



**Nicola Valley Community Arts Council
Annual General Meeting
November 23, 2020**

**NV Gift Shop Director's Report to the
AGM**

Gift Shop's Focus for the 2019-20 year:

- Creating a separate Gift Shop program from the NV Arts Gallery Program

- o Established separate transmittals
- o Distinguishing Gallery Sales from Gift Shop sales through coding every Artisan item in the Shop
- o Established differences in duties between Gift Shop Volunteers and Arts Gallery Volunteers.
- o Established a Shop Committee (Jano Howarth, Mischelle Pierce, and Jen Artibise) to oversee shop policies and jury new items submitted by Artist/Artisans.
- o Gift Shop volunteer duties include, but are not limited to:
 - taking part in a NV Arts Gallery & Gift shop orientation and Square training
 - a Nicola Valley Community Arts Council's commission of 20% on Gift Shop items sold. In addition, a monthly rental fee may be charged to cover the costs of bags, boxes, gift cards, cleaning supplies, Square fees, and paid advertising for the Gift Shop and its Artisans/Artists.
 - volunteer for TWO 2.5 hour shifts per month which encompasses the general running of the Arts Gallery & Gift Shop, providing information to visitors about our Gallery Show and our Gift Shop, and receiving Memberships, class registrations, rental fees and general inquiries.
 - be active in promoting their own items as well as the Gift Shop on their social media and feel welcome to promote others' work as well. If you do not participate in social media, then actively invite friends to the gallery.
 - keep their Square inventory up to date and items can only be displayed in the Gift Shop if it is in the Square Inventory.
 - sticker their items with the code and price which corresponds to the code and price in Square.
 - check their inventory weekly on Square to see if new items are required to replace sold items.

- follow a daily routine schedule provided by the Gallery Director and Sales Manager.

Agenda p 18

Agenda p 18

Artisan Shop AGM Report

Page 2

- o Arts Gallery Volunteers duties include:
 - Taking part in a NV Arts Gallery & Gift shop orientation and Square training
 - Follow a daily routine schedule provided by the Gallery Director and Sales Manager.
 - The general running of the Arts Gallery & Gift Shop, providing information to visitors about our Gallery Show and our Gift Shop, and receiving Memberships, class registrations, rental fees, and general inquiries.
 - May volunteer as much or as little as they like
- **Building positive relations & increasing communication** with our Artisan, Artists, and Volunteers
 - o Held 3 training sessions in October to learn our new Square system and to hear ideas and Artist, Artisan, and volunteer suggestions and comments.
 - o Many ideas gained from these meetings have been or will be implemented. Examples are:
 - Scheduling our volunteer times in advance, 2 months at a time, and publishing it in a joint Volunteer Google Calendar
 - Communication book for all volunteers
 - Daily Sales and Float Tally sheets
 - A complete contact sheet for NVCAC Council Members, Shop Artisans, Gallery Volunteers with a summary of each person's involvement
 - Individual Artisan Biographies to use in Gift Shop promotions, a complete book located in the Gallery for guests and volunteers to learn about our Artisans, and for biography plaques at each Artisan section of the Gift Shop
 - Providing a "How to use Square" Manual
 - Daily Cleaning and Store Routine Informational Sheet
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- **Planned and implemented Square to strengthen** our own organizational infrastructure to use our time and energy efficiently
 - o This was a major endeavor with Jen Artibise, Barb Sayles, and Jano Howarth establishing

NVCAC Categories for each aspect of the NVCAC.

- o This system was built off the original AppSheet program designed by Jen Artibise to track and code all Gift Shop items organized by Artisan.
- o Used for tracking of sales and rent for all NVCAC programs and membership
- o Our Square system is fully functioning as of October 15 and will track all NVCAC sales to easily provide reports aiding the Sales Manager, Jen Artibise, and NVCAC treasurer, Barb Sayles, to communicate effectively and provide cheques to our Artists, Artisans, and Volunteers in a timely manner, as well as, to aid decisions for programming and membership from year to year.
- o Allows for the tracking of NVCAC Gift Card sales which we hope to implement for our Grand Opening

Agenda p 19

Agenda p 19

Artisan Shop AGM Report
Page 3

- **Moved from the Courthouse location to the Jackson Building**
 - o Created a light and vibrant feel as well as a larger space for display
 - o Purchased 10 display cases to create a more sophisticated environment.
 - o Volunteers put in many hours to create the beautiful space we have today!
 - o Creates a more visible presence in our community
 - o Volunteers agreed to our new days and hours which we are open to the public:
Wednesday to Saturday 11 AM to 6 PM
Sunday Noon to 4 PM

- **Gift Shop Artisans**
 - o The Gift Shop Committee believes in supporting as many local artisans as possible to aid in the NVCAC belief of “*Building Community Through the Arts*”.
 - o Currently 19 Artists/Artisans belong to our Gift Shop Program which creates diversity of items and choice for our visitors.
 - o We are excited to announce our new Artisans who joined our Gift Shop team November 1, 2020. These include:
 - Beyond Hope Co. – Angela Ho (Masks and Bow Ties)
 - Glass Creations by Ellen - Ellen Miller (Fused Glass)
 - Soul Knots – Megan Paquette (Meaning Crystal Bracelets and Necklaces)
 - Robert Moretti Paintings
 - Meraki by Robin – Robin Poirier (Wooden and Crystal Stud Earrings)
 - Coquihalla Apiaries – Sarah Desrosiers (Honey, Beeswax wraps, soaps)
 - Twin Willows Glass Art – Glen and Susan Parkinson (Stained and fused glass)
 - o Our joint Arts Gallery & Gift shop Annual Winter Artisan show (November 20 to December) brings in many new and returning artists/artisans for a limited time

Gift Shop's Focus for the 2020-21 year:

- **Continue building positive relations & increasing communication**
 - o Increasing the number of meetings in small numbers within the year to receive feedback
- **Continue building our diversity** of Artisan/Artist wares
 - o Uphold the Gift Shop Committee belief in supporting as many local artisans as possible to aid in the NVCAC belief of "*Building Community Through the Arts*".
 - o Provide multiple training and orientation sessions throughout the year
- **Continue working with Square features to strengthen our organizational infrastructure**