

## Goal 1: DEVELOP AND IMPLEMENT SCALABLE PROCESSES FOR EFFICIENT GROWTH.

### Processes

- Go over what we currently do, make it repeatable
  - Opening and closing lists for both the CC and MG
  - List of Duties while at work- divide out the housekeeping, make sure all the yearly repeatable are listed...i.e. furnace filters.
  - Make a list of all vendors we use for repairs and services.
- add in feedback for all events
- ~~Processes for loaning AAA assets out~~ Assets do not leave the building, the exception is AAA events
- Do a site check with Rainbow and simplify.

### 90 day plan

- Review our event structure
- Implement postcards into our event planning

### Mentor Talent

- Train the MG & CC Director to create exhibit Calendars and marketing using repeatable processes.
  - ~~go over event outline, add in relevant items from each location~~

### Streamline Accounting

- ~~Check into QB payroll~~
  - diagnosis software language between square and wix
  -
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## GOAL 2: FOSTER COMMUNITY ENGAGEMENT AND STRENGTHEN OUR BRAND IDENTITY.

### Sunflower Summer

- ~~attend training for application~~
- ~~gather information and images~~
- ~~gain access to the Kansas State Visitors page for MG & CC~~
- ~~Update all venue information on state site~~
- ~~Fill out the application~~
- ~~If accepted: mandatory employee training, reporting requirements~~

### Promotional Items

- ~~Promotions for Membership Appreciation Design~~
- ~~membership mugs and totes ordered and in stock~~
- ~~Pens designed, ordered, stocked~~

### Around Town

- Create artist videos for media distribution

### First Friday/Art Walk component?

- ~~Contact first friday committee:~~
  - ~~Shorter season May-Aug~~
- Plan the activity for each
- The Cultural Center is hosting in July
- Consider plans for artist to show in front of the Cultural Center

### APAPO (Atchison Plien Air Paint Out)

- ~~planning~~
- ~~invitations out~~
- ~~get ready to paint~~
- ~~Prep for Porch Fest~~
- ~~Set up, serve, take down~~
- Will the APAPO continue Paint Outs this summer?
- Feedback Review: The community was very appreciative of the addition. The Muchnic Gallery was very busy. A lot of new faces. Consider expanding this and

maybe adding in a fundraising element for the arts? Sold 5 works from APAPO artist.

## Engagement

- Create and implement feedback surveys
  - Artizian bi-Monthly
  - Signage at CC
  - Send postcards for shows.
  - Marketing Campaign that builds broad Awareness
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Goal 3: Broaden Art Scholarship, Education Opportunities, and Enrich Artistic Programs.

## Scholarship

- Expand scholarship opportunities
  - Present DSS for feedback - Apr
  - edit Darrell Schmitt Scholarship application for board review
- Peter Accepted to Oxford for summer Gave \$1000

## Artist-In-Residency

- Vaughn creating his 2025 show
- Emily is creating works now in the main garage

## POD program

- Set up background information on Printify
- Test product and service with Member Appreciation
- Order and assess.
- Review the program for viability and resources

## Install Bridge Sculpture

- Stuck at engineering.

## Poetry Contest

- ~~Juneteenth~~
- ~~Funds \$275~~
- ~~Create posters, distribute, add to social~~
- ~~Set up logistics and contact partners, juneteenth and Victoria Jelks~~
- Event June 8th

## Classes

- ~~Yoga during the winter~~
- ~~Spring Semester Masters Then & Now~~
- Dwayne Anthony summer week-long workshop
- Read Well reading assessment and plan for k-8
- Fall Registration Maters Then & Now

## Lease Program

- What does that look like?
- Potential clients, private as they
- is this a money-making opportunity?
- insurance and contracts

## Acoustic Tiles

- ~~Design, order, and install in exhibit space CC~~
- Design, order and install in Art Lab at CC

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Goal 4: Enhance Fundraising Efforts, Cultivate Culture, and Strengthen Relationships.

## Make it easy to donate

- Create new QR codes for easy event donations

- Create drink QR Codes and post
- look at the donation portals on Wix, are they one step, intuitive?

## Member Appreciation/Rotary.

- ~~Plan invitations, print, mail, Rotary invite~~
- ~~food and theme~~
- ~~Event~~
- Reimbursement

Review Feedback: Everyone loved this event.

- We had 5 new members sign up.
- Income total: 1,325. : 325 fishbowl , 650 Rotary, 350
- Expense Total: 1395. mailing: 200, Drinks 200, food 745, decor & merch 250
- Notes: Cost: -70.00. People felt like they were appreciated, brought new people in, was not effective in getting new members.

## Muchnic Renovations

- ~~Decide on schedule and what to do, prioritize for 5 years~~
- ~~schedule with contractors~~
- ~~dates: End of April-August, 3 balconies, tuckpointing, painting~~
- Manage the job
- ~~Find the problem with no heat, fix it~~
- Boiler repair needed

Review: Tuckpointing has begun

## Member Starter Kit

- Create a member starter kit
  - Decide what goes in it?
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## Match Day

- Decide what you are raising money for?

## Monent's Garden

- ~~Plan for spring installation~~
  - ~~Choose elements for purchase with Urban, dates, meet with Library~~

- Transfer funds from GMCF to public art
  - Learn the process
- ~~St Benedicts Stepping Stones~~
  - ~~Schedule, teach, create, thin-set, mortar~~
  - haul and install
- ~~Plant Drive~~
  - ~~Patty set up initial contacts for master gardeners~~
  - ~~dates, donations, thank yous.~~

Review: Stalled because of rain. Plant donation drive had zero donations, consider doing another during construction

*Aim Smart: minimize stretch, optimize success.*