



**Minutes of the Lexington Arts and Crafts Society, Inc.
Board of Directors Meeting
130 Waltham St.
Lexington, MA 02421
February 11th, 2025**

Unless otherwise defined in the text of any Vote, all capitalized terms have the meanings as defined in the Bylaws of the Corporation, as adopted March 23, 2019 and subsequently amended.

Documents referenced in pre-meeting materials ("PMM") will be included in record minutes.

The February 11th, 2025 Board of Directors Meeting of the Lexington Arts and Crafts Society (LexArt) was called to order at 2:00 pm, conducted both in person at the Lexington Arts & Crafts Society and via videoconference, chaired by Diane Gordon, Chair of the Board.

The following Board members were in attendance: Diane Gordon (Chair), Matthew Siegal (President and Executive Director), Cassandra Goldwater (Co-Chair), Michael Lawson (Treasurer), Wayne Davis, Crystal Ribich, Nancy Cornelius, Alison Lauriat, Williams Dixon, Carolyn Pampino, and Hannah Wolfe (Clerk).

1. Approval of Minutes (PPM. p.1)

Following the correction of a typo on page 4, the Board voted to approve the December 10th, 2024 Board of Directors Meeting minutes.

Mike Lawson moved that the amended minutes of the December 10th, 2024 Board of Directors Meeting be approved. Seconded by Matthew Siegal. Thereafter it was:

VOTED: That the Board of Directors hereby approve the amended minutes of the Board of Directors Meeting of Members held December 10th, 2024.

The motion was adopted unanimously.

2. Approval of Treasurer's Report and Endowment Transfer (PPM. p.5)

When reviewing the Treasurer's Report, Mike Lawson drew the Board's attention to an actionable item in the report (PPM. p. 6). Mike was authorized at a previous Board meeting to create a cash management account of \$50,000 as a buffer when funds were initially transferred to the Board Created

Endowment. Mike states that it has now been a couple of years and the buffer is no longer needed, so he asked for authorization from the Board to transfer that money into the Endowment. Taking into consideration that some of the money could be used for the 2026 budget, Mike proposed that the balance of the cash management account be transferred to the Endowment. Thereafter it was:

VOTED: That the Board of Directors authorize Treasurer Mike Lawson to transfer up to \$50,000 from the Cash Management account to the Board Created Endowment.

All were in favor.

In addition to the actionable item on the report, Mike asked Matthew Siegal if any of the donations given in memory of Molly Nye were restricted donations. Matthew said there were no restrictions. Wayne Davis mentioned that if there are donations in the future that have to be restricted with IRS guidelines, those donations should have their own line item in the budget. Mike agreed with that proposal. On the subject of donations, Wayne also noted that there needs to be a follow up with the accountants to see if they are happy with the new donation system.

During the review of the Treasurer's Report, Diane Gordon questioned if LexArt should budget more for printing and posting in the 2026 budget. Based on the overall budget Mike said he did not think that was necessary. He also stated that this was the second year in a row where major deficits in the budget that were predicted did not happen.

Wayne Davis moved to accept the Treasurer's Report. Seconded by Crystal Ribich. Thereafter it was:

VOTED: That the Treasurer's Report be accepted.

The motion was adopted unanimously.

3. Development Report (PPM. p.7)

Wayne Davis asked if the Board had any questions after reviewing the Development Report. Carolyn Pampino noted that if it had not been for the donations in Molly Nye's memory, LexArt would have fallen short on donations from the previous year, and she wanted to inquire about what may have caused such a reduction. Wayne noted that a \$75,000 dollar donation that was spread out over three years had come to an end this fiscal year. Also, Matthew Siegal suggested that part of the reason for the reduced donation amount may be that last year there was a health and safety ask that resulted in \$30,000 in donations, whereas this year the ask was for an artist in residence program, which only generated around \$5,000 in donations.

Regarding the artist in residence ask, Crystal Ribich noted that the ask was too unfamiliar the first time around, and LexArt should continue to look outward for new donors for that program. Wayne agreed with Crystal that although the timing was not perfect on the first ask, the artist in residence program can regularly run at LexArt if everyone continues to look for donors. Matthew Siegal brought up the Maxwell/Harahan Foundation as a potential funder in the future, and noted that he would be housing a workshop artist in April. Crystal mentioned that she had housed visiting ceramic workshop instructors in the past and would be willing to continue to do so.

Diane Gordon recommended that there should be a committee specifically dedicated to the donations that were given in honor of Molly Nye's memory that is separate from the new Development Committee. After some discussion it was decided that the committee would consist of: Crystal Ribich, Alison Lauriat, Nancy Cornelius, and Matthew Siegal.

3. Directors Report (PPM. p.9)

Matthew Siegal brought up that LexArt has the capacity to double studio membership with the size of the current staff, and there is a new direct message mail campaign that offers significant discounts to first time studio users. He also mentioned some recent conversations he had with the staff at the regular staff meeting, in which there were discussions about different models for building use that he would like to address with the Board in the future.

He noted another conversation that took place at these staff meetings was a discussion about how transportation to LexArt could be seen as a positive for prospective visitors, when properly explained via advertising. He pointed out that LexArt is near the bike path, and the local bus stops right next door. Cassandra Goldwater also noted that LexArt advertising has never mentioned the building's proximity to MassAve, and several other Board members mentioned the different dining options within a short walking distance. It was also mentioned that another significant benefit which is not addressed in advertising is LexArt's 50 car parking lot with free parking.

Matthew then discussed the Community Foundation of Metrowest Art Planning Grant. The Barr Foundation gave the Foundation for Metrowest half a million dollars to support four organizations of their choice that they will use as an example for accessibility in the arts for the rest of the state of Massachusetts. LexArt was chosen as one of those four organizations based specifically on the progress the organization made the past two years in trying to make the arts more accessible on a community level, and LexArt will continue to get more support from the foundation in the future in the form of advisors and additional funds.

Carolyn Pampino noted that LexArt's charitable collaborations mentioned in the Director's Report should be described on a page of the website. Wayne Davis added that the Art Pharmacy collaboration could even have its own dedicated page, as it is a nationwide pioneering program.

Matthew agreed that LexArt's charitable contributions should be front and center on the website, and Crystal Ribich noted that would help with donations.

Diane Gordon agreed that the community should be more aware of what a resource LexArt is, and said it is possible the website could be revamped as early as this year to help address that issue.

On the subject of LexArt awareness, Carolyn mentioned that she redid her survey and made it shorter, and asked for the Board to take the survey and provide feedback. Wayne questioned if we could broaden the survey audience to include LexArt regulars who are not members. Carolyn said both members and non-members could participate in her survey via use of a filter. Diane said we should send the survey out with enough time to get responses before the next Board meeting.

Diane also mentioned that she would like help from a Board member soon to rewrite Matthew's job description, as it had been five years since the description was first written.

Lastly, returning to the discussion from previous Board meetings of having liaisons present during the Board meetings, Matthew suggested that one staff member from either the administration or studio management present a report at each meeting. Mike Lawson recommended that Matthew be the person to invite the staff member, and the Board all agreed that Matthew should be the person to organize the process, as it would be inappropriate for the Board to do so. Cassandra Goldwater said that it is important to demonstrate that there is now an Executive Director and the current Board exists for more high level planning.

Diane made a motion to adjourn the meeting, which was seconded by Matthew and all were in favor.

The meeting was adjourned at 3:32pm.

Respectfully submitted,

Hannah Wolfe
Clerk