

Saugerties Arts Commission DEC minutes 12_15_2025

Attendees (best match from transcript)

- Speaker 1 = Nina (runs agenda, pays web/domain costs; name not 100% clear from transcript alone). Meeting lead/facilitator. Opens and frames agenda; refers to prior planning and budget work.
- Speaker 2 = Lisa (consistent with role as frequent facilitator, handles logistics, discusses budget, summarizes, uses "I" in relation to organization and technical improvements) Member handling payments/checks; potential newsletter volunteer
 - Confirms receiving a check; later offers "maybe I'll do it" re: newsletter.
- Speaker 3 = Giselle (handles budget tracking and newsletter/web details). Budget & promotion champion
 - Focused on surplus usage, design & "final push" ideas; offers general help.
- Speaker 4 = Andrew (design/visual work, meet-and-greet logistics, banners). Logistics & materials
 - Chasing banner vendor; requests markers budget.
- Speaker 5 =Peg (town liaison, voucher signer, garlic festival/poster organizer). Administrative/board or finance liaison
 - Explains abstract/newsletter timing and grant/budget rules.

The meeting focused on finalizing the holiday event budget, confirming invoices, and discussing remaining funds. The team decided to use the remaining budget for last-minute advertisements and banners, despite the banner supplier being out of business. They also discussed the need for \$20 worth of markers. The conversation shifted to grant writing, emphasizing that events must occur before the end of the year to secure funding. They considered prepaying for a map redo and newsletters. The team also discussed the possibility of creating calendars for the next two months and the availability of Hannah for future meetings.

Unresolved Deliverables (from transcript)

- Banner vendor solution – Vendor may be out of business; no final alternative chosen.
 - Timecodes: [0:01:55–0:02:43] (Speaker 4)
- Approval of \$20 marker purchase – Request made; vote/decision not captured.
 - Timecodes: [0:01:55–0:02:43] (Speaker 4)
- Decision on how to use remaining budget (grant writing, Chronogram ad, prepay newsletter/map, etc.) – No single plan finalized.
 - Timecodes: [0:01:32–0:01:55], [0:03:43–0:04:51] (Speakers 3, 5, 1)
 - Final newsletter owner and pay arrangement – Options discussed (incl. Speaker 2, \$250/month); no final assignee.
 - Timecodes: [0:04:51–0:05:22]
 - Outcome of meeting with Hannah / future calendars & staffing – Pending.
 - Timecodes: [0:05:22–0:06:29]

1. Key points with timecodes (based on transcript only)

A. Event & budget wrap-up

- [0:00:00–0:00:23] Speaker 1 – Confirms purpose: review holiday event and ensure invoices/budget are wrapped up.
- [0:00:18] Speaker 2 – Confirms their check was received and “good to go.”
- [0:00:43] Speaker 3 – Reacts to a \$3,000 figure with confusion/humor, indicating earlier budget anxiety.

B. Remaining budget & use of surplus

- [0:01:32–0:01:55] Speaker 3 – Asks about end-of-year budget and using surplus (e.g., grant writing, ad in the Chronogram).
- [0:01:55–0:02:43] Speaker 4 –
 - Reports banner vendor may be out of business; calls and emails unanswered.
 - Requests up to \$20 for markers (Sharpies) and asks for a vote.

C. Final promotion / design & timing constraints

- [0:02:43–0:03:04] Speaker 3 – Wants a “last final push”; offers to do design work.
- [0:03:04–0:03:33] Speaker 5 – Explains newsletter/“abstract” timing: likely no time for another abstract this year.

D. Grant writing & prepaying expenses

- [0:03:43–0:04:24] Speaker 5 & Speaker 2 –
 - Grants require the event to occur before year-end to be paid.
 - Clarify that events must happen before payment and before year-end.
- [0:04:24–0:04:51] Speaker 1 & others –
 - Note they previously prepaid part of the map redesign.
 - Discuss prepaying the newsletter or similar services.

E. Newsletter ownership & pay

- [0:04:51–0:05:22] Multiple speakers –
 - Discuss who will do the newsletter now (mention of Michelle not doing it).
 - Consider maybe Speaker 2 volunteering and what payment (e.g., \$250/month) might look like.

F. Calendars & staffing (Hannah)

- [0:05:22–0:06:29] Speaker 5, 2, 3, 4 –
 - Discuss calendars/newsletter previews for January–February.
 - Mention meeting with Hannah later in the week; unclear if she’s staying.
 - Speaker 3 offers to help with tasks if needed.

G. Closing tone

- [0:07:05–0:07:31] Speaker 6 & others – Light closing remarks; meeting winds down.

2. Unresolved deliverables (with timecodes)

These appear discussed but not definitively resolved in the transcript segment:

- Confirming an alternate banner vendor

- [0:01:55–0:02:43] Speaker 4 – Still trying to reach the original vendor; may be out of business. No final decision recorded here.
- Approval & purchase of markers (up to \$20)
 - [0:01:55–0:02:43] Speaker 4 – Requests a vote for a \$20 marker budget. The actual vote/approval outcome is not captured.
- How to use remaining 2025 budget (surplus)
 - [0:01:32–0:01:55] Speaker 3; [0:03:43–0:04:51] Speaker 5 & 1 – Ideas include grant writing, Chronogram ad, prepaying newsletter or map/news products. No single chosen plan is clearly finalized.
- Who will take over the newsletter and on what terms
 - [0:04:51–0:05:22] Multiple speakers – They float maybe Speaker 2, and mention \$250/month, but no final assignee or pay arrangement is confirmed in the text.
- Future calendars/newsletter content & whether Hannah stays
 - [0:05:22–0:06:29] Speaker 2 & others – They will meet with Hannah and Speaker 3 offers help; outcome is not yet known.

1. Key points with timecodes

- Meeting purpose & budget wrap-up
 - [0:00:00–0:00:23] Speaker 1 – Confirms this is a holiday event and budget/invoice wrap-up meeting; time is limited.
 - [0:00:18] Speaker 2 – Confirms they received their check and all is good.
- Remaining budget & possible uses
 - [0:01:32–0:01:55] Speaker 3 – Asks:
 - How did they do with the end-of-year budget?
 - Can remaining funds be used for grant writing or an ad in the Chronogram?
- Banners & markers
 - [0:01:55–0:02:43] Speaker 4 –
 - Reports the banner vendor the town uses appears possibly out of business (Google + no response to calls/emails).

- Requests up to \$20 for Sharpie markers, asks others to approve/vote.
- Final promotional push & design idea
 - [0:02:43–0:03:04] Speaker 3 – Wants a “last final push” for promotion and offers to do a design.
- Newsletter/“abstract” timing constraints
 - [0:03:04–0:03:33] Speaker 5 – Explains:
 - The last abstract/newsletter likely already went out.
 - Very little time remains for another one this year.
- Grants & prepaying items
 - [0:03:43–0:04:24] Speaker 5 & Speaker 2 – Clarify:
 - For grants, the event must occur before year-end for payment.
 - [0:04:24–0:04:51] Speaker 1 & others –
 - Note they prepaid part of the map redesign before.
 - Float idea of prepaying the newsletter or similar work.
- Newsletter ownership and pay
 - [0:04:51–0:05:22] Multiple speakers (incl. Speaker 2) –
 - Note Michelle is not doing the newsletter.
 - Consider maybe Speaker 2 doing it, mention prior rate of \$250/month.
- Calendars & Hannah
 - [0:05:22–0:06:29] Speakers 2, 3, 4, 5 –
 - Discuss calendars/newsletter previews for the next 2–3 months.
 - Unsure if Hannah is staying; meeting with her later in the week.
 - Speaker 3 offers to help with tasks if needed.
- Closing
 - [0:07:05–0:07:31] Speaker 6 & others – Light closing comments; meeting winds down.

2. Unresolved deliverables (with timecodes)

- Banner vendor status / replacement
 - [0:01:55–0:02:43] Speaker 4 – Still trying to reach vendor; no confirmed solution in transcript.
- Approval and purchase of markers ($\leq \$20$)
 - [0:01:55–0:02:43] Speaker 4 – Requests a vote; transcript does not show a clear decision.
- Specific use of remaining budget (surplus)
 - [0:01:32–0:01:55], [0:03:43–0:04:51] Speakers 3, 5, 1 – Options (grant writing, Chronogram ad, prepaying newsletter/map) discussed, but no final choice recorded.
- Who will own the newsletter and final compensation
 - [0:04:51–0:05:22] Multiple speakers – Discuss possibilities (incl. Speaker 2) and a \$250/month figure; no final assignment in transcript.
- Outcome of meeting with Hannah / staffing & calendars
 - [0:05:22–0:06:29] Speakers 2, 3, 4, 5 – Plan to meet with Hannah; actual decision not captured.

Holiday Event Budget Review – Minutes (based on transcript only)

Meeting Focus

- [0:00:00–0:00:23] Speaker 1 – Sets agenda: wrap up holiday event and budget/invoices; limited time.

1. Budget Status & Payments

- [0:00:18] Speaker 2 – Confirms check received, “good to go.”
- [0:00:43–0:01:04] Speaker 3 – Reacts with confusion to a \$3,000 figure (budget anxiety, then clarified).

2. Remaining Budget & Possible Uses

- [0:01:32–0:01:55] Speaker 3 – Asks how end-of-year budget looks; suggests using surplus for:
 - Grant writing

- Advertisement in the Chronogram

3. Banners & Markers

- [0:01:55–0:02:43] Speaker 4 – Reports:

- Town's banner vendor appears possibly out of business (no responses to calls/emails).

- Requests up to \$20 for Sharpie markers; asks group to approve/vote.

4. Final Promotion & Design

- [0:02:43–0:03:04] Speaker 3 – Proposes a “last final push” for promotion; offers to handle design work.

5. Newsletter / “Abstract” Timing & Grants

- [0:03:04–0:03:33] Speaker 5 – Explains:

- Last abstract/newsletter likely already sent after board meeting on the 10th.

- Limited time for another abstract this year.

- [0:03:43–0:04:24] Speakers 5 & 2 – Clarify for grants:

- Event must occur before year-end for grant payment.

- [0:04:24–0:04:51] Speaker 1 & others – Note prior prepayment for map redesign; discuss prepaying newsletter or similar items as a way to use remaining budget.

6. Newsletter Ownership & Compensation

- [0:04:51–0:05:22] Multiple speakers (incl. Speaker 2) –

- Note Michelle is not doing the newsletter.

- Consider Speaker 2 possibly doing it.

- Mention past rate of \$250/month for newsletter work.

7. Calendars & Staffing (Hannah)

- [0:05:22–0:06:29] Speakers 2, 3, 4, 5 –

- Discuss calendars/newsletter previews for the next 2–3 months (Jan–Feb).

- Unsure if Hannah is staying; meeting planned with Hannah later in the week.

- Speaker 3 offers to help with tasks as needed.

8. Closing

- [0:07:05–0:07:31] Speaker 6 & others – Light closing remarks; meeting wraps up.