

# **Thunder Bay Arts Council, Inc.**

## **MISSION**

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

## **PHILOSOPHY**

- We believe “The Arts Make a Lasting Difference” in the life of each member of our community.
- We are 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. **Art Summit Committee**
7. **Art Vision Alpena Committee**
8. **Volunteer Core Committee**

# Thunder Bay Arts Council, Inc.

## 1. Executive Committee

### Committee Tasks:

1. Comprised of 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/s and establish employment contract each year in September.
9. Along with Finance/Grants/Revenue Committee, pursue grants/corporate/business sponsorship in February, June, and November of each year.

### Position

<b>President</b>	<b>Ann Diamond</b>
<b>1<sup>st</sup> Vice President</b>	<b>Clint Kendziorski</b>
<b>2<sup>nd</sup> Vice President</b>	<b>Jodene Compton</b>
<b>Secretary</b>	<b>Diane Speer</b>
<b>Treasurer</b>	<b>Marsette Dubie</b>
<b>Immediate Past President</b>	<b>Monte Jahnke</b>

## 2. Long-Range Planning Committee

### Committee Tasks:

1. Comprised of 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

### Position

# Thunder Bay Arts Council, Inc.

1. **Jodene Compton** (2<sup>nd</sup> VP)
2. Roger Baumgardner
3. Pat Buck
4. Midge Connon
5. Tim Kuehnlein
6. Anne Nave
7. Jean Stewart

## 1. Finance/Grants/Revenue Committee

### Committee Tasks:

1. **Comprised of 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

### Position

- |                          |                        |
|--------------------------|------------------------|
| 1. <b>Jodene Compton</b> | (2 <sup>nd</sup> VP)   |
| 2. Marsette Dubie        | Treasurer (Ex-officio) |
| 3. Pat Buck              |                        |
| 4. Midge Connon          |                        |

## 2. Planned Giving and Endowment Committee

1. **Comprised of no less than three (3) nor more than five (5) Directors of the Board.**

# Thunder Bay Arts Council, Inc.

2. Regularly reports 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 and 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 the 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

## Position

- |                      |                       |
|----------------------|-----------------------|
| 1. Tim Kuehnlein     | Committee Chairperson |
| 2. Roger Baumgardner |                       |
| 3. Cheryl Lemke      |                       |

## 3. Nominating Committee

### Committee Tasks:

1. **Comprised of 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

## Position

- |  |                      |
|--|----------------------|
| 1. Jodene Compton  | (2 <sup>nd</sup> VP) |
| 2. Dawn Gentry   |                      |
| 3. Kathleen McGillis (will chair when Jodene is out of town) |                      |
| 4. Jean Stewart  |                      |

# Thunder Bay Arts Council, Inc.

## 4. TBAC Office/Gallery

The TBAC Office/Gallery is home to both the Thunder Bay Arts Council, Inc. and the TBAC Gallery (d/b/a) which is run cooperatively by gallery 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 small performing ensembles are facilitated by this space and lead to sharing of ideas, making connections and building opportunities for broader appreciation and promotion of the arts throughout the region.

**Administrative Assistant(s): Michelle Miller and Deb McClure (Kathy Anderson as sub)**

### **Tasks:**

1. Work approximately 28 hours per week, spread between all office staff.
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 2019-2020**

Rent/Utilities	\$12,500
Maintenance	1,000
Postage	800
Printing	2,600
Supplies	1,300
Phone/Internet	1,827
Insurance/Liability	2,700
Accounting	1,800
Payroll	17,500
Memberships/Dues	475
Contingency	1,780
<b>TOTAL</b>	<b>\$44,282</b>

# Thunder Bay Arts Council, Inc.

## 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 the TBAC Chorus among other local, state and national performers in its annual program.

### Committee Tasks:

1. Establish the 1<sup>st</sup> Vice-President as chairperson for the committee as well as individual coordinators/liasons 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. 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 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

### Position

1. **Clint Kendziorski** (1<sup>st</sup> VP)
2. Roger Baumgardner
3. Jodene Compton
4. Marga Decker
5. Bill Haase (volunteer)
6. Diane Speer
7. Traci St. Charles-Boyle
8. Jean Stewart
9. Midge Connon—youth events only

### Budget: for 2019-2020

Artists Fees	\$10,018
Receptions/Lodging	1,400
Equipment Rental/Lighting	1,250
Community Chorus	1,000

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Rental of Concert Venues	1,250
<b>TOTAL</b>	<b>\$14,918</b>

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

Visual, musical and performing artists display, demonstrate and perform their work on a regular basis at the office/gallery. Artists in residence are featured on a monthly basis by a series of “Featured Artist Exhibits” that complement the standing artists of the TBAC Gallery. “Meet-the-Artist Receptions” help celebrate such featured exhibits by drawing the general public into the TBAC Office/Gallery for special occasions. Additionally, any special receptions held for other TBAC events in other venues are also 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/liasons 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” 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 each exhibit.
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

### Position

- |                             |   |
|-----------------------------|---|
| 1. Gail Barr                | Committee Co-Chairperson                            |
| 2. Jean Stewart             | Committee Co-Chairperson & Featured Artist Procurer |
| 3. Carol Winslow            | Receptions Chairperson                              |
| 4. Kathleen McGillis        |   |
| 5. Carol Murray             |   |
| 6. Anne Nave                |   |
| 7. Linda Norton (volunteer) |   |

### Budget: for 2019-2020

Receptions/Food	\$ 0
Gallery Ensembles	0
TBAC Gallery Expenses	500
<b>TOTAL:</b>	<b>\$ 500</b>

## 3. “Art on the Bay” Committee

# Thunder Bay Arts Council, Inc.

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. 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 20 and 21, 2019**

## **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. Ann Diamond	Committee Co-Chairperson
2. Gail Barr	Committee Co-Chairperson (coffee & donuts)
3. Clint Kendziorski	Committee Co-Chairperson
4. Kathleen McGillis	Committee Co-Chairperson
5. Carol Murray	Committee Co-Chairperson
6. Anne Nave	Committee Co-Chairperson
7. Carol Winslow	Committee Co-Chairperson
7. Bill Haase (volunteer)	Volunteers & Parking
8. Diane Speer	
9. Board of Directors	Workers

## **Budget: for 2019-2020**

General Expenses	\$3,000
Kids' Zone	
<b>TOTAL:</b>	<b>\$3,000</b>

## **4. Art Mark Committee**



# Thunder Bay Arts Council, Inc.

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 TBAC and its events and/or season programs. Collaboration with artists helps maximize their exposure to the community and reinforces TBAC's commitment to promote 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.                         | Gallery Representative |
| 3. Jodene Compton          |                        |
| 4. Cheryl Lemke            |                        |
| 5. Traci St. Charles-Boyle |                        |

## Budget: for 2019-2020

Advertising/Marketing	\$8,500
<b>TOTAL:</b>	<b>\$8,500</b>

## 5. Youth Core Committee

Youth Core seeks to dovetail Showcase Series programming and *Artists in Residence*/TBAC Gallery exhibits, receptions and events with regional youth via special invitations, TBAC Gallery workshops or residency programs, 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 so as 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:

# Thunder Bay Arts Council, Inc.

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. Cheryl Lemke   | Committee Chairperson & TBAC/School Liaison |
| 2. Jodene Compton |   |
| 3. Midge Connon   |   |
| 4. Marga Decker   |   |
| 5. Dawn Gentry    |   |
| 6. Monte Jahnke   | Youth Core Piano Guild only                 |

## Budget: for 2019-2020

School Programs	\$100
<b>TOTAL:</b>	<b>\$100</b>

## 6. Art Summit Committee

Art Summit involves sponsoring occasional lectures, presentations or community forums on arts and culture 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, Art Summit 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.

# Thunder Bay Arts Council, Inc.

## 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 Art Summit 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 Art Summit.
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. Jodene Compton    |                       |
| 4. Cheryl Lemke      |                       |

## Budget: for 2019-2020

Conference/Meeting	\$ 0
MACNE	0
<b>TOTAL:</b>	<b>\$ 0</b>

## 7. Art Vision Alpena

- |                  |                    |
|------------------|--------------------|
| 1. Tim Kuehnlein | TBA Representative |
|------------------|--------------------|

## 8. Volunteer Core Committee

### Committee Members

### Position

- |                             |       |
|-----------------------------|-------|
| 1. Ruth LeBarre (volunteer) | Chair |
| 2. Pat Buck                 |       |
| 3. Jodene Compton           |       |
| 4. Dawn Gentry              |       |
| 5. Cheryl Lemke             |       |

# Thunder Bay Arts Council, Inc.

## 2019-2020 Summary of Yearly “Organizational” Activities

### NEW FISCAL YEAR/SEASON

	<u>Activity/Task</u>	<u>Committee</u>
September	Annual Meeting	Executive/Board
	Office Assistants review/contract renewal	Executive/Board
	Committees begin new season planning	SHOWCASE/Featured Artists
	ASCAP/BMI Report & Payment Due (American Society of Composers, Authors, Publishers/Broadcast Music, Inc.)	Treasurer
	Resolution needed to apply for MCACA Grant	Board
	MCACA Grant Thank You	President
	Besser Foundation Grant Thank You	President
	<b>SHOWCASE Series (CutTime/Sept. 19)</b>	<b>SHOWCASE</b>
October	<b>SHOWCASE Series (Carol Trembath Oct. 14-16)</b>	<b>SHOWCASE</b>
	<b>SHOWCASE Series (Beatles Forever w/ALL Oct. 24)</b>	<b>SHOWCASE</b>
	Non-Profit Corporation Information Report due to State (Oct. 1)	Treasurer
	Assign event liaisons—Issue Event Preparation Lists	SHOWCASE/Office
	Long-range planning assessment	Long Range
	Besser Foundation Grant Thank You	President
	Community Foundation Grant due by November 1	Finance
November	Prepare/Revise Art on the Bay app brochures/poster	Art on the Bay/ArtMARK
	Grant/Corporate/Business sponsorship initiatives	Executive/Finance
	Start to plan ArtSUMMIT event/activity for March	ArtSUMMIT
	First Federal/mBank Community Foundation Grant due by Dec. 1	Finance
	Presque Isle Electric & Gas Grant due by November 28	Finance
December	<b>SHOWCASE Series (TBAC Chorus Concert, Dec 8)</b>	<b>SHOWCASE</b>
	ASCAP/BMI Report & Payment Due (American Society of Composers, Authors, Publishers/Broadcast Music, Inc.)	Treasurer
	Patron Thank You Letter (tea bag)	Office
January	<b>SHOWCASE Series (Guitar Summit, Jan. 25)</b>	<b>SHOWCASE</b>
	Mail brochures for Art on the Bay	Art on the Bay/Office
	Receive Art on the Bay submission thru May	Art on the Bay/Office
	Form 990EZ Due January 15	Accountant
	Form 944 Due (Federal Annual Return)	Accountant
	Mail W-2's to Employees and 1099's to Vendors	Accountant
	Resolution needed to apply for MCACA Grant for year	Board
	Community Foundation Grant Due by February 1	Finance

# Thunder Bay Arts Council, Inc.

February	Grant/Corporate/Business sponsorship initiatives	Finance/Executive/ArtMark
	Plan Annual Patron Fundraising Campaign (letter/envelope)	Art MARK
	Mail W-2's to Social Security and 1099's to IRS	Accountant
	Annual Sales Tax and Withholding Taxes Due	Accountant
	Charitable Solicitation Registration Due March 1	Treasurer
	Annual Sales & Withholding Tax Form due—Gallery, 2/28	Gallery Treasurer
	First Federal/mBank Community Foundation Grant due by March 1	Finance
	Presque Isle Electric & Gas Grant due by February 28	Finance
March	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)	ArtSUMMIT
	Brown Trout Meeting/Art on the Bay Security Contract	Art on the Bay
	ASCAP/BMI Report & Payment Due (American Society of Composers, Authors, Publishers/Broadcast Music, Inc.)	Treasurer
April	<b>SHOWCASE Series (TBD A CAPPELLA April 17)</b>	<b>SHOWCASE</b>
	Annual Patron Fundraising Campaign (letter/envelope)	Finance/Executive/ ArtMARK
	Long-range planning assessment	Long Range
May	Distribute posters and promo materials for Art on the Bay	Art on the Bay/ Board/ArtMARK
	Make refreshment arrangements for Art on the Bay	Art on the Bay
	Building Lease renewal—Expires May 31	Finance
	First Federal/mBank Community Foundation Grant due by June 1	Finance
	Presque Isle Electric & Gas Grant due by May 30	Finance
June	Grant/Corporate/Business sponsorship initiatives	Executive/Finance
	Make Board preparation/event assignments for Art on the Bay	Art on the Bay Board
	Plan Annual Membership Drive (TBArts Passes/program brochure)	ArtMARK/Finance/Executive
	Budget proposal	Finance
	Send Letter to Alpena Agency/Pete Wilson listing events for upcoming yr.	
	Worker's Compensation Insurance Due Expires June 27	Treasurer
	ASCAP/BMI Report & Payment Due (American Society of Composers, Authors, Publishers/Broadcast Music, Inc.)	Treasurer
	New artists contracts/rules issued for Gallery members	Artists in Residence
July	<b>ART on the BAY (July 18 &amp; 19)</b>	<b>Everyone!</b>
	<b>Hooked on Music (July 18)</b>	<b>Committee</b>
	Obtain Art on the Bay facility use permission from City	Office

# Thunder Bay Arts Council, Inc.

	Approve budget	Board
	Building and Events Insurance Due	Expires July 25
	Gallery Anniversary (July 1)	Gallery
	Community Foundation Grant due by August 1	Finance
	MCACA Grant Request Due (by August 3)	Finance
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August	Prepare Membership Grand Prize Drawing	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 225)	ARTMark
	Update History from Board Meeting Minutes	Historian
	Check MCACA list for available grants	Finance
	Besser Foundation Grant Request Due (by August 10)	Finance
	Presque Isle Electric & Gas Grant due by August 29	Finance
	First Federal/mBank Community Foundation Grant Due by Sept. 1	Finance