

# TENNESSEE CRAFT

## CHAPTER LEADERSHIP MANUAL

A RESOURCE FOR CHAPTER OFFICERS



### **TENNESSEE CRAFT'S MISSION:**

WE WORK TO CONTINUE AND CREATE TENNESSEE'S FINE CRAFT TRADITION  
BY CONNECTING EMERGING AND EXPERIENCED MAKERS AND THE PUBLIC  
WITH RESOURCES AND OPPORTUNITIES TO MAKE THEIR MARK  
ON OUR STATE'S HANDMADE LEGACY.

**Last updated January 2024**



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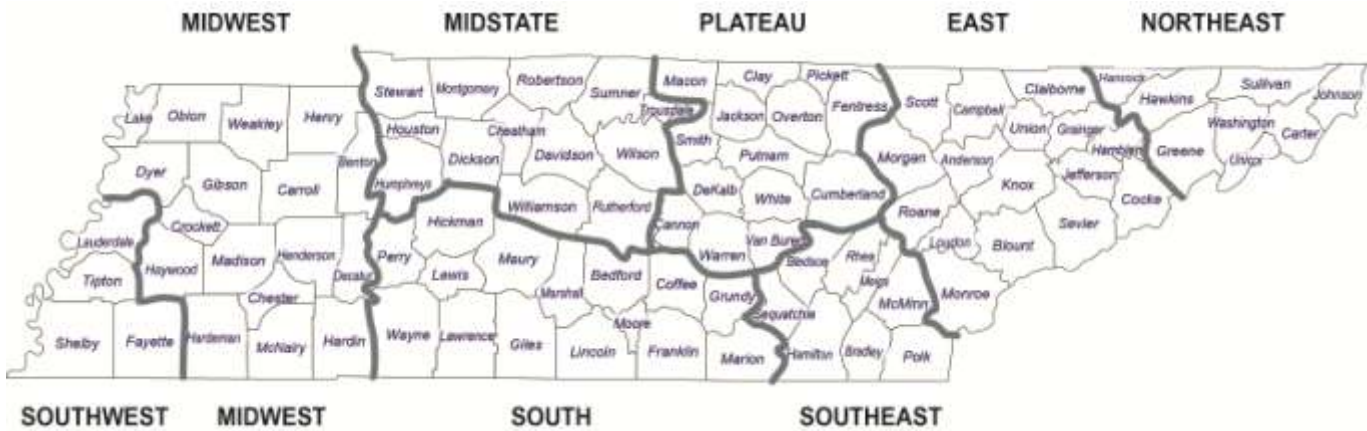
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## 2024 YEAR-AT-A-GLANCE

<b>January</b>		
1	New Leadership Team Transition Complete	<b>Leadership</b>
10	Monthly Financials Due to Tennessee Craft	<b>Treasurer</b>
27	Chapter Leadership Retreat	<b>Leadership</b>
<b>February</b>		
01	Quarterly Report (November, December, January) Due	<b>Board Rep</b>
17-18	Annual Board Retreat & Board Meeting – Strategic Planning	<b>Board Rep</b>
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
15	Emerging Makers Tent Mentor Application Deadline	<b>Leadership</b>
29	Summer Study Scholarship Deadlines	<b>Membership</b>
<b>March</b>		
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
12	Emerging Makers Tent Artist Application Deadline	<b>Membership</b>
<b>April</b>		
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
<b>May</b>		
3, 4 & 5	53rd Annual Spring Tennessee Craft Fair	<b>All</b>
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
29	Quarterly Report (February, March, April, May) Due	<b>Board Rep</b>
<b>June</b>		
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
08	Governing Board Meeting	<b>Board Rep</b>
<b>July</b>		
10	Monthly Financial Report (Coded Register & Bank Statement)	<b>Treasurer</b>
15	Fall Fair Emerging Maker Tent Mentor Application Deadline	<b>Leadership</b>
31	Best of Tennessee Craft Application Deadline	<b>Membership</b>
<b>August</b>		
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
14	Quarterly Report (June, July) Due	<b>Board Rep</b>
12	Emerging Maker Tent Artist Application Deadline	<b>Membership</b>
<b>September</b>		
08	Governing Board Meeting	<b>Board Rep</b>
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
<b>October</b>		
6-15	Tennessee Craft Week	<b>All</b>
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
11, 12, & 13	46 <sup>th</sup> Annual Fall Tennessee Craft Fair	<b>All</b>
14	Best of Tennessee Craft Exhibition Opens, Arrowmont Galleries	<b>All</b>
31	Begin recruiting as needed for your next calendar year's Board	<b>President</b>
<b>November</b>		
01	Quarterly Report (August, September, October) Due	<b>Board Rep</b>
04	Governing Board Meeting	<b>Board Rep</b>
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
<b>December</b>		
10	Monthly Financial Report Due (Coded Register & Bank Statement)	<b>Treasurer</b>
13	Best of Tennessee Craft Exhibition Closes, Arrowmont Galleries	<b>All</b>
30	Year-End Report Due with 2024 Leadership Slate in Place	<b>President</b>

## MAP OF TENNESSEE COUNTIES IN TENNESSEE CRAFT REGIONS / CHAPTERS



East	Midstate	Midwest*	Northeast	Plateau*	South	Southeast*	Southwest
Anderson Blount Campbell Claiborne Cocke Grainger Hamblen Jefferson Knox Loudon Monroe Morgan Roane Scott Sevier Union	Cheatham Davidson Dickson Houston Humphreys Montgomery Robertson Rutherford Stewart Sumner Trousdale Williamson Wilson	Benton Carroll Chester Crockett Decatur Dyer Gibson Hardeman Hardin Haywood Henderson Henry Lake Madison McNairy Obion Weakley  *Inactive	Carter Greene Hancock Hawkins Johnson Sullivan Unicoi Washington	Cannon Clay Cumberland DeKalb Fentress Jackson Macon Overton Pickett Putnam Smith Van Buren Warren White	Bedford Coffee Franklin Giles Grundy Hickman Lawrence Lewis Lincoln Marion Marshall Maury Moore Perry Wayne	Bledsoe Bradley Hamilton McMinn Miegs Polk Rhea Sequatchie  *Inactive	Fayette Lauderdale Shelby Tipton

If you live in a region with an active chapter, your name has been forwarded there to receive announcements of local meetings and activities.

If there is no active chapter in your region and you wish to be notified of meetings organized by a nearby chapter, call Trish Tallon-Blanchard at the Tennessee Craft office 615.736.7600.

If you have an interest in activating a chapter in your region, call Trish Tallon-Blanchard at the Tennessee Craft office 615.736.7600.

*Updated January 2024*

TENNESSEE  
**CRAFT**  
GOVERNING BOARD  
2024 Calendar Year

**EXECUTIVE COMMITTEE**

**PRESIDENT**

**JoEl Levy LoGiudice**

Retired, Arts Administrator;  
Artist: Fiber, Glass  
Ashland City

**Co-VICE-PRESIDENT**

**Audry Deal-McEver**

Arts Educator; Artist: Clay  
Nashville

**Co-VICE-PRESIDENT**

**Kelly Hider**

Arts Administrator; Director of National  
Programs: Arrowmont School of Arts and  
Crafts  
Knoxville

**SECRETARY**

**Paige Ward Moore**

Arts Educator  
Artist: Clay & Mixed Media Sculpture  
Assistant Professor of Art & Gallery Director,  
Union University  
Jackson

**TREASURER**

**Reneau Dubberley**

Retired, Engineer; Artist: Wood  
Johnson City

**MEMBERS-AT-LARGE-EXECUTIVE  
COMMITTEE**

**Shaun Giles**

Community Engagement Director  
Frist Art Museum  
Old Hickory

**MEMBERS-AT-LARGE and CHAPTER  
REPRESENTATIVES**

**Erin Anfinson**

**Member-at-Large**

Professor, Art and Design,  
Middle Tennessee State University  
Murfreesboro

**Julie Boisseau-Craig**

**East Chapter Rep**

Artist: Glass  
Rockford

**Nancy Fischman**

**Northeast Chapter Rep**

Gallery/Artist Studios Owner;  
Artist: Clay  
Johnson City

**Donna Glassford**

**Member-at-Large**

Art Consultant & Art Appraiser  
Nashville

**Jonathan Harwell-Dye**

**Member-at-Large**

Director of Programs,  
Arts & Business Council of Greater Nashville  
Nashville

**Allison Letson**

**Member-at-Large**

IT: Integration Services Mgr  
Healthtrust/HCA  
Nolensville

**Denise Miller**

**South Chapter Rep**

Artist: Painting  
Estill Springs

TENNESSEE  
**CRAFT**  
GOVERNING BOARD  
2024 Calendar Year

**Pat Moody**

**Member-at-Large**

Retired Small Business Owner

Artist: Metal

Memphis

**Patricia Schwarz**

**Southwest Chapter Rep**

Artist: Clay; Photography

Memphis

**Courtney K. Stone**

**Midstate Chapter Rep**

Artist: Painting

Nashville

**David Taylor**

**Member-at-Large**

Hospitality/Entertainment: Co-Owner

Play/Tribe/Suzy Wong's/Big Drag Bus

Artist: Clay

Nashville

**Carlton F. Wilkinson**

**Member-at-Large**

Arts Educator; Artist; Entrepreneur

Wilkinson Arts

Nashville

**Jessica Wilson**

**Member-at-Large**

Arts Educator: Tennessee Tech

University Artist: Clay

Smithville

**Donna L. Woodley**

**Member-at-Large**

Arts Educator: Tennessee State

University Artist: Painting

Nashville



## 2024 Tennessee Craft Chapter Officers

(Updated January 26, 2024)

### **EAST**

President-Outgoing  
President-Incoming  
Treasurer  
Board Rep

**Julie Boisseau-Craig**  
**Amelia Galvas**  
**Courtney Pettersson**  
**Julie Boisseau-Craig**

### **MIDSTATE**

President  
Vice President  
Treasurer  
Board Rep  
Communications Chair  
Membership Chair  
Outreach Lead  
At Large Member  
At Large Member

**Abby Whisenant**  
**Susan Thornton**  
**Vacant**  
**Courtney Stone**  
**Alison Fullerton**  
**Stephanie Davis**  
**Megan Jordan**  
**Jade Bazile**  
**Cora Green**

### **NORTHEAST**

President  
Vice President  
Secretary  
Treasurer  
Board Rep

**Denise Pritchard**  
**Kathryn Jenkins**  
**Kassandra Van Roosendaal**  
**Reneau Dubberley**  
**Nancy Fischman**

### **PLATEAU**

President  
Treasurer  
Board Rep

**Vacant**  
**Vacant**  
**Vacant**

### **SOUTH**

President  
Vice President  
Secretary  
Treasurer  
Board Rep

**Red McWhorter**  
**Terrie Watch**  
**Lee Limbird**  
**Claire Reishman**  
**Denise Miller**

### **SOUTHWEST**

President, Social Media  
Secretary  
Treasurer, Social Media  
Board Rep  
At Large Member  
Events Coordinator  
Hospitality

**Frédérique Zindy**  
**Donna Manley**  
**Rose Conway**  
**Patricia Schwarz**  
**Pat Chaffee**  
**Angela Schneider**  
**Mona Lisa Ritenour**





## State Office Staff Bios

### **Kim McCurdy Waag, Executive Director**

Hired in January 2018 as Membership Manager, Kim moved into the Program Manager and Fair Director position later that year, and was named Executive Director in November 2020. Kim earned a Bachelors Degree in Business Management with a specialization in Information Technology from the University of South Florida (Tampa) in 1983. Her vast career brings both corporate experience and non-profit expertise to all aspects of Tennessee Craft. In addition, she is a champion for persons with disabilities and has advocated on state and local levels for accessibility and diversity in the arts for persons of all abilities in all aspects of arts advancement and engagement. Before relocating permanently to Nashville, Kim provided years of volunteer support to Tennessee Craft.

### **Trish Tallon-Blanchard, Director of Programs & Community Engagement**

Hired in August of 2023, Trish received a bachelor's Degree in Studio Art from Francis Marion University in Florence, South Carolina with a focus in painting. Trish has worked in a variety of roles in highly creative profit and non-profit organizations. Shortly after graduation, Trish moved to Los Angeles, California where her non-profit art experiences began at The Craft & Folk Art Museum. In 1996, she moved to Nashville, and later joined the staff of The Office of Cultural Enrichment at Vanderbilt University Medical Center. At both of these organizations Trish was involved in all aspects of exhibition planning; conferences; special events. Experiences at these organizations have been bookmarked by many years where Trish also shared her passion, knowledge and relationships with many local artists as an art curator providing art on sets for film and television including ABC's series NASHVILLE.

### **Todd Herzberg, Director of Marketing & Exhibitions**

Hired in August 2022, Todd received a Bachelor of Fine Arts from Central Michigan University and a Master of Fine Arts from the University of Kentucky. After graduate school, he taught at Murray State University as the Assistant Professor of Drawing and Foundations Coordinator for four years before moving to Nashville in the summer 2022. Todd is an accomplished artist and printmaker who works primarily in the processes of drawing, relief, lithography and animation. His work has been exhibited in many solo and group exhibitions both domestically and abroad. Prior to starting at Tennessee Craft, he won a Merit Award at the 51st Annual Spring Tennessee Craft Fair.

### **Tabby Loyal, Director of Development**

Hired in April 2023, Tabby received a Bachelor of Fine Arts from Western Kentucky University. She has worked at various Middle Tennessee nonprofits including the Frist Art Museum, Read To Succeed and Center for the Arts as a grant writer, sponsorship coordinator, exhibitions coordinator and catalogue production specialist. Tabby is an active studio potter who participates at craft fairs in the area and is featured at many locally owned businesses. She volunteers her time with the Bell Buckle Arts Council, Boudreaux's Equine Rescue and Sanctuary, Center Stage Academy, and parent teacher organizations.





## Guidelines for Active Chapters

*Active chapters provide programming and communication at the local level to meet Tennessee Craft's mission to continue and create Tennessee's fine craft tradition.*

### **All active chapters must abide by the following policies:**

1. Active status for a chapter of Tennessee Craft in any one of the Developmental Districts of the State of Tennessee (established by the General Assembly under the Tennessee Development District Act of 1965) may be sought by **petition** in writing to the Tennessee Craft Governing Board, signed by at least five (5) interested individuals. There shall be no more than one chapter in each of the nine Developmental Districts, except by special permission of the Governing Board.
2. On approval, the new chapter will adopt **bylaws** based on the chapter bylaws form provided by the organization and **elect** a minimum of three (3) **officers** including at least one chapter president and one chapter representative to serve on Tennessee Craft's Governing Board. The remaining officer(s) are composed at the discretion of each chapter.
3. One chapter **representative** will be elected for a two-year term of office, providing representation to the Governing Board from the active chapter. Chapter representatives take office on January 1; they may be elected to that office for more than two consecutive terms per chapter bylaws and chapter board approval. If a vacancy occurs during the year in this position, a new chapter board representative will be swiftly elected in by the chapter and notification will be made to [membership@tennesseecraft.org](mailto:membership@tennesseecraft.org).
4. As the Governing Board develops statewide **committees**, chapters will be asked and expected to provide representation from their region.
5. To retain active status, chapters will provide at least **four programs a year** (including at least three meetings and at least one event/activity) **and communications to their members** (meeting notifications and/or newsletters) a minimum of four times a year.
6. As members living within the designated counties of an active chapter join or renew, the state office will notify the chapter treasurers, sending a **rebate** for the dues paid by those members. Current rebates have a value of \$6 for students, \$10 for individuals and \$15 for joint memberships.
7. Each chapter will develop an **annual budget** and send a copy and any later revisions to the Tennessee Craft state office to have on file for the Finance Committee. **Monthly financial reports** shall be made by chapter treasurers in a timely manner, using forms available from the state office. Copies of bank statements of all chapter checking and savings accounts shall be included.
8. Tennessee Craft's **tax ID number** shall be used on all chapter checking and savings bank accounts and the signature of Tennessee Craft's executive director must be included on all **bank signature cards** (forward to Tennessee Craft state office for signature). Active chapters may have the use of Tennessee Craft's sales-tax exempt number for appropriate purchases. (These numbers are available from the state office).
9. The active **chapter is fully responsible to Tennessee Craft**, its parent organization, financially and otherwise, and all activities must be in accordance with the stated goals and purposes of Tennessee Craft, and **in no way jeopardize Tennessee Craft's nonprofit status**.

*Failure to abide by the above policies will result in the disbandment of a chapter by the Tennessee Craft state office.*



## Responsibilities for Active Chapters

### Tennessee Craft provides its chapters:

1. **Rebates** (a portion of the dues paid by each member in that region) as seed money for programming on the local level
2. The services of a **central office** (Tennessee Craft state office) and executive director to maintain membership records and provide consultation and assistance
3. Use of Tennessee Craft's **tax identification number** and **sales tax exemption**
4. **Financial accounting** service and the filing of necessary reports (IRS and others)
5. A model for **leadership development**
6. **Promotion for chapter activities** and communications via Tennessee Craft's website, social media sites, e-newsletters, and printed newsletter/annual report
7. **Recognition, reputation, goodwill**, and other benefits accorded the state office as a statewide, nonprofit association

### Chapters receiving funding from the Tennessee Craft state office, are expected to:

1. Understand and accept Tennessee Craft's **mission and goals** and use them as the guiding principles in developing chapter activities
2. Recognize its role as **part of the larger, statewide parent organization** and provide knowledgeable public representation of crafts and craftspeople in Tennessee, as well as in its region
3. **Represent its members** on the Tennessee Craft Governing Board
4. Support the parent organization financially with the development of a minimum of **one fundraising event a year** (proceeds may be shared with chapter)
5. Provide all required **financial reports** in a timely manner
6. Address the needs of its diverse membership, **communicating directly with every member** within its jurisdiction by means of meeting notifications/chapter newsletters at least four times a year and providing programs (chapter meetings/activities) at least four times a year
7. **Schedule meetings and events by January** of each year and communicate all dates with chapter members and the Tennessee Craft state office (follow up with Tennessee Craft staff to share attendance/outreach information)
8. Compile and **send agendas** to current chapter members and the Tennessee Craft state office at least one week prior to scheduled meeting times
9. Provide a **professional network** for members in the region to use as a forum for encouraging mentorship/mutual support
10. Seek **marketing opportunities** for craft artists of the region
11. Send a list of **area contacts** (art organizations, schools, and media) to Tennessee Craft state office for record keeping and communication of statewide releases
12. **Encourage professionalism** among members and raise the standard of excellence in craftsmanship and design
13. Increase local **public understanding and appreciation** of crafts and craftspeople

*Failure to abide by the above policies will result in the disbandment of a chapter by the Tennessee Craft state office.*



## Chapter Bylaws Template

*Active chapters will adopt these bylaws, adding chapter name and district where needed, the indicated (\*) articles may be expanded beyond the minimum requirements at the discretion of the chapters. The official format for a chapter name is 'TENNESSEE CRAFT-[REGION]'. The Chapter may also use the name '[Region] Chapter' in common parlance.*

### ARTICLE I: NAME, PURPOSE

Section 1. This organization shall be called \_\_\_\_\_, a chapter of TENNESSEE CRAFT.

Section 2. The purpose of this organization is to encourage, support and promote the crafts and the craftspeople within the \_\_\_\_\_ Developmental District of Tennessee.

Section 3. \_\_\_\_\_ (insert chapter name) is in all ways responsible to its parent organization, Tennessee Craft, financially and otherwise, and may in no way undertake activities which would jeopardize the nonprofit status of Tennessee Craft.

### ARTICLE II: MEMBERSHIP

Section 1. Membership is open to any interested individual, group, or organization.

Section 2. Any person shall be a member who has paid annual dues to Tennessee Craft and lives in the \_\_\_\_\_ Developmental District of Tennessee.

### ARTICLE III: OFFICERS

Section 1. Members of the \_\_\_\_\_ (chapter name) shall elect annually whatever officers from its membership deemed necessary to the successful discharge of its duties; however, in no case shall there be less than three designated officers one of whom shall serve as President.

Section 2. One representative to the Governing Board of Tennessee Craft shall be elected for a two-year term of office. A person may be elected chapter representative to the Governing Board for more than two consecutive terms per chapter board approval.

Section 3. New officers and the chapter representative assume office as of January 1.

### \*ARTICLE IV: DUTIES OF OFFICERS

Section 1. The president shall preside over all meetings, appoint any committees deemed necessary, and perform whatever additional duties the organization may prescribe.

Section 2. The vice-president shall assist the president when required and shall discharge the duties of the president in his or her absence, or in case of disability, and serve as proxy to Tennessee Craft Board meetings in the absence of the chapter representative.

Section 3. The secretary shall keep minutes of all meetings, keep a record of membership, and conduct any correspondence as may be requested.

Section 4. The treasurer shall make all deposits and authorized payments of the organization, keep an itemized account on file, send requested financial reports to the state office in a timely manner, and perform whatever additional duties the organization may prescribe.

Section 5. The chapter representative to the Governing Board of Tennessee Craft shall attend Governing Board meetings, serve as the liaison between the chapter and the state office, represent the concerns of chapter members to the Governing Board and report on state activities to chapter members.

**\*ARTICLE V: MEETINGS**

- Section 1. At least four general membership meetings shall be held annually.
- Section 2. All members shall be notified in writing at least one week in advance of any meeting.
- Section 3. All members in good standing shall be eligible to vote.
- Section 4. At all meetings of this organization, those members present shall constitute a quorum.
- Section 5. All meetings shall be governed by Roberts' Rules of Order in all cases where they are not inconsistent with the laws of the organization.

**ARTICLE VI: FISCAL YEAR**

- Section 1. The fiscal year shall be from January 1 through December 31.

**\*ARTICLE VII: COMMITTEES**

- Section 1. Committees shall be appointed by the president as the organization deems it necessary.

**ARTICLE VIII: RULES OF CONDUCT**

- Section 1. The Board may adopt rules for conduct in its own meetings. All general meetings shall be governed by Roberts' Rules of Order, Revised, in all cases where they are not inconsistent with the laws of this organization.

**ARTICLE IX: AMENDMENTS**

- Section 1. The bylaws may be amended at any membership meeting and approved by a majority of those present, providing a 30-day notice of the proposed amendment(s) shall be given.

**SIGNATURES:**

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Print Name

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Signature

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Title

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Date



## Chapter Financial Management

*All chapter activities are expected to be in accord with Tennessee Craft's stated goals and purposes and in no way jeopardize Tennessee Craft's tax-exempt status as a 501(c)(3) organization. Please consult the executive director regarding any questions you may have throughout the year and when setting up new accounts.*

Chapter financials are consolidated in the financial statements, reports and records of Tennessee Craft, and are audited annually by an independent CPA firm.

### ANNUAL BUDGET

At the start of each year, chapters shall develop an annual budget and send a copy and any later revisions to the Tennessee Craft state office to be on file for the Finance Committee.

### MONTHLY FINANCIAL REPORT

By the 10th of each month, chapter treasurers shall submit a monthly financial report—preferably as a single PDF—to the executive director for the preceding month (e.g., January report is due on February 10). It is recommended that treasurers keep a separate record of reports for any and all income and expenses related to a specific event; it is helpful to see and understand all the costs associated with each event.

#### Monthly financial reports shall include:

1. Bank statement
2. Transaction register (with receipts on file and available for review, if requested)
  - a. List all transactions made during the month.
  - b. Assign class and account numbers to each transaction (see Chart of Accounts).
    - i. If a transaction applies to more than one category, list the amount and account number **on a separate line** for each category.
  - c. List all voided check numbers as VOID (account #999).
  - d. List checks in the month they were written, not the month they cleared the bank.
  - e. Confirm that your petty cash is at or below \$100.

### FEDERAL COMPLIANCE

In order for Tennessee Craft to maintain its tax-exempt status, we must comply with record-keeping practices that are in alignment with **federal law**, **GAAP** (Generally Accepted Accounting Principles) and **GAAS** (General Accepted Audit Principles). To claim tax exempt status, we have to be able to prove what we are paying for is related to our business and in compliance with federal tax law, and thus exempt from income and sales taxes.

All revenue and expenses must be documented with a receipt that includes information clearly identifying the source of the income or the expense, creating an audit trail. This practice protects volunteer chapter leaders in the event of an audit. All checks written should have an invoice or receipt for support and all should be filed and maintained. In the case of payments made to artists, chapters should receive documentation from vendor or artist so there is justification for the payment being made. Bank statements will show a payment, but **without documentation, there is no way to substantiate the expense as a business expense**. For example, payments to artists participating in the Emerging Makers Tent or chapter booth should have paperwork or a digital document that lists the sales amounts, a total, then any deductions for commissions or fees paid, etc., and a paid amount that matches the check amount. The date, artist name, and mailing address should be recorded.



**If the amount paid for services is equal to or larger than \$600**, you will also need to secure the individual's or non-corporate organization's federal tax identification number (social security or EIN#). **That is \$600 per calendar year**, so if later in the year, they receive additional services, you will need to secure a W-9. You must also complete and submit a W-9 form to Tennessee Craft. W-9 forms can be downloaded online at [irs.gov/pub/irs-pdf/fw9.pdf](https://irs.gov/pub/irs-pdf/fw9.pdf). The Tennessee Craft state office will issue all 1099s at year end for individuals and LLCs who were paid for services over \$600 in that calendar year.

## IMPORTANT TAX INFORMATION

- Tax I.D. number to use on all checking and savings account: **#23-7309306**.  
**NOTE: Tennessee Craft's executive director's signature must be included on all bank signature cards (please forward cards to state office for signature, or bank will provide another remote method, or may require all signatories to come into the bank). Tennessee Craft executive director and all chapter treasurers must have online access to bank accounts.**
- Mobile bank deposits – In an infrequent situation where a mobile bank deposit is required, write "MDep bank name, date of deposit, and the mobile deposit confirmation number on the top right corner of the check. Safeguard the check in your chapter office file. If a photo was taken of the check with your phone, delete the check photo off of your phone immediately when you know see on your account that the deposit successfully posted.
- Tennessee Craft's (TACA) sales tax exemption number: (contact TN Craft state office). To receive tax exemption on a purchase/payable, you must pay with a Tennessee Craft chapter bank card or cash in person, or pay online using a Tennessee Craft chapter bank card or EFT to chapter bank account. You may not pay personally and receive sales tax exemption.
- **For chapter-sponsored sales events**, research and contact your regional office of the Tennessee Department of Revenue to request a **Special Event Sales Tax Form** and request instructions on remitting the completed form and collected taxes.
- **For individual artists who have a sales tax account with the Tennessee Dept of Revenue who sell at Tennessee Craft Fairs**, Tennessee Craft's research has shown that sales of artwork, as tangible items, are taxable and that there is a threshold under which taxes on artwork sales are not due. It is the individual artist's responsibility to understand their sales tax duty and to claim sales revenue and pay sales tax accordingly.

Because Tennessee Craft regularly holds special events that generate sales, when we collect sales tax for those sales we become responsible for remitting those taxes. For Tennessee Craft sponsored-events, we provide Special Event Sales Tax Forms to artists juried into our bi-annual craft fairs, or instructions on how to obtain and complete one, with the assistance of the Nashville Tax Enforcement Division of the TN Dept of Revenue.

For individual artists seeking information on their tax responsibility, refer to the TN Department of Revenue rules and resources on their website [here](#). For artists whose sales meet the threshold, sales tax payments are due periodically. As an organization, it's not our role to offer tax advice to individual artists, so if you believe you may be required to submit periodic tax payments, refer to these rules, confer with fellow artists about their experiences and/or seek the advisement of a tax professional.

## CASH HANDLING

**Petty Cash:** A chapter may establish an imprest petty cash fund which is not in a bank account, comprised of funds of a fixed amount used for making small expenditures that are paid in cash, and is subject to a maximum authorized balance of \$100.00. Imprest accounts are reimbursed up to the authorized balance as expenditures are made from the account. Funds are replenished upon



submission of expenditure receipts to the chapter treasurer. Petty cash funds on hand plus expenditure receipts should total to the authorized amount of the account. The chapter must designate a petty cash custodian to disburse small amounts and to document each payment with a petty cash receipt. Imprest petty cash funds may be subject to internal and external audit.

**Cash Receipts:** Chapter officers may receive cash on behalf of the chapter in conducting its operations, as exhibition sales revenue, fee payments or donations. All cash should be documented with a written receipt when transferred from one party to another and **should be deposited in the chapter bank account no later than two weeks (14 calendar days) following receipt of cash funds.**





## Chapter Chart of Accounts

### INCOME

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**4000 · Contributions, Support**

4040 · Individual/Chapter Donations

**5100 · Earned Income**

5101 · Booth Fees

5105 · Application/Admission Fees

5155 · Other Fair Income including Chapter Booth Income (EMT) + Merch sales + Chapter Commissions

5156 · Chapter Exhibit Sales

5160 · Advertising Income

5180 · Corporate Sponsorships

5100 · Earned Income - Other (*if nothing else fits*)

**5300 · Revenues from Dues**

5320 · Membership Rebates (*for recording Chapter Income from rebates*)

**6100 · Other Source Income (Unsure of which # to use? Use this # & describe the income.)**

## Chapter Chart of Accounts (cont.)

### EXPENSES

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#### 7000 · Expenses

- 7010 · Advertising and Promotion
- 7020 · Artistic Fees/Awards (*juror fees, scholarships to artists, awards*)
- 7025 · Artists Demos (*payments to artists for demonstrations*)
- 7026 · Artists Sales Reimbursement (*payments to artists for their sales*)
- 7030 · Bank Charges/Licenses (*returned check fee as a (-)*)
- 7035 · Catering
- 7038 · Commissions & Fees (*20% to TN Craft for Emerging Makers or others*)
- 7045 · Contributions (*tax deductible or chapter's annual contribution to TN Craft*)
- 7050 · Contract Labor (*workshop leaders, non-artist speakers, etc.*)
- 7060 · Dues & Subscriptions
- 7080 · Insurance
- 7085 · Information Technology Service
- 7100 · Lease (*e.g., equipment, PO Box rental*)
- 7105 · Licenses & Permits
- 7110 · Meals & Entertainment
- 7119 · Office Supplies (*see also 7210 Supplies*)
- 7125 · Misc.
- 7140 · Postage
- 7145 · Mail Handling Service
- 7150 · Printing
- 7160 · Professional Fees (*accounting, legal*)
- 7190 · Rent
- 7193 · Space Rental (*exhibitions, meetings*)
- 7200 · Security (*for events*)
- 7205 · Special Event Expense (*misc., **not artist payments, catering or space rental***)
- 7210 · Supplies (*see also 7119 Office Supplies*)
- 7220 · Training/Professional Development (*tickets to workshop*)
- 7230 · Travel (*includes mileage*)
- 7260 · Graphic Design



## Chapter Annual Budget Template

CHAPTER BUDGET for 20__			
	Acct #	Revenue Source	Amount Expected
<b>INCOME</b>			
	4040	Individual Donations	\$
	5105	Booth Fees	\$
	5155	Chapter Booth Income	\$
	5156	Chapter Exhibit Income	\$
	5160	Advertising Income	\$
	5100	Earned Income Other	\$
	5180	Corporate Sponsorships	\$
	5320	Membership Rebates	\$
<b>TOTAL REVENUE</b>			<b>\$</b>
<b>EXPENSES</b>			
	7010	Advertising and Promotion	\$
	7020	Artist Fees/ Awards	\$
	7025	Artist Demos	\$
	7026	Artist Sales Reimbursement	\$
	7030	Bank Charges	\$
	7035	Catering	\$
	7038	Commissions & Fees	\$
	7045	Contributions	\$
	7050	Contract Labor	\$
	7060	Dues & Subscriptions	\$
	7080	Insurance	\$
	7085	Information Technology	\$
	7100	Lease	\$
	7105	Licenses & Permits	\$
	7110	Meals & Entertainment	\$
	7119	Office Supplies	\$
	7125	Misc.	\$
	7140	Postage	\$
	7145	Mail Handling	\$
	7150	Printing	\$
	7160	Professional Fees	\$
	7190	Rent	\$
	7193	Space Rental	\$
	7200	Security for events	\$
	7205	Special Event Expense	\$
	7210	Supplies	\$
	7220	Training/Prof Development	\$
	7230	Travel (including mileage)	\$
	7260	Graphic Design	\$
<b>TOTAL EXPENSES</b>			<b>\$</b>



## Monthly Transaction Register Template

Email to the Executive Director ([execdirector@tennesseecraft.org](mailto:execdirector@tennesseecraft.org)) by the 10th day of the following month.

CHAPTER NAME						
TRANSACTION REPORT FOR THE MONTH OF _____ <u>20</u>						
<p>List all transactions made during the month and attach receipts.</p> <ul style="list-style-type: none"> <li>Assign class and account numbers to each transaction (see Chart of Accounts). <ul style="list-style-type: none"> <li>If a transaction applies to more than one category, list the amount and account number <b>on a separate line</b> for each category.</li> </ul> </li> <li>List all voided check numbers as VOID (account #999).</li> <li><b>List checks in the month they were written, not the month they cleared the bank.</b></li> </ul>						
Date	Check #	Payee	Deposit (+) Amount	Debit (-) Amount	Acct #	Description
1/2/2023		TN Craft – Chapter	\$100.00		5320	Membership dues rebate
1/3/2023	EFT	Wix.com		\$149.00	7085	Website hosting
1/5/2023	1233	The Art Gallery		\$200.00	7193	Exhibit space rental
1/7/2023		TN Craft - Chapter	\$1,500.00		5105	Exhibit booth fees collected from artists. <i>Note: deposit should have supporting documentation that identifies the source, like an artist list. If this is a Square deposit, please download the Square report that includes all the transactions that make up the deposit.</i>
1/7/2023	EFT	Square		\$5.00	7030	Square processing fee
1/9/2023	1234	Jane Smith		\$150.00	7230	Travel reimbursement to chapter officer managing exhibit booth
1/9/2023	1235	John Doe		\$50.00	7110	Meeting snacks reimbursement



## Quarterly Report Template (Board Meeting Report)

### \_\_\_\_\_ CHAPTER

PRESENTS THE FOLLOWING INFORMATION FOR REVIEW BY THE GOVERNING BOARD

Submit to:

[membership@tennesseecraft.org](mailto:membership@tennesseecraft.org) and [execdirector@tennesseecraft.org](mailto:execdirector@tennesseecraft.org) each quarter,  
on the 1<sup>st</sup> day of the month of the Tennessee Craft Governing Board Meeting  
or complete online at: [cognitofrms.com/TennesseeCraft1/QuarterlyChapterReport](https://cognitofrms.com/TennesseeCraft1/QuarterlyChapterReport)

*Chapter board representatives: please read the prompts and  
replace them with information about your chapter.*

**ARTIST ANECDOTE:** Share a brief story about a recent success of one of your members and the role your chapter played in his/her accomplishment {attach pictures, if any}.

**EVENTS + MEETINGS:** Provide a brief description of all planned events and meetings that have transpired this quarter {attach pictures, if any}. How many members attended each event? Each meeting? How many members of the public participated in/attended your events?

**UPCOMING EVENTS:** What events and meetings do you have coming up? Share a brief description of each and we'll work to promote your efforts from the Tennessee Craft state office.

**PARTNERSHIPS:** Have you developed any formal or informal relationships with area art organizations, schools or businesses? What do those look like?

**COMMUNITY:** How is your chapter connecting with the community? Examples?

**LEADERSHIP:** Please list all leaders in your chapter. See the examples below.

(Name)	(Position)	(Email)
John Doe	Chapter President	<a href="mailto:john@johndoe.com">john@johndoe.com</a>
Jane Smith	Board Rep	<a href="mailto:jane@janesmith.com">jane@janesmith.com</a>



## Year-End Chapter Report

### ***Due Each Year No Later than December 30***

Chapter Presidents, please complete and return this summary of your previous year's activities at each year's end. This statistical information is necessary for Tennessee Craft's annual reporting and grant requirements. You may need to work with your previous chapter officers to retrieve some of the information.

#### **1. MEMBER SERVICES:**

- a. Newsletters #\_\_\_\_\_ Printed/mailed #\_\_\_\_\_ Emailed
- b. Chapter Board meetings #\_\_\_\_\_
- c. Chapter Membership meetings #\_\_\_\_\_

Membership meeting topics:

---

---

---

*Which topic had the best response from members?*

---

#### **2. DONATED SERVICES:**

- a. **General Volunteers** #\_\_\_\_\_ of volunteers #\_\_\_\_\_ total hours
- b. Type of activity performed \_\_\_\_\_
- c. **Professional Volunteers** (bookkeeping, fundraising, graphic design, printing, photography and any other service you might ordinarily expect to have to pay for):  
Service performed & by whom \_\_\_\_\_  
Marketplace value (low estimate) \$\_\_\_\_\_
- d. **In-kind donations**  
Gift/Service given \_\_\_\_\_
- e. Marketplace value \$\_\_\_\_\_

#### **3. FUNDRAISING PROJECTS** (including those for chapter exhibits, awards):

- a. Project \_\_\_\_\_
- b. Sponsors \_\_\_\_\_
- c. Net to chapter \$\_\_\_\_\_
- d. Net to Tennessee Craft \$\_\_\_\_\_

- 4. PARTICIPATION** *(For grant purposes, we are looking for numbers that reflect how our work increases the creation of craft, acquisition of knowledge or skills, experiences with craft, public knowledge and understanding about craft.)*

Please provide the NUMBER of:

- a. Artists participating *(can under-estimate)* \_\_\_\_\_
- b. Public exhibits, studio tours or pop-up events \_\_\_\_\_
- c. Please list the names of any events that are repeated each year  
\_\_\_\_\_

- 5. COMMUNITY SERVICE PROJECTS** (education, outreach etc.)

Description of project(s)  
\_\_\_\_\_  
\_\_\_\_\_

**6. FINANCIAL REPORTING**

- a. Previous year's Chapter Budget \$\_\_\_\_\_ (Attach complete budget)
- b. Coming year's Chapter Budget \$\_\_\_\_\_ (Attach complete budget)

**7. CHAPTER OFFICERS AND GOALS**

- a. List all incoming officers for the next calendar year:

Position	Name	Phone Number	Email Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- b. List current goals of the Chapter and their status (include any notes on a separate sheet)  
\_\_\_\_\_

- c. What support, if any, will you need from the Tennessee Craft Office to achieve your goals?  
\_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Adopted January 2013; Updated November 2018



## Succession Planning

### What is succession planning?

Every organization needs to have a succession plan to prepare for when leadership positions become vacant. A succession plan is just a plan that outlines what happens if your president, chapter representative or anyone in your leadership team were to leave their position. The plan should include who the replacement could be, what sort of information and resources need to be handed off, and any other useful information from the outgoing officer. Having a plan ensures that your chapter remains stable and that key information is available even if an officer were to leave tomorrow. The benefits of having a succession plan include:

- Continuity during a time of transition,
- Security among members that when the time comes, the next generation of leaders will step up to the job, and
- Transfer of key information and best practices from an outgoing leader to an incoming leader.

### How do you create a plan?

#### I. **Cultivate Potential Replacements**

It's important to begin looking for your replacement early on. The earlier you identify the next group of leaders, the more time you have to build relationships and begin transferring knowledge of the role.

#### II. **Communicate Processes**

After you've started to build relationships, begin communicating the processes of your job. If you're the secretary, share how often you send out meeting notices and what other duties you're responsible for.

#### III. **Delegate Tasks**

Once you've communicated processes, begin to delegate some tasks to your prospective replacement. Ask them to send out the minutes for you one month or to take minutes at the next meeting.

#### IV. **Thank and Credit**

After your prospective replacement has completed a task that you've delegated, be sure to thank and credit him or her for a job well done. The more encouraged and supported a person feels about a job, the more likely they are to do it again.

## Best Practices of a Meeting

Last Revised January 2023

### Clarifying Aims and Purposes

Meeting aims or purposes should be at the top of every agenda. These are the key decisions that must be made or actions that must occur at the meeting. **If you aren't clear on aims and purposes, don't meet.** Everything else on the agenda-topics, times, presenters, are the activities that, taken together, will accomplish the aims.

One way to clarify aims is to ask oneself, "Imagine the meeting is over. What do I hope will have happened?" When the agenda activities and time allocations have been decided, ask "If we complete these agenda activities, will we have accomplished our overall aims? Additions or adjustments in the agenda may be required.

### Creating an Agenda

The agenda is the framework that supports the meeting. Agendas have been compared to road maps, blueprints, flight plans, recipes and musical scores. These all suggest that the agenda helps a group achieve a desired outcome.

To help ensure that all important issues are addressed, the agenda should be created with input of chapter officers. If you cannot meet with your chapter officers in person or on Zoom before the meeting, work via email to collect and discuss items to include on the agenda.

It is generally not advisable for a single chapter leader to create agendas in isolation.

Some items on the agenda should begin with an **action word** (verb). These items should frame the expectations of attendees.

### Assigning Key Meeting Roles

Most meetings need people playing four roles. Make sure these roles are assigned prior to a meeting:

- **Leader** convenes the meeting.
- **Facilitator** keeps discussion and decision-making process moving along.
- **Recorder** takes notes on paper, computer or on whiteboards.
- **Timekeeper** reminds the leader when time is almost up for a given item.

The **leader** convenes the meeting and takes responsibility for communication before and after. The leader may lead the discussion on all items or may ask others, including a facilitator, to lead all or parts of the meeting. This enables the leader to be a full participant in discussions.

The **facilitator** keeps the discussion and decision-making process moving along. The facilitator takes responsibility for the process but should not be involved in the content of the meeting. A facilitator is especially useful if the leader holds a very strong opinion on an agenda item. Having a facilitator enables the leader to be a full participant.

The **recorder** takes notes on paper, computer or on whiteboards. Meeting notes should be distributed as soon after the meeting as possible. The longer the lag, the less confidence the members have that their investment will result in action. For groups that meet regularly, the recorder is responsible for keeping previous meeting notes and agendas in one place where they can be referenced later, such as through a shared network drive or a notebook.

The **timekeeper** reminds the leader when time is almost up for a given item. A stopwatch or small clock is invaluable.

### Creating a Visual Record

A visual record is an outline of key discussion items or alternative solutions which are placed on a shared document, flip chart, whiteboard or projected from a laptop for all to see. This visual representation helps people remember what has been posed and enables the group's attention to focus on the items, rather than the person who suggested them. The visual record also discourages rehashing.

Here are some guidelines for using a **flipchart or whiteboard** to create visual records:

- Write big so that people can see it.
- Use dark colors like black or deep purple.
- Use markers that do not have a headache-producing odor.
- If people want to add a thought or example to an item and there is no room left, use a 3x5 self-stick note to capture the thought. Stick the note near the item.

Here are some guidelines for using a **laptop** and projector:

- Use a large font, preferably 18 points or higher.
- Adjust the lights and shades in the room to be sure that people can see it.
- Email copies of the records for people to have to review after the meeting.

### Allotting Time for Topics

The meeting agenda should allot specific amounts of time for each item. If no times are specified, then everything on the agenda appears to be of equal importance. An unfortunate consequence is that too much time could be spent on the least important items.

Allot time for meeting topics based on their significance. Agenda items are like work in general—they will expand to fill whatever time is available.

To allot time most productively consider some of these strategies:

- Identify the number of people likely to attend. Then estimate the total amount of time required if everyone made one 30-second comment. This is the minimal amount of time you'll need.
- For each agenda item identify activities that will be required (presentations, review of documents, voting, prioritizing, etc.) and factor these into the total time needed for each item.
- Consider the likely level of agreement for each agenda item. Where there is wide disagreement over certain topics, allow more time for these items.
- Continue referring to the agenda and the time you have to discuss each item. Instruct attendees that these structures are put in place to respect their time.

**Tip:** Going around the table and inviting everyone to make an announcement is generally not a wise use of collective time. Participants may feel pressure to say something regardless of how important the item may be. Start the meeting with introductions or an icebreaker and have a casual conversation before or after the meeting to keep things social, but timely.

### **Getting Started on Time**

Get into the practice of consistently starting each meeting on time. Leaders who wait to start meetings until more people arrive usually end up wasting a lot of professional time which adds up over the course of a year. It may require a change in the culture, but once people know that you start your meetings on time, they will learn to arrive on time.

Here are a few strategies that can help get your meeting started on time.

- Set a stopwatch to go off at the time the meeting is to start. This reminds everyone of the time.
- If the committee or group is not accustomed to starting on time, give fair warning ahead that you will start the meeting on time by either including it on the agenda or as a separate communication.
- Some groups schedule 15 minutes of time to socialize before the start of the meeting.

### **Ending on Time**

Well planned and organized meetings normally end on time. However, if most of your meetings tend to run late, it's important to understand why. Some reasons might include:

- Meeting time has not been managed well throughout the meeting.
- Priority items were not dealt with first.
- The group went off-topic too many times.
- Meeting planners underestimated deliberation time required.
- Too many items were planned for the time available.
- The group has a history of going beyond its stated adjournment time.

Here are a few strategies that can help you end your meetings on time.

- Start the meeting on time. It's a lot easier to end on time if the meeting begins on time.
- Appoint a timekeeper to help you. The timekeeper gives continuous feedback to the group regarding the use of allotted time for each agenda item.
- If you are chair and wish to extend a meeting another 15 minutes to half an hour, ask the committee or group if they are willing to remain to finish the task at hand.
- In planning a meeting, make sure it has a stated end time. If attending a meeting that does not state an adjournment time, bring it to the leader's attention at the beginning of the meeting.

### **Agree on Ground Rules (and Revisit Them at the Start of Each Year)**

Ground rules are agreements about expected behavior in meetings. The purpose of ground rules is to make explicit the group's norms about how members will interact, thus preventing or reducing misunderstandings and disagreements. Ground rules may differ greatly by committee or group, but they should always contribute to the group's ability to work together effectively.

Each group creates its own ground rules. All groups violate their own ground rules sometimes, and it is the chair's or facilitator's role to remind the group. Keep the ground rules close by. They should be reviewed and updated periodically.

Some common ground rules are:

- Turn off cell phones.
- Treat other members with respect, even in the face of disagreement.
- Bring a handout or create a slideshow when you are making a proposal for action.
- Arrive on time.

Another type of ground rule is agreeing in advance how decisions will be made. The most common ways that decisions are made in committees or groups are through majority rule (voting) or consensus. Both methods have their strengths and limitations. Voting is expeditious, although a simple majority may not bode well for implementation. A consensus may take longer to achieve but can create high levels of support for implementation. A group is considered here to have reached consensus when it finally agrees on a choice and each group member can say:

- "I believe that others understand my point of view."
- "I believe I understand others' points of view."
- "Whether or not I prefer this decision, I support it (and will not undermine it) because it was arrived at openly and fairly and is the best solution for this committee or group at this time."

It is important to have agreement within any committee or working group on how decisions will be made whether by voting or consensus or some combination. This can avoid disputes later about whether important decisions were made properly.



## Meeting Checklist for Chapters

Last Revised January 2023

### Responsibilities of the Meeting Chair (Chapter President)

#### Before the Meeting

- ☐ Meet separately with chapter officers to determine the purpose and goals for this meeting.
- ☐ Create the agenda, including a demonstration, scholarship report or other social start.
- ☐ Schedule the meeting and share the time and date with the state office and members via email and social media. You can create a Facebook event page for your meeting, especially if you want to encourage non-members to attend.
- ☐ Ensure that the agenda is posted and sent out at least one week prior to the meeting.
  - ☐ Email all members and make phone calls, if necessary
  - ☐ Post the meeting reminder on Facebook and/or Instagram.
  - ☐ Send the reminder to the state office to be uploaded to your chapter webpage.
- ☐ Ensure that appropriate supporting information is circulated in time to be useful.
- ☐ Reserve a room and plan refreshments, should you wish to provide food and drinks.
- ☐ Arrange for a secretary/recorder to take minutes.
- ☐ Prepare all needed supplies (cameras, flip chart, markers, laptops, etc.)

#### During the Meeting

- ☐ Start meeting on time and make appropriate introductions.
- ☐ Track attendance of members and non-members.
- ☐ Review the agenda.
- ☐ Keep discussion focused on agenda items.
- ☐ Ask attendees if there are any mentoring needs or opportunities.
- ☐ Encourage full participation.
- ☐ Help group come to decisions (note: only members should vote on chapter business).
- ☐ Summarize decisions made by the group.
- ☐ Agree on action plan: point person and what needs to be done by whom by when.
- ☐ Draft agenda for and set a date/time for next meeting(s).
- ☐ Evaluate meeting ("Was this a useful topic?" "Would you like to have more such presentations?")

#### After the Meeting

- ☐ Ensure that minutes are produced and promptly distributed, including to guests and the state office.
- ☐ Ensure that agenda, minutes and meeting and supporting documents are kept together and archived as required (this is most successfully accomplished in shared digital systems like Google Drive or Dropbox).
- ☐ Check to ensure that action is taking place as agreed and follow up prior to next meeting.

*Some information provided by: Office of Quality Improvement, University of Wisconsin-Madison, 2002*

## Avoiding Common Meeting Problems

Last Revised February 2016

### Finishing on Time

Meetings often run over the allotted time and consequently many agenda items don't get adequate coverage or don't even get covered at all. There are various reasons why meetings run over time some of which include:

- The meeting did not start on time in the first place and thus the group got behind schedule.
- The sequence of topics was not based on their significance thus too much time may have been spent initially on items of lesser importance.
- Meeting time was not managed well.
- Too much was planned for time available.

There are several strategies you can use to ensure that your meetings end on time:

- Designate a timekeeper to watch the clock and let participants know when time for an item is almost up, and then when it is **really** up.
- Place topics that require more discussion at the very beginning of the agenda.
- Start your meeting promptly on time.

### Can't Make Decisions

Some meetings seem to drag on as group members struggle to reach consensus and make decisions. The responsibility for coming to decisions rests squarely with the chair or leader (usually the President). Some common reasons why groups seem unable to make decisions include:

- Goals and outcomes are not made explicit for the discussion topic.
- Certain participants get sidetracked on peripheral issues.
- The consequences of not deciding are negligible or not understood by participants.
- Philosophical issues divide people.

There are several things you can do as a leader to help a group reach consensus and make decisions more efficiently. These include:

- Create expectations with actionable agenda items that clearly convey what is anticipated.
- When participants seem totally blocked and unable to break through an impasse, go back to the initial question or purpose of the activity and restate it.
- Ask which alternatives are supported by data.

### Dominant Participants

Dominant participants often stifle collaborative problem solving and creativity among participants. But they often have good ideas that deserve consideration. Good leaders need to direct the energies of dominant participants in a nonthreatening way so that others have opportunities to contribute.

- Firmly state the question you are hoping to answer or the problem you are hoping to solve.
- Thank the dominant participants for their feedback and let them know that to make a decision, you will need to hear from other participants.
- Let the dominant person know you appreciate the feedback and restate their points.
- State the name of another attendee, recap the dominant participant's points again, giving credit to that individual.
- Then ask for the other attendee's opinion.



## Silent Participants

People are quiet in meetings for different reasons. Some people are reticent by nature. Others are fearful that their opinions will be ridiculed and dismissed. Some are not comfortable speaking if they don't know for sure who everyone is. Some don't care. It's your role as a group leader to try to engage everyone.

Some strategies the group leader or chair can take to engage everyone include:

- Ask people to create name tents for themselves (writing on front and back). We often assume that everyone knows who the other members or participants are, and it is often not so.
- Give people five minutes to write down their ideas or thoughts in a silent brainstorm before opening the general discussion.
- Break into small groups or pairs to discuss aspects of an issue before opening the general discussion. Be sure the questions or issues to be discussed are clear. Ask the groups what they came up with.
- For perennially quiet participants, the chair may discuss with the individual in private the importance of everyone's ideas, saying something like, "I noticed you haven't said much about the move, but I'd like to hear what you think about it." Then encourage the person to share those thoughts within the meeting. You can prompt a response at the next meeting by saying, "Leslie has an interesting idea for expediting the move. Will you explain it, Leslie?" This may "break the sound barrier" for certain shy people.
- By visually recording all the ideas in a brainstorming session, the chair or facilitator emphasizes the importance of everyone's contributions and helps stimulate participation. Holding critiquing of the brainstormed ideas until all have been listed can also be a powerful motivator for reticent participants.

## Rehashing Decisions

Issues that were discussed and decided on in previous meetings sometimes re-emerge to be rehashed. This can be very discouraging to the group or committee. Some reasons for this include:

- People were not aware that a conclusive decision was definitively made regarding a specific issue.
- People recall that a decision was made, but the record of it is not available.
- Dominant participants pushed through a decision in a previous meeting and silent participants begin to speak up afterwards.

A group leader can do several things to prevent and/or derail the rehashing of previous decisions.

- Review the minutes of the last meeting at the start of each meeting.
- Refer back to these decisions and let the member(s) know that there are many *new* items to cover on the current meeting's agenda.
- If there is pushback, inform the member(s) that the chapter leaders meet before each meeting to identify priorities for the chapter. If they would like to be a part of that discussion in the future, encourage them to run for an office next year.

### **Lack of Follow-through on Tasks**

The effectiveness of a meeting can be measured in terms of its outcomes. If people don't follow-through on action plans, tasks and decisions after the meeting ends, then one needs to question the value of having a meeting in the first place. The leader is the single most important factor in follow-through. It's your job to be clear at the end of every meeting who is responsible for what and by when.

A leader can use these tools and techniques to achieve more effective follow-through after a meeting:

- *Written action plans.* People usually need to be able to see in writing what action is required of them and by when. *Include these action steps at the end of each set of minutes your chapter records.*
- *Point persons* ensure that a goal is moving forward.
- *Check-in meetings* or phone status-check meetings should be set up when the action is first being planned.
- There is nothing like a deadline to stimulate action!

## Making the Most of Chapter Meetings: Ideas & Topics

*Compiled at the 2014 Chapter Presidents' Retreat*

### Ideas

- Offer **food** & let members know in advance that they can expect to eat/snack.
- Use your agendas to **highlight past successes and decisions** (this can cut down on rehashing topics that are closed for discussion).
- Allow members to **introduce** themselves at the start of each meeting.
  - Ask members to share their names, media, etc. to foster connections/networking.
  - Recognize any visitors/new members and encourage other members to talk to them after the meeting.
- **Don't assume** that new members know what you are talking about.
  - Introduce each topic succinctly, providing background information allowing all attendees to get up to speed.
  - Avoid using acronyms or jargon – if you do, explain what the terms mean.
  - If you are talking about a person, invite him/her to stand or raise their hand at the meeting, allowing new members and visitors to put a face with a name.
- Make the meetings **content-heavy** and discuss little chapter business.
  - Accomplish this by discussing critical issues with chapter leaders before each meeting.
  - Set the agenda and send it out a week in advance so members know what is to be discussed.
  - Prepare topics that interest your members and/or ask guest speakers to give presentations.
- **Show & Tell/Pop-up Gallery**
  - At certain meetings, invite all attendees to bring recent work.
  - These items can be placed on a table for members to view and ask questions of each other's work –or–
  - Schedule a time for artistic critiques on the agenda (make sure you have the artist's permission to critique his/her work before beginning)
    - Remember to offer **constructive criticism** and be mindful of feelings.

### Sample Meeting Topics

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Managing your business</b> <ul style="list-style-type: none"> <li>◦ Copyright Information</li> <li>◦ Legal rights</li> <li>◦ Taxes</li> <li>◦ Pricing</li> </ul> </li> <li>• <b>Marketing</b> <ul style="list-style-type: none"> <li>◦ Websites</li> <li>◦ Social media</li> <li>◦ Setting up an email list</li> <li>◦ Newsletters</li> <li>◦ Producing special events</li> <li>◦ Photographing your work</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• <b>Selling</b> <ul style="list-style-type: none"> <li>◦ Applying to shows</li> <li>◦ Approaching Galleries</li> <li>◦ Online shops</li> <li>◦ Display ideas/tips</li> </ul> </li> <li>• <b>Special Topics</b> <ul style="list-style-type: none"> <li>◦ 3-D printing</li> <li>◦ Critiques</li> <li>◦ Time management</li> <li>◦ Goal setting</li> </ul> </li> </ul> |
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