

PLEIN AIR PAINTERS OF NEW MEXICO  
**GOVERNING DOCUMENT DEVELOPMENT PLAN AND REPORT**  
 Governance Advocate (Chair): Carla Forrest  
 2019

Updated 09/14/19

Governing Document	Committee Members	Target Due Date	Status
<b>By-laws Revision</b>	Carla Forrest (Chair) John Meister Tom Blazier Barbara Coleman Sarbat Ramos	3/31/18: Submitted to Executive Committee for review	Completed
<b>Membership Policy Development</b> <ul style="list-style-type: none"> <li>• Membership criteria</li> <li>• Membership management</li> <li>• Membership relations</li> <li>• Volunteer coordination</li> <li>• Member surveys and evaluation</li> </ul>	Carla Forrest (Chair) Barbara Coleman Dick Wimberly' Reid Bandeen Tom Blazier (reviewer)	11/14/18: Submitted to Board of Directors for acceptance	Completed
<b>Membership Policy Revisions</b>	Barbara Coleman	11/18/19: Will submit to Board of Directors for approval at Q4 Board meeting	In progress
<b>Events and Activities Policy Development</b> <ul style="list-style-type: none"> <li>• Legalities: Contracts, certificates of insurance (COI), liability waivers</li> <li>• Events and Activities Planning and Reporting</li> <li>• Events Budget (including Advertising and PR)</li> <li>• Fundraising and Awards Committee</li> <li>• Working with Volunteer Committee (Overseen by Past President on behalf of BOD) / Sign-up Genius</li> <li>• Working with Communications Committee</li> <li>• Post-event survey/evaluation</li> <li>• Templates and style sheets</li> </ul>	<b>Carla Forrest (Chair)</b> <b>Phyllis Gunderson</b> (Events Director, Policy Owner) <b>Susan Vigil</b> (Past Events Advocate) Donna Barhill (Treasurer)/John Meister (Budget) Ceci McNicoll (Communication. Director) Bonnie Buckley (Volunteer Com.) <b>Marilyn Wightman</b> (Show Chair, Fundraising, Awards) <b>Laverne Bohlin</b> (Paintouts) <b>Tom Blazier</b> (Paintouts) <b>Chuck Stup</b> (Plein Air Fiesta) Anita Blythe (Café Administration) Karen Halbert (Online Contests) Past Show Chairs (TBD)	2020 (TBD)	Non started (Postponed from 2019)
<b>Events and Shows Handbook Development</b> How-to's and details on specific events and activities: <ul style="list-style-type: none"> <li>• Monthly Paintouts</li> <li>• Quarterly Online Contests</li> <li>• Special Paintouts and Fiestas</li> </ul>	Carla Forrest (Chair) John Meister Former show chairs (TBC) Other Members (TBC)	2020 (TBD)	Non started (Postponed from 2019)

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<ul style="list-style-type: none"> <li>• Exhibitions and Shows</li> <li>• CAFÉ Administration</li> <li>• Jurying and Judging</li> <li>• Workshops</li> </ul>			
<p><b>Governance Policy Development</b></p> <ul style="list-style-type: none"> <li>• Organizational chart (visual)</li> <li>• Roles and Responsibilities (RACI chart)</li> <li>• Communication protocol</li> <li>• Leadership, nominations, elections, succession</li> <li>• Strategic planning, tactical execution</li> <li>• Board meetings, Annual meetings, Committees</li> <li>• Legal and Financial matters / Financial review</li> <li>• Governing document hierarchy (taxonomy) and templates</li> <li>• Decision and action item tracking</li> <li>• Lifecycle document management and records retention</li> <li>• Information privacy statement</li> <li>• Templates and style sheets (agenda, minutes, decision register, reports, etc.)</li> </ul>	Carla Forrest (Chair) All Board Members	2020	Not started
<p><b>Financial Policy Development</b></p> <ul style="list-style-type: none"> <li>• Transition of Officers - banking</li> <li>• Annual budget management</li> <li>• Taxes</li> <li>• Financial management as specified by the Bylaws</li> <li>• Annual budget development and management</li> <li>• Financial reporting</li> <li>• Federal and state filings; Registered Agent</li> <li>• Liability insurance</li> </ul>	Carla Forrest (Chair) Donna Barnhill Members (TBC)	2020	Not started