

CBAS Board Meeting Minutes

Sunday, July 11, 2004

Held at Susan Brumm's house

In attendance: Keith Kuhn, Gabrielle Fox, Celene Hawkins, Elaine Dorsa, Peg Rhein, Jack Campbell, Cran Campbell, Rhonda Gushee, Rebecca Shaffer.

Board elections were the first topic of conversation.

Sally Rub is interested in being involved in CBAS when she has finished school in December.

Leah Konicki is interested in being on the CBAS Board, and helping Fran Watson with events. Leah helped with the Edible Book Tea this year and Fran has written for newspapers for years, so she can easily help with PR.

Board member Kendrick Bell's phone number is 221-3303. He is suffering from a back problem and it is helpful for him to receive phone calls.

Kendrick and Ginny Wisniewski will remain as Board members emeritus.

Will Hillibrand would be willing to be a Board member in 2 years. He has just started a 2 year term on another Board and would be willing, when that term is up, to serve on the CBAS Board. He is a children's book illustrator.

Diane Stemper is considering returning to the Board. She has very recently returned from a term in England.

Lou Krohner can't be on the Board, but he is willing to continue to do the newsletter.

Leah is a candidate for being the secretary, and Susan Brumm offered to take this position if no one else would.

It is possible that Keith Kuhn, vice-chairman, could become the chairman, and Susan Brumm could be the vice-chairman.

The Board term is a one year term, from June to June.

The Chairman does the agenda for the Board meetings, and makes sure that everything in general runs smoothly. The Chairman often ends up filling in when there are gaps. The Vice-Chairman does whatever is necessary to help the Chairman.

Keith and Susan offered to prepare a proposal of the duties of the Chairman and Vice-Chairman, so that their duties were more clearly defined.

Rebecca Shaffer will be the Director of Programs.

Gabrielle Fox has offered to take a week long grant writing course and then be the Grant Director. It is important for CBAS to be able to obtain some grants if we are going to do some of the things that we are planning. Jack and Cran Campbell attended a meeting for city grants. In order to apply, the organization needs to have an address in the city, a calendar of events, and a yearly budget. The city of Cincinnati is interested in encouraging fine crafts, and grants may be available, but we are not ready yet to proceed. The Lloyd Library exhibition was a great success and this will help, as will our participation in the Fine Arts Fund Sampler Weekend. Ellen Sheffield had expressed an interest in helping this committee.

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In regard to having an address in the city, Dunham recreation center has space that may be available for us to use as an office, for free. We need to pursue and explore options.

Maggie, as Board member, would be Exhibitions coordinator. This position must coordinate closely with the Program director, in order to create a schedule that works well for everyone. Celene Hawkins offered to be the Exhibitions director and Rhonda Gushee offered to help her.

Diane Stemper (I think this is Dianne Dennis. P.R.) will get photos and the list of exhibitors for this year's Book Arts show. She will put it together and Rhonda Gushee will email the list. Jack Campbell can burn the CD's once the photos are ready. Some of the photos can be displayed on the website, also.

Peg Rhein was asked about the process of signing up the membership this past year. She felt that it could go more smoothly. It has taken months for people to renew their membership. Peg was reluctant to remove people from the emailing and mailing lists, but it was suggested that this is necessary since these are member privileges.

CBAS has done some things to encourage membership. A calendar of events was developed and published so that people would know in advance when events are happening.

It was suggested that CBAS should have other types of meetings. Perhaps a show and tell type meeting where everyone brings something that they are working on, are excited about, or are having a problem with, to share with the group. It was also suggested that there might be a study group developed, with different topics presented by different people. Rebecca Shafer has some experience with this type of meeting and will bring a proposal to the next Board meeting.

Peg is interested in archiving some of the history of CBAS. She is going to print out the important emails that she has received, and Dianne Dennis (Maxine Apke is the historian. P.R.) is going to be the historian for the group.

Peg agreed to continue to be the communications director and possibly Dianne Dennis will be the membership director. The two tasks need to be split between different people as they have become too much for one person.

Someone is needed to do the yearly membership directory. It was suggested that Jack Cooney in Indianapolis might be interested or Dianne Dennis.

The next newsletter is almost ready to go out. Lou is waiting on Celene to finish an article. Cran Campbell has a little book that needs to be cut up and inserted. It was suggested that CBAS might have a less elaborate newsletter that could be printed more often-maybe quarterly.

Art Works is working with teens to produce art to sell in vending machines. There is a particular vending machine company that has put together a program for this type of activity for non-profits. It might be possible for CBAS to become involved.

CBAS will definitely do the Fine Arts Sample Weekend again in 2005. It required a lot of preparation, which was lead by Jack and Cran Campbell.

The idea of doing field trips as a good way to get people together was discussed. The next planned event is in September, with a field trip to an exhibition called "In Flight" in Colum-

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bus, Ohio. It was also suggested that organizing trips to workshops would be another way to expand the workshops that members can attend. There are 2 workshops coming up, one on August 8th in Iowa and another on September 11th in Ann Arbor, Michigan. We could possibly caravan as a group.

Idaho book arts group has expressed a desire to trade shows with CBAS. Susan Brumm agreed to follow up on this possibility.

The Board set the next meeting for Tuesday, August 3rd, in the evening, at Celene's house at 6:30. There will be pizza for the meeting.

(My apologies if anyone's name has been misspelled. Please notify Peg of any corrections and this will be noted in the next minutes.)

CBAS Board Meeting Minutes

Tuesday, August 3, 2004

Held at Celene Hawkin's house

In attendance: Keith Kuhn, Celene Hawkins, Jack Campbell, Cran Campbell, Susan Brumm, Leah Konicki.

The first topic of discussion was a planning meeting/retreat to be held in September.

The next scheduled event is on September 18, the trip to Columbus for the Midwest Guild of Bookworkers Exhibit.

The Kennedy Heights Art Center was suggested as a possible venue for the board retreat. Saturday, September 25, from 12 to 6, was suggested as the date and time. An alternative location of Scarlet Oaks Retirement Center was suggested, which would enable Kendrick to be involved. Susan will call Kendrick, and Celene will check into the availability of the Kennedy Heights Art Center.

There was discussion about the need for a board member who does member development, separate from the email list maintained by Peg Rhein. Diane Dennis has volunteered to do a membership brochure. Maggie Heron, director of the Lloyd Library, is interested in providing liaison as non-Board membership person.

Cran asked about grant writing training. Keith agreed to check into the Public Library's grant writing training classes. Susan Brumm suggested that a discussion of copyright law might also be very topical, and could be the topic of a workshop, possibly conducted by a lawyer.

The photos have been taken for the BookWorks catalog and Diane Dennis is working on the design and layout of the catalog.

Lou Kroner is proceeding with the newsletter, which is to include a miniature book in the next issue.

Fran Watson is to help with public relations. She has agreed to do press releases and to get CBAS on the list for Enjoy the Arts.

The Arts and Culture Fest at the Freedom Center, planned for 23rd and 24th of August was discussed.

Promotional materials for CBAS need to be redesigned. Perhaps a class at the Art Academy or Mt. St. Joe or NKU would be willing to take this on as a class project, with a monetary prize to the winning student.

The next item to be discussed was the possibility of exhibits, including the Bookers Dozen show from Boise Idaho, which will be available in 2006 or early 2007. There is a \$75 fee for insurance. Potential venues for exhibit include the Lloyd Library, the Mercantile Library, and the Medical School Library. Any of these venues could expose different audiences to CBAS. The Mercantile Library may appreciate an exhibit based on their collection, similar to that which was done for the Lloyd.

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Saturday, September 25, 2004

Held at Kennedy Heights Art Center, Cincinnati

In attendance: Keith Kuhn, Elaine Dorsa, Rebecca Shaffer, Gabrielle Fox, Fran Watson, Jack Campbell, Cran Campbell, and Leah Konicki.

The first topic of discussion was Programs, chaired by Rebecca Shaffer. Rebecca reviewed the purpose and goals of the study groups. Possible locations to meet discussed included the Hyde Park, Corryville, and Oakley branch libraries. Rebecca has received feedback from interested participants, and will select the time based on input from this group.

A social gathering for CBAS membership was discussed, with discussion centering around an event at the Lloyd Library for members to meet the Board members. Event is planned for a Friday evening from 7 to 9 p.m. Maggie Heran will be contacted. This event could be followed up with open houses at members studios on a bi-monthly basis. The purpose of these events would be to provide a venue for members to get to know one another.

At a previous board meeting, it had been established that there would be a January workshop. Discussion about this workshop focused on the content of the workshop. The suggestion was made that it be done in conjunction with Tiger Lily Press, and the subject be making over-sized portfolios.

The biggest event on the CBAS calendar is Bookworks, and the spring 2005 event will be Bookworks VI at the main Public Library in downtown Cincinnati. This is the main exhibit of CBAS and typically features a book artist who talks about his/her work and conducts two workshops, one for children and one for adults. A separate committee needs to be established to plan the Bookworks VI event.

Jack and Cran Campbell announced that the catalog for Bookworks V will come out on CD.

Keith Kuhn announced that Cincinnati magazine Emmis Publishing just began a regional press in Cincinnati. Emmis Publishing and Joseph Beth is working with the Public Library to organize a Book Festival, planned for Fall 2005, patterned after others in the country, to be held at Garfield Place. Keith hopes that CBAS would be interested in participating.

Fine Arts Sampler Weekend is in mid-February. CBAS participated in the 2004 weekend with a table at the main Public Library. Cran Campbell volunteered to plan 2005 activities.

Discussion turned to Public Relations, Promotions, Marketing, chaired by Fran Watson. Discussion centered on the CBAS brochure. Cran emphasized that it would be valuable to have by the Fine Arts Sampler Weekend. Discussion centered on ways to expedite redesign and production of the PR brochure.

Fran discussed the opportunity to exhibit at the Campbell County Library. She asked that we include an artists statement with each piece that is exhibited, including information about why the artists likes to create books, what the artist does for a living, etc. The exhibit is about CBAS, and can promote the book arts. The library is brand new and is looking for opportunity to promote local activities. It would also be helpful to have a simple one-day demonstration geared to children.

Keith announced that the Cincinnati Public Library has new exhibit cases which will be available for CBAS use during Bookworks VI. Board members were asked to be thinking about Bookworks VI and what we can do to promote the event, as well as other ways to improve the visibility of CBAS.

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The website was discussed next. It was noted that it is very out of date, with the most recent info from the Edible Tea in the spring of 2003. The membership will be solicited to help with content for the website and keeping it updated.

Cran and Jack Campbell were complimented on the recent newsletter. Cran announced she would like to get a committee together to brain storm ideas for future editions of the newsletter.

Elaine Dorsa reviewed the financial statements through the end of August 2004, showing a positive cash balance.

CBAS Board Meeting Minutes

Sunday, October 31, 2004

Held at Main Public Library, Cincinnati

In attendance: Keith Kuhn, Elaine Dorsa, Maggie Heran, Celene Hawkins, Cran Campbell, and Leah Konicki.

A moment of silence was held in memory of board member Kendrick Bell. Following the moment of silence, board members discussed soliciting anecdotes about Kendrick for both the CBAS website and newsletter to celebrate Kendrick and his contribution to the organization.

Secretary's Report. The minutes were accepted as presented.

Treasurer's Report. Elaine reported there was little activity during October. She will set up the money market account in November. She also reminded the board that, according to the IRS letter granting 501(c)(3) status to CBAS, the organization will have 90 days after December 31, 2005 to submit information to the IRS to demonstrate that CBAS continues to qualify as a 501(c)(3).

Exhibitions. Celene reported that the exhibit will be set up at the Campbell County library in Newport on November 1, and that Rhonda Gushee is doing a demonstration on Saturday, November 6. The exhibit will be up through the month of November. The Campbell County show won't have an opening, but may have a closing.

The board discussed the possibility of purchasing the available exhibit case, and, due to the logistics, decided against.

The next tasks will be Bookworks VI and WordArt, scheduled for the fall of 2005. WordArt will be held with the University of Cincinnati at their downtown exhibit space. It will be a national juried exhibit. There will be no media restrictions. Expenses for CBAS will include pedestals, possibly a wall in the exhibit space, juror remuneration. There will be a fee for entering that would offset some of the expenses. There was some discussion of applying for a grant from the Ohio Arts Council and other funding sources.

Regarding Bookworks VI, Keith will check the library's calendar to confirm the dates. Various options were discussed for workshop presenter(s).

Programs. Keith filled in for Rebecca. Keith and Rebecca looked at sites for the study group, and the Corryville branch library is the first choice. The first study group will start in November on Saturdays at 10 a.m.

The first social event for membership is scheduled for Saturday, December 4, from 4 to 6 p.m., at the Lloyd Library, downtown.

The next board meeting is scheduled for December 4, following the reception. The board will also meet on January 2.

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