



**GREETINGS:**

The Board of Directors meeting (via Zoom Video Conferencing) of the Society of North American Goldsmiths was called to order at 5:00pm on February 6, 2018 by Brigitte Martin, SNAG President.

**PRESENT:**

Gwynne Rukenbrod Smith – Executive Director  
Brigitte Martin - President, Chair - Fundraising Committee, Strategic Planning Committee, Impact & Evaluation Committee  
Anne Havel – Treasurer, Chair - Finance Committee, Programming Committee, Executive Committee

Dominique Bereiter (A 2015-2018 ) - Fundraising Committee, Programming Committee  
Kat Cole (E 2015-2018) - Finance Committee, Fundraising Committee, Programming Committee  
Brian Ferrell (E 2015-2018) - Fundraising Committee, Programming Committee  
Nicole Jacquard - (E 2017- 2020), Chair - Executive Committee, Strategic Planning Committee, Impact & Evaluation Committee  
Becky McDonah (E 2013-17; E 17-2020) – Secretary, Executive Committee, Strategic Planning Committee  
Tedd McDonah (A 2014-17; A 17-2020) - Programming Committee, Fundraising Committee, Conference Program Committee  
Ezra Satok-Wolman (E 2016-2019) - Strategic Planning Committee, Fundraising Committee  
Emily Stoehrer (E 2017- 2020)  
Elizabeth Shypertt (E 2016-2019) - Finance Committee, Fundraising Committee

**OTHERS IN ATTENDANCE:**

Tara Locklear - Chair, Nominations & Elections Committee  
Michael Brehl - potential candidate for SNAG Treasurer

**ABSENT:**

Jill Baker-Gower (E 2016-2019) - Impact Evaluation Committee, Strategic Planning Committee  
Dianne Debeixedon (E 2014-2017; A 17-2020) Chair - Program Committee, Finance Committee  
Anne Fiala (to begin Jan 2018 - 2020)  
April Wood (E 2015-2018) - Impact Evaluation Committee, Programming Committee

**MISSION MOMENT: Gwynne**

*The Society of North American Goldsmiths advances jewelry and metalsmithing by inspiring creativity, encouraging education, and fostering community.*

Gwynne reflected on a conversation she had with a former SNAG skeptic. This individual mentioned that they were impressed with the developments that SNAG has made over the past 4 ½ – 5 years, specifically noting the new editor of *Metalsmith* and *Metalsmith Tech* along with the re-launch of the Road 2 Success Entrepreneurship Program. They felt with these changes, SNAG has managed to stay relevant in the field. This acknowledgement that our accomplishments are meeting the needs of a variety of members was good to hear and reminded her of why we work so hard for our organization.

ANNOUNCEMENTS: Brigitte Martin

a. Confidentiality - The Board was advised that everyone is encouraged to speak their minds during these meetings, and that opinions and comments are to remain confidential. This also applies to future projects and programs that have not yet been announced to the membership.

b. New Meeting Format - Gwynne thanked everyone for trying video conferencing. This approach is hoped to be an improvement to the conference call format that has been used up to this time. Board members were then shown options available under the Zoom program and they proceeded to work out the bugs of the system.

DISCUSSION ITEM	LEAD	ACTION ITEM
<p><b>Minutes Review and Vote -</b>  Minutes of December 20, 2017</p>	<p>Becky McDonah</p>	<p>After a recap/discussion of the minutes from the December 20, 2017 Board of Directors meeting a motion was called for. <b>Motion:</b> (Anne) To approve the minutes from the <b>December 20, 2017</b> Board Meeting. <b>Seconded:</b> Emily</p> <p>The President called for a vote: All in favor: <b>10</b>; Opposed: <b>0</b>; Abstained: <b>1</b> <b>Minutes Approved.</b> Send to Tara to post on SNAG website.</p>
<p><b>2018 Budget Review and Vote -</b>  The Comparative Financial Data document was shared with the Board electronically</p>	<p>Anne Havel</p>	<p>The Treasurer noted that the Board did not vote last time due to changes in the budget lines because of the shift in production date of <b>Jewelry and Metals Survey (JAMS)</b> publication. This affected the <b>Total Program Area Revenue</b> line and <b>Total Program Area Expenses</b>. These changes brought the bottom line to \$2,683 instead of the previously projected 10K. This difference was mostly due to the cost of printing. Also due to the unexpected increase in printing expenses, the cost of the publication went up to \$40 (from \$35). The board then discussed in detail the purchase price of the publication and the cost to produce. Depending on further research and member response, this may be revisited in the future.</p> <p><b>Motion:</b> (Dominique) To approve the 2018 budget as presented. <b>Seconded:</b> Nicole. The President called for a vote: All in favor: <b>Unanimous Motion Approved.</b></p>

<p><b>Review of Reimbursement Policy</b></p> <p>The <b>Reimbursement Policy</b> document was re-shared with the Board electronically</p> <p>This document can also be found on Google Drive in the Policies Folder in the Board Documents section.</p>	<p>Anne Havel</p>	<p>The Treasurer reminded the Board of <b>reimbursement rules and procedures</b> that focused on travel. Reimbursement limits included: \$500 for travel max. (some exceptions on longer distances if within the 60 day rule and you contact the ED). Hotel room rates max. = ½ the room rate that is contracted (based on board members sharing a room). Parking is normally reimbursable. It was noted that these <b>limits also apply for gift-in-kind</b> amounts.</p> <p>Also noted were <b>things that are not covered</b>: no upgrades, no travel insurance, no entertainment costs or entry fees. If carpooling the cost is capped at \$500 and goes towards the person driving.</p> <p>Board members were reminded that they <b>must fill out an expense reimbursement form</b> even if they are selecting to donate their travel expenses through the gift-in-kind option, and to ask Gwynne if they have any questions.</p>
<p><b>Committee Updates: Fundraising -</b></p>	<p>Dianne and Elizabeth</p>	<p>Elizabeth noted that her main focus is on the upcoming <b>50th Anniversary Celebration</b>. She is currently compiling the committee who will be helping with this. Dianne will be focusing on the <b>222 at 222</b> fundraising event.</p> <p>Gwynne shared information regarding <b>Thank you to our Donors Month</b>. A document will be circulated to the board next week that contains a list of donors who have donated \$50 or more. The board is asked to sign up for approx. 10-15 donors to extend thank you's to. This can be in the form of a phone call, email, or handwritten letter. This choice is up to the Board member.</p>
<p><b>Committee Updates: Programming Committee-</b> Reviewing Membership Levels</p> <p>Re-doing Charter to combine I&amp;E with Programming</p>	<p>Brian and Kat</p>	<p>Brian stated that they are currently focusing on sorting out the fee structure for the <b>transitional membership</b> in order to bring that to fruition along with the <b>auto-renewal</b> option.</p> <p>The committee is also working on <b>Re-doing the Charter to combine the Programming Committee with the Impact &amp; Evaluation Committee</b>. This</p>

<p><b>Committee Updates: Programming Committee- Cont.</b></p> <p>Re-doing Charter to combine I&amp;E with Programming - continued</p>		<p>merge would aid the evaluation process as it would include the individuals involved in the creation of the programs to help assess what changes should be made.</p> <p>The ED noted that this move could help streamline the process, fewer Board committees would mean more members could serve on each one, thus creating more robust committees to get things done. The charter would also <b>dissolve the Strategic Planning Committee</b> as currently the full Board is acting in this role. The charter will be brought to the Board for a vote when completed.</p>
<p><b>Committee Updates: Finance</b></p> <p>Treasurer Update</p>	<p>Anne Havel</p>	<p>Anne reported that Finance Committee is currently looking at the <b>Control Structure of SNAG</b> and are working to create a chart to map the way the organization flows and to evaluate if SNAG has the <b>proper controls and reporting chain</b> in all aspects of the organization, not just finance. The Finance Committee’s goal is to map everything and look for any weaknesses the organization has. It was noted that control structure weaknesses generally yield financial control weaknesses and so is a chosen focus for this committee.</p>
<p><b>Committee Updates: Individual Board Fundraising/Giving</b></p>	<p>Nicole and Anne Fiala</p>	<p>Nicole reported the Gwynne has sent out the <b>individual fundraising goal forms</b> that all board members should fill out and return if they have not already done so. The committee would like to streamline tracking this information by creating a Google doc for each board member that they can have access to in order to input and tally their own totals. Gwynne, Tara, Anne F. and Nicole will be the only other individuals with access to these fundraising records.</p> <p>The Board was reminded to let Nicole or Anne F. know if they have any special fundraising projects they would like to embark on.</p>
<p><b>Committee Updates: NEC Update -</b></p>	<p>Tara Locklear</p>	<p>Tara discussed candidate nominations for the upcoming election. She was pleased to say that 2 past board members have agreed to run for the <b>Nominations &amp; Elections Committee</b>; 1 person has agreed to run for</p>

<p><b>Committee Updates: NEC Update - cont.</b></p>		<p><b>President Elect</b>; and so for there are no <b>Board candidates</b> vetted for the 3 vacancies in the upcoming election. The committee would like to have these individuals solidified by February 28th, in time for announcing them in the March 5 <i>Riveting News</i>. Gwynne reminded the Board that the maximum amount of members is 9 elected and 9 appointed. The Board then discussed potential individuals to approach to run and Tara thanked them for a great list for the committee to follow up on.</p>
<p><b>New Business - LAA Winner for 2018</b></p> <p>Application Process</p>	<p>Gwynne</p>	<p>Gwynne announced that the <b>Lifetime Achievement Award recipient</b> for 2018 will be <b>Sharon Church</b>. She has been contacted and there will be a public announcement this month.</p> <p>Gwynne reported that there were three new applications this year and the Lifetime Achievement Committee sent a list of <b>comments on the application process</b>. The executive committee will look at these observations and determine if there is a need for discussion at the face-to-face meeting in May.</p>
<p><b>New Business - Conference Sponsorships</b></p>	<p>Gwynne</p>	<p>Gwynne reported the Conference Sponsorships goal of 30K is in reach. Her totals are currently at \$23,750, and she noted that she has 10 more typical sponsors to follow up with.</p>
<p><b>New Business - 2020 Conference Update</b></p>	<p>Gwynne</p>	<p>The Executive Director announced that the 2019 SNAG Conference will be in Chicago at the Palmer House Hotel May 22-25, 2019.</p> <p>Alaina, Kate, and Gwynne will be travelling to Philadelphia in a couple weeks to check out hotels for the 2020 SNAG Conference. Currently they have two really good bids.</p>
<p><b>New Business - SNAG Speaks videos needed</b></p>	<p>Gwynne</p>	<p>Any Board members who have not submitted their video to Kinszia were encouraged to do so as soon as possible.</p>
<p><b>New Business - Anti-Harassment Policy and Statement</b></p>	<p>Gwynne</p>	<p>This committee should have a policy to the Board by the end of March or early April.</p>

<p><b>New Business - Conference Registration</b></p>	<p>Gwynne</p>	<p>The Executive Director advised the Board to look for Kinszia’s email containing the directions on how to <b>register for the conference</b> and follow them. The Board was reminded <b>NOT to book hotel rooms.</b></p>
<p><b>New Business - Spring Board Meeting</b> Travel info needed asap</p>	<p>Gwynne</p>	<p>If arriving on Saturday you must notify Gwynne as there are limited rooms available. The Board meeting will start Sunday afternoon to accommodate Sunday travel.</p>

Meeting Adjourned: 6:43pm

Mission

The Society of North American Goldsmiths advances jewelry and metalsmithing by inspiring creativity, encouraging education, and fostering community.

Vision

SNAG envisions a diverse jewelry and metals community engaging in thoughtful conversation and critical discourse while preserving tradition and embracing innovation.

Values

- *Dedicated:* We are committed to the advancement of jewelry, metalsmithing, and community.
- *Informative:* We nourish and share knowledge about jewelry and metalsmithing both inside and outside of our organization.
- *Innovative:* We support, encourage and advance ideas that lead to creative approaches, unique solutions, and crossing boundaries.
- *Inclusive:* We celebrate the rich diversity and history of our field and value a variety of viewpoints through supportive, respectful, and ethical interaction.