

Thunder Bay Arts Council, Inc. – Organizational Guide/Plan

MISSION

The mission of Thunder Bay Arts Council is to promote, support and preserve the arts through performance, education and leadership.

PHILOSOPHY

- Thunder Bay Arts Council believes “The Arts Make a Lasting Difference” in the life of each member of our community.
- Thunder Bay Arts Council is dedicated to increasing awareness and involvement in the arts throughout Northeast Michigan.
- We provide enrichment opportunities across generations, including children, youth and adults regardless of sex, creed, race or handicap.
- We sponsor an annual program of events and activities highlighting an array of musical, performing and visual arts of local, state and national interest to the region.
- We provide leadership in promoting and marketing the arts and in building collaboration with other arts and cultural organizations to maximize community impact.
- We work to preserve the arts by operating in a fiscally responsible manner.

Operational Committees

1. **Executive Committee**
2. **Long-Range Planning Committee**
3. **Finance/Grants/Revenue Committee**
4. **Planned Giving and Endowment Committee**
5. **Nominating Committee**
6. **TBAC Office/Gallery**

Project Committees

1. **SHOWCASE Series Committee**
2. **Artists In Residence – “Featured Artist Exhibits”/“Meet-the-Artist Receptions” Committee**
3. **“ART on the BAY” Committee**
4. **Art MARK Committee**
5. **YOUTH Core Committee**
6. **ArtSUMMIT Committee**

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1. Executive Committee

Committee Tasks:

1. Comprise the offices of President, First and Second Vice-Presidents, Secretary and Treasurer.
2. Meet bi-monthly at a minimum.
3. Make necessary business decisions between regular Board meetings.
4. Maintain a quorum of four (4) for conducting official business.
5. Maintain institutional history and official documents of officers, administrative assistants, directors, programs and outstanding activities.
6. Engage with various operational and project committees to fulfill the Council's mission and activities.
7. Plan the Annual Meeting.
8. Conduct annual performance review of Administrative Assistant and establish employment contract each year in September.
9. Along with Finance/Grants/Revenue Committee, pursue grant/corporate/business sponsorship in February, June, and November of each year.

Position

President
1st Vice President
2nd Vice President
Secretary
Treasurer
Immediate Past President

Tim Kuehnlein
Roger Baumgardner
Clint Kendziorski
Ruth LeBarre
Marsette Dubie
Midge Connon

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2. Long-Range Planning Committee

Committee Tasks:

1. Comprise at least three (3) Directors, one (1) of whom is the Second Vice-President.
2. Select a chairperson among the committee members.
3. Plan for the future of the Council.
4. Consider factors such as program attendance, organizational and regional needs to guide long-range planning for programming and fiscal viability of the organization.
5. Help keep committee structure relevant, functional and effective towards completing the Council's mission by maintaining regular updates to organizational documents.
6. Meet no less than twice per year to address long-range issues/assessments in October and April.

Committee Members

1. **Clint Kendziorski**
2. Roger Baumgardner
3. Pat Buck
4. Midge Connon
5. Karen McConnell
6. Jean Stewart
- 7.

Position

Committee Chairperson (2nd VP)

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3. Finance/Grants/Revenue Committee

Committee Tasks:

1. Comprise the Second Vice-President as chairperson and at least three (3) other Directors to serve as liaisons with the Treasurer, as an ex-officio member, and the Executive Committee in administering the financial obligations of the Council.
2. Work directly with the Treasurer to maintain the finances of the Council.
3. Select task managers on a need-by-need basis to accomplish certain tasks related to the finances/projects of the Council.
4. Work closely with Council project committees to secure booking and contracting of performers/artists.
5. Conduct major fundraising efforts, including an Annual Patron Fundraising Campaign for general contributions (tax deductible) in April and an Annual Membership Drive (TBArts Passes) by August of each year.
6. Prepare an Annual Budget in June each year.
7. Present the Annual Budget to the Board for approval in July each year.
8. Monitor and report regularly on the financial status of the Council.
9. Monitor various grant deadlines; obtain application and files applications according to instructions in a timely manner as needed and available.
10. Pursue new sources of revenue, grants, sponsorships, etc. along with the Executive Committee in February, June and November each year.
11. Research and report trends in funding and regulation trends related to the arts.

Committee Members

1. **Clint Kendziorski**
2. **Marsette Dubie**
3. Pat Buck
4. Midge Connon
5. Kathleen McGillis
6. Anne Nave

Position

1. **Committee Chairperson (2nd VP)**
2. **Treasurer**

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4. Planned Giving and Endowment Committee

1. Consist of no less than three (3) nor more than five (5) Directors of the Board.
2. Regularly report its activities to the Board and at least annually report in writing to the Board the status, amounts and activity of any bank or other accounts maintained by or for the Council's planned giving efforts.
3. Recommend language concerning policy concerning endowments to the Board.
4. Negotiate the timing, terms and conditions of such gifts either directly to Council or the Community Foundation for Northeast Michigan
5. Provide, in consultation with the Board, for public announcements related to the Council's planned-giving initiatives.
6. Negotiate and sign appropriate legal documentation related to any such gifts along with the Council President, provided that the documentation first receives Board approval and any necessary legal review.
7. Establish bank, trust or brokerage accounts related to such gifts in consultation with Council Treasurer.
8. Make recommendations from time to time and at least annually to Board concerning planned giving and any other initiatives, including but not limited to long-range planning for the Council, as it may deem necessary or appropriate for the Board's determination.
9. Develop for adoption by the Board, Council-specific documentation related to planned giving, the acceptance of gifts and any related procedures, conditions or specifications.

Committee Members

1. **Tim Kuehnlein**
2. Roger Baumgardner
3. Monte Jahnke

Position

Committee Chairperson

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5. Nominating Committee

Committee Tasks:

1. Comprise at least three (3) directors, one (1) of whom is the Second Vice-President.
2. Select a chairperson among the committee members.
3. Work with the Executive Committee in March to determine the number of Directors who will retire each year. (based on terms of office or resignations and must subsequently be replaced to successfully fulfill the Council's mission)
4. Obtain recommendations and contact prospective Directors to consider three (3)-year commitments on the Board.
5. Present a list of accepting nominees for the Board and a slate of officers at the Annual Meeting for ratification in September.

Committee Members

1. **Clint Kendziorski**
2. Pat Buck
3. Jodene Compton
4. Dawn Gentry
5. Jean Stewart

Position

Committee Chairperson (2nd VP)

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6. TBAC Office/Gallery

The TBAC Office/Gallery is home to Thunder Bay Arts Council, Inc. and the TBAC Gallery (d.b.a.) which is a separate organization run by and for artists. Located in the heart of “ARTown, Michigan” at 127 W. Chisholm Street in downtown Alpena, the TBAC Office/Gallery provides common space for those who are interested in helping fulfill TBAC’s mission. The TBAC Office/Gallery provides an inspirational physical space for the planning, support and promotion of the arts and the arts community of Northeast Michigan. Meetings, exhibits, receptions and ensembles are facilitated by this space and lead to sharing of ideas, making of connections and building opportunity for broader appreciation and promotion of the arts throughout the region.

Administrative Assistant(s): Michelle Miller and Kathy Anderson

Tasks:

1. Work a minimum of nine (9) hours and up to fifteen (15) hours per week.
2. Attendance in the office is required during established office hours. Hours are to be established on a need-by-need basis upon mutual agreement. Summer hours are subject to change.
3. The hour before the office is open can be used to attend other business of TBAC such as errands.
4. On those occasions when attendance at meetings, such as Executive Committee and TBAC Board Meetings is required, attendance in the office may be one hour later (i.e. noon) with one hour credited to attendance at those meetings.
5. Documentation of hours will be submitted biweekly to the Treasurer of the Board.
6. The contract year will be fifty-two (52) weeks in duration (determined in September of each year).
7. It is understood that the annual and daily work schedules (and tasks) are at the discretion of the Board.

Budget: for 2015-2016

Rent/Utilities	\$ 11,000
Maintenance	\$ 550
Postage	\$ 1,000
Printing	\$ 2,500
Supplies	\$ 500
Phone/Internet	\$ 2,000
Insurance/Liability	\$ 1,000
Payroll	\$ 6,000
Memberships/Dues	\$ 900
TOTAL	\$25,450

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1. SHOWCASE Series Committee

The SHOWCASE Series highlights local, state and national musical and performing artists of interest to the region throughout the year starting in September. The season program provides an array of entertainment appealing to broad audiences at various public venues throughout the community. The SHOWCASE Series Committee organizes concerts around such local talent as Community Chorus, New Day Singers and the Alpena Symphony Orchestra among other local, state and national performers in its annual program. A component part of the SHOWCASE Series is "TBAC Chamber Ensembles" featuring local musicians performing at the TBAC Office/Gallery mostly during winter months.

Committee Tasks:

1. Establish the 1st Vice-President as chairperson for the committee as well as individual coordinators/liaisons for each of the specific events within the season program.
2. Meet with President/Treasurer following the Annual Meeting to plan the successive season's program of events.
3. Identify various local, state and national musical and performing artists to include in the successive season's program based on availability of funds for the season as budgeted. Programming includes traditional concerts and performances at various locations in the community as well as arranging "TBAC Chamber Ensembles" at the TBAC Office/Gallery when opportunities afford themselves. Development of successive season's program begins in September each year.
4. Secure dates and contracts for the season's program. Dates must be coordinated with the Finance/Grants/Revenue Committee and the Alpena High School Auditorium and/or other venues involved. Season programs, dates and secured contracts for successive years are submitted to the Board and other committees in March each year.
5. Provide information/promotional materials for each group/artist to the Art MARK Committee/TBAC Office/Gallery by March of each year for effective promotion and advertising purposes.
6. In conjunction with the YOUTH Core Committee, coordinate possible youth and school related activities to compliment programming.
7. Address technical needs pertaining to contract requirements, artists' needs, housing assistance, food and refreshments, etc. related to the artists and any event receptions. (e.g. coordinate with the *Artists in Residence* – "Featured Artist Exhibits"/ "Meet the Artists Receptions" Committee and the YOUTH Core Committee if necessary.)

Committee Members

1. Roger Baumgardner
2. Monte Jahnke
3. Michael Moors
4. Jean Stewart
- 5.

Position

Committee Chairperson (1st VP)

Budget: for 2015-2016

Artists Fees	\$12,000 (broken down over each event)
Lodging & Piano	\$ 500
Community Chorus	\$ 6,000
Rental of Concert Venues	\$ 2,600
TOTAL	\$21,100

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2. Artists In Residence – “Featured Artist Exhibits”/“Meet-the-Artist Receptions” Committee

While the TBAC Office/Gallery is a home away from home for supporters of the arts, visual, musical and performing artists display, demonstrate and perform their work on a regular basis on location at the office/gallery throughout the year. “*Artists in Residence*” are featured on a monthly basis periodically throughout the year by the Thunder Bay Arts Council, Inc. in a series of “Featured Artist Exhibits” that complement the standing artists of the TBAC Gallery operations and the “*TBAC Chamber Ensembles*” concerts housed within the office/gallery complex. “Meet-the-Artist Receptions” help celebrate such featured exhibits/ensembles by drawing the general public into the TBAC Office/Gallery for such special occasions. Additionally, any special receptions periodically held at other events in other venues are organized by this committee.

Committee Tasks:

1. Meet with the President and Treasurer following the Annual Meeting to plan the next season’s program of *Artists in Residence* exhibits/receptions.
2. Establish a chairman for the committee and coordinators/liaisons for each of the exhibits/receptions within the season program both at the TBAC Office/Gallery and at other events/venues as needed.
3. Beginning in September each year, identify various visual artists (including painting, sculpture, photography and film, etc.) to include in the season’s program of ‘Featured Artists Exhibits’ (complemented by the “*TBAC Chamber Ensembles*”) and the accompanying “Meet-the-Artist Receptions” for such designated events.
4. Establish the dates for each exhibit/reception throughout the season by March of each year and host the reception for the determined exhibits/ensembles.
5. In conjunction with YOUTH Core Committee, coordinate possible youth and school-related supporting activities.
6. Address technical issues pertaining to artists’ needs and set up for the exhibit as well as the logistics of the opening reception.
7. Supply artists’ information/promotional materials to the Art MARK Committee and TBAC Office/Gallery by March each year for effective promotion and advertising of events/programs.

Committee Members

1. Jean Stewart
2. Ruth LeBarre
3. Jodene Compton
4. Dawn Gentry
5. Kathleen McGillis
6. Anne Nave
7. Ruth Rabeau
8. Carol Winslow

Position

- Committee Co-Chairperson & Receptions
Committee Co-Chairperson & Receptions

Budget: for 2015-2016

Receptions/Food	\$	
Gallery Ensembles	\$	100
TBAC Gallery Expenses	\$	500
TOTAL:	\$	600

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3. “ART on the BAY” Committee

A two-day juried show of fine arts and crafts held annually at Bay View Park, Alpena, this event brings affordable hand-made fine arts and crafts to the region from all over the state and nation, including our very own local artists. Goods are available for sale. There is art for the soul, food for the famished and fun for the kids. All of this takes place during the first weekend of the annual Brown Trout Festival in ARTown, Michigan – Alpena!

Event Date: July 16 and 17, 2016

Committee Tasks:

1. Establish a chairperson for the committee and task managers to prepare and execute specific tasks related to implementing “ART on the BAY”.
2. Obtain City of Alpena permission for facility use by October of each year.
3. Prepare and revise application brochures by November of each year.
4. Prepare and mail brochures by January each year.
5. Receive jury entries and notify applicants of acceptance in the show from February-May.
6. Distribute posters and promotional materials with help from the Art MARK Committee and TBAC Office/Gallery beginning in May.
7. Make arrangements for refreshments by May.
8. Firm up plans and make Board member assignments by June. All Board members are expected to volunteer for this event.
9. Prepare site space(s) in July.

Committee Members

Position

- | | |
|----------------------|--------------------------|
| 1. Clint Kendziorski | Committee Co-Chairperson |
| 2. Cheryl Lemke | Committee Co-Chairperson |
| 3. Karen McConnell | Committee Co-Chairperson |
| 4. Pat Buck | Volunteers |
| 5. ?????? | Kids' Zone |
| 6. ?????? | Kids' Zone |
| 7. Kristine Barrett | |
| 8. Kathleen McGillis | |
| 9. Michael Moors | |
| 10. Anne Nave | |
| 11. Ruth Rabeau | |
| 12. Carol Winslow | |

Budget: for 2015-2016

General Expenses		\$2,650
Kids' Zone	\$	
TOTAL:		\$2,650

4. Art MARK Committee

The Art MARK Committee serves as the point of conceptual development for TBAC marketing/advertising materials, including the TBAC website. Posters, bookmarks, membership brochures, etc. may utilize the artistic expression of a designated artist in the branding of the organization and its events and/or season programs. Collaboration with artists helps maximize the artists' exposure to the community and reinforce TBAC's commitment to promote and preserve the arts through its marketing and advertising. In this way, promotion of the arts and TBAC's programming is built on the artists and their expressions.

Committee Tasks:

1. Meet following the Annual Meeting to plan a marketing strategy for current and future programming/events.
2. Establish a chairperson for the committee and coordinators/liaisons for each of the tasks necessary to execute the promotion strategy.
3. Work closely with the other committees to identify schedule of events to be promoted for maximum effectiveness towards awareness of and participation in TBAC's programming by March each year.
4. Make necessary contacts for promotional strategy/materials for a given season and designs and print promotional materials for new season based on available resources as budgeted, including posters, bookmarks, brochures and annual fundraising literature, etc. in order to achieve the established strategy by July.
5. Establish and maintain media contacts by issuing PSAs, etc. along with support of the TBAC Administrative Assistant for each event.
6. Organize a distribution process of promotional materials working with TBAC Board, other committees and the TBAC Administrative Assistant.

Committee Members

Position

- | | |
|----------------------|-------------|
| 1. Tim Kuehnlein | Chairperson |
| 2. Cheryl Lemke | Gallery |
| 3. Roger Baumgardner | |
| 4. Jodene Compton | |

Budget: for 2015-2016

Advertising/Marketing	\$9,000
TOTAL:	\$9,000

5. YOUTH Core Committee

YOUTH Core seeks to dovetail SHOWCASE Series programming and *Artists in Residence*/TBAC Gallery exhibits, receptions and ensemble events with regional youth via special invitations, workshops or residency programs at the TBAC Office/Gallery, other public event venues and/or in area schools. It establishes additional programming, including workshops and activities for children and young adults as a complement to regular programming when opportunities afford themselves. The objective is to convey the value of the arts to successive generations. TBAC has sponsored such youth initiatives as free admission for all events, close communication with local art teachers, art projects at ART on the BAY, featured musicians at concerts and various other workshops in local schools.

Tasks of Committee:

1. Meet initially with the other TBAC program-related committees (SHOWCASE Series and *Artists In-Residence*) following the Annual Meeting in order to foster youth interests in planning and programming of upcoming TBAC events.
2. Establish a chairperson for the committee and coordinators/liaisons for each of the projects identified for a season.
3. Create and direct additional arts-related projects, programs and workshops apart from regular seasonal programs specifically for the children and youth of local schools and communities throughout the region.
4. Serve as the liaison for schools of all grade levels working towards promoting the appreciation of and immersion in the arts in whatever ways deemed constructive for the community.
5. Work closely with the Art MARK Committee to reinforce standard programs with youth populations in the community through specific outreach campaigns.

Committee Members

Position

- | | |
|----------------------|--|
| 1. Sue Kaiser | Committee Co-Chairperson & TBAC/School Liaison |
| 2. Dawn Gentry | Committee Co-Chairperson |
| 3. Kristine Barrett | |
| 4. Clint Kendziorski | |
| 5. Cheryl Lemke | |
| 6. Karen McConnell | |
| 7. Cindy O'Connor | |

Budget: for 2015-2016

School Programs	\$500
TOTAL:	\$500

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6. ArtSUMMIT Committee

ArtSUMMIT involves sponsoring a lecture, presentation or community forum on arts and culture annually as an opportunity to share and learn about the most pressing issues facing artists and/or the arts and culture community in general. The objective is to foster greater awareness, cooperation and coordination through dialogue, communication and collective action towards achieving the maximum impact for promoting the arts in the community.

Modeled on the TBAC summit held in April 2008 at the Alpena County Library when Dr. Julie Avery from Michigan State University Museum met with 36 arts and culture-related organizations, ArtSUMMIT promotes community dialogue and collaboration. From the initial summit emerged the Alpena Arts and Culture, Inc. collaborative soon renamed the Michigan Arts and Culture Northeast – ARTown Michigan collaborative which fostered Passport to the Arts, US 23 ARTrail Roadmap, ARTown Michigan website and the Community Expressions project as a hub for building the arts and culture community throughout the Northeast Michigan region.

Committee Tasks:

1. Identify speakers, topics and forum objectives based on the needs of the community as they relate to the promotion of arts and culture in the region.
2. Establish a chairperson for the committee and task coordinators for executing an “ArtSUMMIT” each year during the months of March/April.
3. Organize and implement the ArtSUMMIT as defined by the committee based on the assessed needs of the community.
4. Work closely with the Executive Committee and Art MARK Committee to market the annual ArtSUMMIT.
5. Promote the value of participating and investing in the arts of our community generally throughout the year, particularly by participating in collaborative endeavors with other organizations.

Committee Members

Position

- | | |
|----------------------|-----------------------|
| 1. Tim Kuehnlein | Committee Chairperson |
| 2. Roger Baumgardner | |
| 3. Midge Connon | |

Budget: for 2015-2016

Conference/Meeting	\$
MACNE	\$500
TOTAL:	\$500

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2015-2016 Summary of Yearly “Organizational” Activities

NEW FISCAL YEAR/SEASON

	<u>Activity/Task</u>	<u>Committee</u>
September	Annual Meeting Office Assistant/s review/contract renewal Committees begin new season planning SHOWCASE/Featured Artists ASCAP/BMI Report & Payment Due (American Society of Composers, Authors, Publishers/Broadcast Music, Inc.) Resolution needed to apply for MACACA Grant	Executive/Board Executive/Board Treasurer Board
October	SHOWCASE Series event (Judy & the Suchey Brothers, Oct. 2) SHOWCASE Non-Profit Corporation Information Report due to State (Oct. 1) Assign event liaisons—Issue Event Preparation Lists SHOWCASE/Office Long-range planning assessment Prepare & Distribute Community Chorus Donation Request Executive/Finance Besser Foundation Grant Thank You Community Foundation Grant due by November 1	Treasurer Long Range President Finance
November	SHOWCASE Series event (Southern Sirens, Nov. 21) Prepare/revise Art on the Bay application brochures/poster Art on the Bay/Art MARK Grant/Corporate/Business sponsorship initiatives Executive/Finance Start to plan ArtSUMMIT event/activity for March First Federal Community Foundation Grant due by December 1 Presque Isle Electric & Gas Grant due by November 28	SHOWCASE ArtSUMMIT Finance Finance
December	SHOWCASE Series (Community Chorus Holiday Concert, Dec 6) SHOWCASE ASCAP/BMI Report & Payment Due (American Society of Composers, Authors, Publishers/Broadcast Music, Inc.)	Treasurer
January	SHOWCASE Series event (Guitar Summit Plus, Jan. 30) SHOWCASE Patron Thank You Letter Mail brochures for Art on the Bay Receive Art on the Bay submission thru May Bay/Office Form 990EZ Due January 15 Form 944 Due (Federal Annual Return) Mail W-2's to Employees and 1099's to Vendors Resolution needed to apply for MACACA Grant for year Community Foundation Grant Due by February 1	Office Art on the Bay/Office Art on the Treasurer Treasurer Treasurer Board Finance

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February	Grant/Corporate/Business sponsorship initiatives Plan Annual Patron Fundraising Campaign (letter/envelope) Mail W-2's to Social Security and 1099's to IRS Annual Sales Tax and Withholding Taxes Due Charitable Solicitation Registration Due March 1 Annual Sales & Withholding Tax Form due—Gallery, 2/28	Executive/Finance Art MARK/Fin/Exec Treasurer Treasurer Treasurer Gallery
Treasurer	First Federal Community Foundation Grant due by March 1 Presque Isle Electric & Gas Grant due by February 28	Finance Finance
March	SHOWCASE Series event (Petoskey Steel Drum Band, Mar. 5) SHOWCASE SHOWCASE Series/Featured Artists programs for new season due SHOWCASE/Featured Artists Start soliciting new board members for upcoming vacancies Nominating ArtSUMMIT Event/Activity (possibly April) Brown Trout Meeting/Art on the Bay Security Contract ASCAP/BMI Report & Payment Due (American Society of Composers, Authors, Publishers/Broadcast Music, Inc.)	ArtSUMMIT Art on the Bay Treasurer
April	SHOWCASE Series event (Michael Glenn Monroe, TBA) Annual Patron Fundraising Campaign (letter/envelope) Long-range planning assessment	SHOWCASE Fin/Exec/Art MARK Long Range
May	SHOWCASE Series event (Michigan Opera Theater, May 6) Distribute posters and promo materials for Art on the Bay Bay/Board/Art MARK Make refreshment arrangements for Art on the Bay Building Lease renewal (2012 – 3 year) First Federal Community Foundation Grant due by June 1 Presque Isle Electric & Gas Grant due by May 30	SHOWCASE Art on the Art on the Bay Expires 5/31/ 2015 Finance Finance
June	SHOWCASE (Community Chorus Concert, June 12) Grant/Corporate/Business sponsorship initiatives Make Board preparation/event assignments for Art on the Bay Plan Annual Membership Drive (TBArts Passes/program brochure) ARTMark/Finance/Executive Budget proposal Send Letter to Alpena Agency/Pete Wilson listing events for upcoming yr. Worker's Compensation Insurance Due 6/27/2013 ASCAP/BMI Report & Payment Due (American Society of Composers, Authors, Publishers/Broadcast Music, Inc.) New artists contracts/rules issued for Gallery members	SHOWCASE Executive/Finance Art Bay/Board Finance Expires Treasurer Artists in Residence
July	ART on the BAY (July 16 & 17, 2016) Obtain Art on the Bay & Symphony facility use permission from City Approve budget Building and Events Insurance Due Gallery Anniversary (July 1)	Everyone! Office Board Expires 7/25/2015 Gallery

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Community Foundation Grant due by August 1	Finance
MACACA Grant Request Due (by August 3)	Finance

August	Concert in the Park -Alpena Symphony Orchestra (August 10)SHOWCASE	
	Prepare Membership Grand Prize Drawing/Present at Symphony	Executive
	Annual Membership Drive (TBArts Passes/program brochure)	Finance/Executive/ARTMark
	Prepare Annual Meeting	Executive Committee/Office
	Chamber Mailer/Season Program due August 23 (count 325)	ARTMark
	Update History from Board Meeting Minutes	Office
	Check MACACA list for available grants	Finance
	Besser Foundation Grant Request Due (by end of August)	Finance
	Presque Isle Electric & Gas Grant due by August 29	Finance
	First Federal Community Foundation Grant Due by September 1	Finance