report for January 2017. Opening balance of \$5,446, income of \$2,254, expenses of \$1,885 leaving balance as of 1/31/2018 of \$5,845. The financial report was approved as presented.

PCHHSC Banking Summary	
1/1/2017 through 12/31/2017	
Opening Balance 1/1/2017	\$8,045
INCOME	
Memberships Dues Income	\$7,060
Photo Printing Income	\$3,864
Matting & Framing Income	\$1,974
Classes Income	\$1,318
Double Vision	\$816

CAM Deposit Refund	\$78
TOTAL INCOME	\$15,110
EXPENSES	
Studio Equipment: Printer	\$2,600
Photo Printing Expense: Ink Cartridges	\$2,388
Studio Equipment: Other (Cutter & Monitor)	\$2,370
Matting & Framing Expense	\$2,351
Photo Printing Expense: Photo Paper	\$1,845
Speaker and Judge Expenses Reimbursement	\$1,370
Double Vision	\$778
Events	\$719
Studio Equipment: Lighting	\$650
Tax, Business: Sales & Use Tax	\$537
Telephone	\$501
Meals & Entertainment	\$323
Badges	\$240
Charity	\$200
Postage and Delivery	\$190
Studio Supplies: Misc.	\$128
Subscriptions	\$120
Classes	\$115
Internet	\$105
Competition Expense	\$96
Studio Supplies: Library Supplies	\$30
Bank Charge	\$28
Advertising	\$25
TOTAL EXPENSES	\$17,709
Annual Change	-\$2,599
Closing Balance 12/31/2017	\$5,446

Signed:	Charles Finn, Treasurer
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PCHHSC Banking Summary	
1/1/2018 through 1/31/2018	
Opening Balance 1/1/2018	\$5,446
	\$8,714.70
INCOME	
Classes Income	\$50
Matting & Framing Income	\$185
Memberships Dues Income	\$1,300
Photo Printing Income	\$719
TOTAL INCOME	\$2,254
EXPENSES	
Badges	\$34
Double Vision	\$179
Matting & Framing Expense	\$267
Meals & Entertainment	\$72
Photo Printing Expense:Ink Cartridges	\$617
Photo Printing Expense:Photo Paper	\$155
Speaker and Judge Expenses Reimbursement	\$250
Studio Supplies:Misc.	\$10
Tax, Business:Sales & Use Tax	\$229
Utilities:Telephone	\$42
TOTAL EXPENSES	\$1,855
Change	\$398
Closing Balance 1/31/2018	\$5,845

COMMITTEE REPORTS:

Competition Chair Tom Mills advised that he will retire from his position on 6/1/2018 and will make announcement at the General Meeting that volunteer will be needed.

Education Director John Burrack presented the following report:

2018-02-07 Staff Meeting

Education Committee Report

- Winter Schedule
 - Jan. 15 – Mar. 16
 - 21 classes
 - 16 Sold Out!
 - 148/169 Seats sold ... 18 of the 21 unsold seats are in remaining classes. We will fill more,
 - Class Sales Gross/Net: \$745/\$423.37. There were 7 “Free” class seats in our Monitor Training.
 - Very Successful!
- Sprint Schedule Plans:
 - Class dates: March 19 – May 31
 - Teacher Sign-up finished by March 9
 - Schedule open to membership for sign-up March 13.
 - Goals – at least 20 classes with 175 seats.
- Open Studio Tuesdays – 1:30-3:30pm
 - Very active since the first of the year
 - We have monitor support every Tuesday.
 - Corky, Gracene and I have manned the Studio providing camera, image editing, printing and matting help.
 - We will be asking for “helpers” to sign up ... or just stop in and contribute.
 - Because the sign is out we also have a number of non-member visitors viewing the gallery and asking about the club. We sold one picture from the gallery wall too!.
- We are going to place signs on printers and matting equipment reminding everyone of the certification requirements.
- Planning in progress for April 12 Education “Thank You” event. Specifics and invitations to come by end of March.

Extramural Exhibits Director Jim Wilson advised that John Smith, who was going to replace Jim, cannot take over. Jim stated he is looking for a replacement and will make announcement

at the General Meeting. Jim also presented the schedule of the 2018 Photo Exhibits:

March 6-Hilton Head Hospital hanging

May 12-Hilton Head Hospital take down

May 14-Bluffton Library hanging

June 22-Bluffton Library take down

Oct 30-Hilton Head Hospital hanging

Nov 26-Hilton Head Library hanging

Dec 30-Hilton Head Hospital take down

1/5/2019-Hilton Head Library take down

Sophia Schade advised that the Port Royal Sound Foundation (PRSF) is in need of donations, which can open the door for our club to display photos. It was suggested and approved that a donation of \$200 will be made to the PRSF.

Jim also wants to change the process of requests to exhibit member's photos and all agreed that he should make changes and present to board at later date.

Field Trips Director Pat Roche Last month Rich Matheny took 13 members to Florida for 2 nights. One of the highlights was to watch a take-off from Cape Canaveral.

Feb 10 is scheduled for "The Savannah You Didn't See"

Feb 11 is scheduled for "Wormsloe Colonial Faire and Muster"

Early March planning a trip to find some little known bridges in SC. Date to be determined.

Intramural Exhibits/Studio Calendar Director Nancy Hoff did not attend but advised there was nothing to report.

Membership-Mentoring Director Tom Lehrer did not attend but John Rhyan advised that there were 342 paid members and 101 new members. The membership list will be reviewed to update active members and purge inactive ones.

Photo Service Director Rich de Asla advised that he sent request from the Pickleball Club asking for photographers for their tournament but there have been no responses.

Program Chair Tom Rhyne advised that our February speaker is Kate Silvia, topic is "Night Photography". Tom also advised that he is retiring his position at the end of the year and will make announcement at the General Meeting.

Public Relation/Communications Director Sophia Schade advised that photos and article of the Double Vision competition was sent to the local papers and waiting to see who will pick it up.

Librarian Marge Pangione did not attend.

Studio Manager Corky Burt advised that the transition is going well with the new printer. He will be ordering more canvas for printing and current inventory is good

Studio Matting Coordinator Paula Smith advised that the ATG Tape Gun is missing and has she has purchased a new one. Also, the dry mount machine was left on overnight. A timer will be installed so it will shut off in a timely manner. The studio is well stocked and all is good.

Studio Monitor Assignment Leader Marty Shimp advised that she reviewing the monitor list to see which members are to be purged. She will review this with Tom Lehrer.

Webmaster Director Chuck Thomas advised that all is good. He advised he has will set up links on the website for the Double Vision and photo studio photos.

OLD BUSINESS

1. **Security Camera:** Rich De Asla found a Samsung model which is highly rated and at a reasonable cost of about \$300. Board approved purchase and Rich will have it installed. Marty Shimp suggested that the computer cart always be locked in closet.
2. **Field Trip Coordinator position-**Pat Roche will be retiring her position and would like input for volunteers, positions, etc. for a smooth transition. Sophia Schade suggested that monitors can be mentored for all positions within the club. Marty will review her list of active monitors and see who would be interested. John Burrack suggested contacting our new members also. He will ask his committee to come up with a plan/program for mentoring and present at later date.

NEW BUSINESS

1. **Quicken Software Purchase-**Charlie Finn advised that switching to Quicken accounting software would not be cost effective for us and will continue to use the current software program for our accounting.
2. **New Club Brochure-**Bruce Rosenthal suggested updating our brochure and came up with different options: quantity of 1,000 8-fold brochure with a cost of \$650, 4-fold brochure with a cost of \$430 and 3-fold brochure with a cost of \$390. There are additional fees of @ \$150. Suggestions made that we could utilize the Art Club and look for members who are graphic artists. Sophia Schade suggested that Bruce research Vistaprint and see what they offer. He will present findings at a later date.
3. **Change Code for door-**discussion held about current member list and after purging of inactive members, the code will be changed.
4. Sophia Schade made a suggestion that a general email be sent informing members of the studio exhibit website. John Burrack suggested we keep the Double Vision photos displayed in the studio for people who couldn't make the show.

Gracene asked all board/committee members if they have suggestions about announcements and to send her an email. She will then send out her plans after the General Meeting.

Adjournment: 8:30 pm

Respectfully submitted,

Patty Bellantonio, Secretary

"Taking an image, freezing a moment, reveals how rich reality truly is."....Anonymous

