



2015-2016 DU ART HANDBOOK

What is DU ART?

DU ART (pronounced Do Art) is a volunteer membership organization that raises awareness of the University of Denver's School of Art and Art History (SAAH) and supports student learning through scholarships, equipment, and educational opportunities.

DU ART's open membership includes community members, DU alumni, artists and art historians, art collectors and art educators, museum curators, SAAH Faculty, and many others who share an appreciation of the arts and art education.

DU ART was originally organized in 1994 under the name Art and Art History Associates (AAHA!). Since that time, DU ART has provided resources to purchase equipment for classrooms, funded art scholarships, and created an endowment that will provide for SAAH in perpetuity. Revenues come from membership contributions, donations, and fundraising events.

Events

DU ART has sponsored many educational art-related events in the past. These events have included:

- * exclusive guided tours of art collections and artists' studios
- * guided walking tours of art and architecture
- * hands-on art experience in the studio via workshops or other demonstrations
- * lectures from DU professors and visiting scholars
- * post-opening events that foster conversation after openings in the Vicki Myhren Gallery

Membership

DU ART's open membership policy welcomes anyone who is enthusiastic about fine art and art education. Members receive invitations to all DU ART events and to openings at the Vicki Myhren Gallery. An annual membership donation may be made on the website: www.du.edu/ahss/art/du-art

Call the School of Art and Art History at 303-871-2846 with any questions.

**2015-2016 Meeting Schedule for
DU ART Board of Directors**

Shwayder Art Building, Room 118
2121 E. Asbury Avenue

The DU ART Board will meet for an hour or longer once or twice a quarter during the academic year. Meetings will normally be Tuesday evenings at 6:30 pm.

Parking passes will be provided. Scratch off the date and display tag per instructions.

2015-2016

Meeting dates starting in Summer 2015

June 17, 2015 Organizational Meeting 7-9 pm

August 25, 2015 6:30 pm

Standing committees meet as called by committee chairs. Most of the work of the board will take place in committee meetings.

Operation Articles of DU ART

Article I

Purpose

DU ART of the University of Denver is an unincorporated, not-for-profit membership organization formed to assist the Faculty and Administration in promoting and raising funds for the School of Art and Art History.

Article II

Membership

Section 1

Membership in this organization is open to all interested persons for an annual membership contribution.

Section 2

The membership year shall be effective July 1 to June 30 for all members, regardless of when members join.

Section 3

Dues shall be set by the Board of Directors. A person shall become an active member upon payment of dues. Only active members shall be eligible to vote at an annual meeting of the membership or at special meetings.

Section 4

DU ART is a volunteer organization formed by the University of Denver. DU ART members are volunteers, not employees. The University reserves the right to discontinue any membership or to terminate DU ART at any time for any reason. Members, directors, and officers shall not be compensated for their services.

Article III

Meetings

An annual meeting for all DU ART members shall be held prior to July 1 of the next fiscal year at a time and place designated by the Board of Directors. New officers of DU ART for the next year will be presented at the Annual Meeting. If the Board brings anything forward to the members for a vote, a quorum for voting purposes shall consist of a simple majority of those active members present.

Article IV

Board of Directors

Section 1 - Membership:

The Board of Directors are elected from the DU ART membership. Candidates are reviewed by the Nominations Committee, and recommendations may be made to the Board of Directors for a vote of approval by a simple majority at any meeting. The Board will include two School of Art and Art History faculty members, subject to the same qualifications, process, and rules as other Board members.

Section 2 - Management:

Subject to the policies of the University of Denver, the Board of Directors shall have general supervision of all affairs of the organization, including review and approval of the actions of the officers.

Section 3 - Terms of Office:

Directors shall be elected for a period of three (3) years, the term to commence at the time of the election. An elected Director may serve additional terms, however no Director can serve more than two consecutive terms.

Section 4 - Meetings:

Regular meetings will be held monthly during the academic year at a time and place set by the President of the Board of Directors. Special meetings of the Board may be called by the President.

Section 5 - Removal:

The Board of Directors shall have the authority to remove, for cause, any member of the Board from an office and/or from the Board itself.

Section 6 - Minutes:

The minutes of meetings of the Board of Directors shall be kept and circulated to the members of the Board. The minutes and records shall reflect all activities of the Board including fund raising, budgets, and expenditures and shall be subject to the regulations of the University.

Section 7- Ex-officio:

The Dean of the Divisions of Arts & Humanities and Social Sciences shall serve as an ex-officio member of the Board of Directors. The Director of Development for the Divisions of Arts & Humanities and Social Sciences shall serve as an ex-officio member of the Board of Directors. The Director of the School of Art and Art History shall serve as an ex-officio member of the Board of Directors.

Section 8 - Function:

The primary function of the Board of Directors will be to actively promote the stated goals and objectives of DU ART.

**Article V
Officers**

Section 1 - Officers:

Officers of the organization shall be President*, Vice-President, Secretary, Treasurer and Past President. Such officers shall be Directors, nominated by the Executive Committee, and elected by the Board to serve a one-year period commencing July 1. Officers are eligible for re-election but may succeed themselves for no more than two consecutive one-year terms.

*The President of the Board of Directors may serve a third year as Past President to support and advise the incoming President of the Board of Directors

Section 2 - Duties:

The President is chairperson of the Board of Directors, an ex-officio member of all other Committees, and is the general executive officer of the organization.

The Vice-President shall perform the duties of the President during the temporary absence of the President. If, in the opinion of the Board, the President is not properly performing his/her duties, the Board may declare the office of the President to be vacant and the Vice-President will succeed to the Presidency.

The Secretary shall be responsible for the review and presentation of the minutes at each meeting. The Secretary shall be responsible for DU ART correspondence, as needed.

The Treasurer shall be responsible for a full report of the financial status of the organization at each regular meeting of the Board of Directors. The fiscal and administrative year shall be from July 1 to June 30.

Section 3 - Vacancy:

If for any reason an office becomes vacant mid-term, the President shall appoint another member from the Board of Directors to serve the remainder of the term.

**Article VI
Standing Committees**

Committees shall be: Executive, Events, Membership, Nominations, and Public Relations. Additional committees (i.e. event committees) shall be formed as needed with committee chairs appointed by the President.

**Article VII
Amendments**

These articles may be amended by the present Board of Directors at a regular or special meeting by a two-thirds vote of the Directors, provided that notice of the proposed amendment has been given to each Director in advance of the meeting.

DU ART BOARD OF DIRECTORS
Duties and Responsibilities

The DU ART Board of Directors is a volunteer working organization, which depends on full member participation. Directors are expected to actively contribute by attending meetings and working on at least one committee each year. Specific responsibilities are to:

1. Have a current paid membership in DU ART
2. Attend as many meetings as possible
3. Serve on at least one committee each year
4. Attend and support as many School of Art and Art History and DU ART events as possible, including openings for exhibitions in the Victoria H. Myhren Gallery
5. Serve a 3-year term

DU ART STANDING Committees

Duties and Responsibilities

Executive Committee:

Is made up of the officers of the Board of Directors, with the Director of SAAH as an ex officio member. This committee sets the overall agenda for the Board.

Events Committee

The Events Committee plans and oversees events throughout the year. Chairs are chosen for each event and these event subcommittees may have members who are not on the Board.

Membership Committee

Seeks new DU ART members and renews existing DU ART memberships. Maintains list of prospective and current members. Mails out renewal notices annually, with follow-up letters as needed. Strategizes membership campaign. Recommends dues structure or donations guidelines and works with PR committee to facilitate new memberships (donation website, brochures, etc).

Nominations Committee

Reviews Term of Office Summary for current Board members and seeks candidates for new Board members. Reviews qualifications and presents recommended slate of Board Member Nominees and Board Officer Nominees. The slate is voted on at the May Board meeting and the results are announced at the Annual Meeting in June. Assembles and mails Board Member Information Packets in the Spring.

Public Relations Committee

Works with event committee chairs to write press releases for DU ART events open to the general public. Contacts appropriate media organizations and coordinates delivery of press releases and any additional information to media contacts in a timely manner. Disseminates e-mail information and invitations and keeps website updated. Provides graphics and design for invitations, flyers, etc.

DU ART Board of Directors 2015-2016

Officers

Co-President: Karen Robinson Rosenthal

6100 E. Yale Ave
Denver, CO 80222
C-303-910-9514
H-303-753-0919
Karenrr50@gmail.com
term 2 extended 1 yr; expires 2016

Co-President: Art Karstaedt

609 S. Ogden Street
Denver, CO 80209
C-303-888-8012
H-720-946-6804
arkarstaedt@gmail.com
term 2 expires 2016

Vice-President: Debra Demosthenes

1225 S Vine Street
Denver, CO 80210
H: 303-744.-2632
W: 303-298-7788
debra@robischongallery.com
ddemosth@ecentral.com
term 1 expires 2018

Secretary: Kathryn Oberdorfer

H: 303-321-1219
C: 303-903-7918
oberdorferklo@gmail.com
term 1 expires 2018

Treasurer: Micah Messenheimer

3905 Stuart St
Denver, CO 80212
C: 303-264-9796
W: 720-913-0043
thevelocipede@gmail.com
MMessenheimer@denverartmuseum.org
term 1 expires 2016

Board Members

Kittie Arnold

12043 E. Yale Ave
Aurora, CO 80114
303-751-3396
karnoldabc@aol.com
term 2 expires 2016?

Kristin Brown

Graduate Student Rep; MA art history
Maintains "Mixed Media" blog
C: 970-629-8666
brown.kristin.nicole@gmail.com

Amie Cavarra

2655 S. Filmore
Denver, CO 80210
C: 303-358-5452
amie@cavarraconsultant.com
term 1 expires 2018

Catherine Chauvin (ex officio)

Director, School of Art and Art History
Associate Professor, Studio Art
University of Denver
2121 East Asbury Ave.
Denver, CO 80208
W: 303-871-2367
catherine.chauvin@du.edu

Angela Forster

1414 E. Cornell Place
Englewood, CO 80113
H: 303-786-1052
C: 720-390-9352
angela@abforster.com
term 1 expires 2017

Kristin Kemp (ex officio)

Director of Community Relations, AHSS
University of Denver
2000 E. Asbury Ave.
Denver, CO 80208
Office: Sturm Hall 461
303-871-2466
Kristin.kemp@du.edu

Heather Kraft

Undergraduate Student Rep; BA art & Spanish
2401 S. Williams St
Denver, CO 80210
207-332-2954
heatherkraft@gwi.net

Liz Labrot

614 Emerson St.
Denver CO 80218
303-839-1156
lizlabrot@gmail.com
term 1 expires 2016

Lori Poole

563 S. Gilpin St
Denver, CO 80209
C: 303-903-5892
pooleLL@hotmail.com
term 1 expires 2016 (unless Lori agrees to
extend to 2018)

Annette Stott

SAAH Professor, Art History
9357 W. Iowa Ave
Lakewood, CO 80208
H: 303-480-1051
W: 303-871-3278
astott@du.edu
term 1 expires 2016

M.E. Warlick

SAAH Professor, Art History
University of Denver
2121 East Asbury Ave
Denver, CO 80208
W: 303-871-3271
mwarlick@du.edu
term 1 expires 2017

Faith Williams

1329 E. 11th Ave. #7
Denver, CO 80218
720-560-7477
faithwilliamsart@gmail.com
term 1 expires 2018

Ex Officio Board Member

DU ART bylaws place the dean of AHSS on the board as ex officio, but his representative at meetings is Kristin Kemp

Danny McIntosh

Dean, Arts & Humanities and Social Sciences
University of Denver
303-871-4449
daniel.mcintosh@du.ed

DU ART Standing Committees 2015-2016

Additional board members and non-board members may be added to committees as activities warrant.

Events Committee

Chair: Lori Poole

Liz Labrot

Faith Williams

M.E. Warlick – for “In Bloom” event, fall quarter

Heather Kraft – for student dinner, winter quarter

Roddy MacInness – for “Portrait Studio” event, fall quarter

Annette Stott – for “Colorado Women Artists” event, spring quarter

Membership

Co-Chairs: M.E. Warlick & Annette Stott

Debra Demosthenes

Kathryn Oberdorfer

PR Committee

Co-Chairs: Angela Forster & Amie Cavarra

Kristin Brown

Catherine Chauvin

Nominating Committee

TBD

Faculty & Staff of SAAH

Studio Art Faculty

Lawrence Argent
Professor, Sculpture
M.F.A., Rinehart School of Sculpture,
Maryland Institute College of Art
largent@du.edu
www.lawrenceargent.com
303-871-3269
Shwayder Art Building 017

Catherine Chauvin
Associate Professor, Printmaking
M.F.A., Syracuse University
catherine.chauvin@du.edu
303-871-2367
Shwayder Art Building 230

Sarah Gjertson
Associate Professor, Studio Art
M.F.A., School of The Art Institute of
Chicago
sgjertso@du.edu
303-871-3263
Shwayder Art Building 026

Deborah Howard
Associate Professor, Painting
M.F.A., University of Wisconsin-
Madison
dhoward@du.edu
303-871-3260
Nagel Art Studios 1484

Roddy MacInnes
Associate Professor, Photography
M.F.A., University of Colorado
rmacinne@du.edu
303-871-3261
Shwayder Art Building 228

Mia Mulvey
Associate Professor, Ceramics
M.F.A., Cranbrook Academy of Art
mmulvey@du.edu
303-871-3476
Shwayder Art Building 025

Maynard Tischler
Professor Emeritus
M.F.A., New York State College of
Ceramics
mtischle@du.edu
303-871-3275
Shwayder Art Building 025

Chinn Wang
Teaching Assistant Professor, Art
Foundations
MFA, University of Wisconsin-
Madison
303-871-3633
Nagel Art Studios 1496

Art History and Museum Studies Faculty

Dr. Gwen Chanzit
Professor of the Practice, Modern Art and Director, Museum Studies
Curator, Modern & Contemporary Department and The Herbert Bayer Collection & Archive,
Denver Art Museum
Ph.D., University Of Iowa
gchanzit@du.edu
720-913-0153 . 303-871-4790
Shwayder Art Building 109

Dr. Annabeth Headrick
Associate Professor, Mesoamerican, Native North American, Andean Art
Art History Graduate Student Advisor
Ph.D., University of Texas-Austin
annabeth.headrick@du.edu
303-871-3574
Shwayder Art Building 111

Dr. Scott Montgomery
Associate Professor, Medieval and Renaissance Art
Art History Undergraduate Student Advisor
Ph.D., Rutgers University
smontgo4@du.edu
303-871-3272
Shwayder Art Building 112

Dr. Annette Stott
Professor, American Art and Architecture & Women's Studies
Assistant Director, DU/Illiff Joint Doctoral Program in Religion
Ph.D., Boston University
astott@du.edu
303-871-3278
Shwayder Art Building 238

Dr. M.E. Warlick
Professor, European Modern Art
Art History Records Coordinator
Ph.D., University of Maryland
mwarlick@du.edu
303-871-2846
Shwayder Art Building 132

Office Staff

Jason Kellermeyer
Coordinator for the Academic Programs, School of Art and Art History
Masters of Arts & Cultural Management, Pratt Institute
jkelle30@du.edu
303-871-2846
Shwayder Art Building 132

Jeanie Tischler
Coordinator for Budgets and Operations, School of Art and Art History
jtischle@du.edu
BFA, University of Denver
303-871-2846
Shwayder Art Building 132

Vicki Myhren Gallery Staff

Dan Jacobs

Victoria H. Myhren Gallery Director, School of Art and Art History

Curator of University Art Collections, University of Denver

MA, Art History, University of Colorado, Boulder

djacobs5@du.edu

303-871-2387 Shwayder Art Building 132

Nessa Kerr, Assistant to the Director

MA, School of Art and Art History, University of Denver

nakerr21@gmail.com

303.871.4445

Visual Media Center Staff

Heather Seneff

Director of the Visual Media center

MA, Art History, University of Maryland

hseneff@du.edu

303-871-3277

Shwayder Art Building 121

Sculpture Studio Staff

Craig Robb

Sculpture Technician

crobb@du.edu

303-871-2867

Shwayder Art Building 019

COMMUNICATIONS

Official DU ART mailing address:

DU ART
c/o School of Art and Art History
University of Denver
2121 E. Asbury Ave.
Denver, CO 80208-6700

Phone for inquiries:

303-871-2846

DU ART Board email: duart-board@du.edu

Everyone on the board of directors (except the Dean of AHSS) is on this email list, as is the SAAH office staff (Jeanie and Jason). To send a message to the list, send your email to duart-board@du.edu. Be aware that “Reply” will send a reply to the sender, but “Reply All” will send a reply to the entire board.

To change your email address on the list-serve please send a request to jkelle30@du.edu.

Communications from the Board to the Membership

All DU ART mailings must go through the SAAH office. They should be pre-approved by the SAAH Director (cchauvin@du.edu) and coordinated with Jason Kellermeyer (jkelle30@du.edu; 303-871-2846), who will ensure that the mailing meets the policies of DU’s electronic communications and/or Mail Services and USPS.

All e-mailings require at least 2 weeks and postal mailings require 4 weeks lead time to clear all of DU’s approvals and processes. If USPS is used, especially bulk mail, longer may be necessary.

University Advancement provides postal addresses according to criteria submitted. For example, a request for addresses for use on invitations to a local event that plans to attract new members might ask for only people with area zip codes. Note that the VM Gallery also uses this method when doing mailings. All DU mailing addresses are kept by University Advancement.

The PR Committee supports an email list at duartaah@gmail.com. Regular announcements, reminders and opportunities are communicated to DU ART membership largely by this method.

DU ART Website and Public Visibility

The School of Art and ART History maintains a web page for DU ART that will be visible beginning fall 2015 at www.du.edu/ahss/art/du-art. This page contains information on upcoming events, past events, membership, the DU ART board, and scholarships awarded by DU ART. To have information posted or updated on the web, contact Angela Forster (Co-chair

of PR Committee), who will work with Heather Seneff at hseneff@du.edu; 303-871-3277 or Jason Kellermeyer at 303-871-2846; jkelle30@du.edu

Additionally, the Art History graduate student representative works each year to maintain the DU ART blog, “Mixed Media” which includes information about current and upcoming events, pictures from lectures, openings, visiting artists, and a monthly student highlight, the “DU ART Student of the Month.” It is available on the DU ART website.

DU ART also has a Facebook page at www.facebook.com/DUARTDENVER

PURCHASING PROCEDURES

University of Denver purchasing policies and procedures are regulated and can change. Before making any purchases or decisions impacting DU ART’s budget, please confirm these expenses through the DU ART Board Treasurer and President, as well as the Director of SAAH.

DU ART can use the university’s tax exempt status to avoid paying taxes and to ensure full reimbursement where necessary. Ask Jeanie Tischler for the proper documentation BEFORE making a purchase.

Jeanie Tischler can assist with any purchasing or reimbursement questions.



DU ART is a volunteer organization that supports the School of Art and Art History at the University of Denver. Your donation will provide direct support to our students, faculty and programs.

NAME _____

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

E-MAIL: _____

DU ALUMNUS/A, CLASS OF _____ DEGREE _____ MAJOR _____

SUGGESTED DONATION LEVELS :

NOTE: The membership year runs from July 1 – June 30

_____ \$50 Member

_____ \$100 Sponsor

_____ \$250 Champion

_____ \$500 Advocate

_____ \$1000 Connoisseur (member of DU's Cornerstone Society)

_____ \$2500 Patron* (member of DU's Alpine Society)

_____ Other

_____ I would like to make a contribution to the
DU ART Endowment in the amount of: _____

*Entitles member to a DU library card and invitations to Chancellor's Society Events.

PAYMENT OPTIONS : Please make checks payable to University of Denver/ DU ART

_____ MC _____ VISA _____ DISCOVER _____ AMEX

CARD #: _____ EXPIRATION: _____

SIGNATURE: _____

RETURN THIS FORM WITH PAYMENT TO :

DU School of Art and Art History, 2121 East Asbury Avenue, Denver, CO 80208 (303-871-2846)

OR go to www.du.edu/ahss/art/du-art and follow the instructions.

Please designate DU ART as the recipient.

THANK YOU FOR YOUR SUPPORT!

DU ART Board Member Nomination Form

DU ART
SCHOOL OF ART AND ART HISTORY
UNIVERSITY OF DENVER
2121 E. Asbury Ave.
Denver, CO 80208
(303) 871-2846

I would like to recommend the following person to the Nominations Committee as a potential new Board member.

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Please attach a bio, resume or other relevant information.

I understand that this submission does not constitute acceptance. The Nominations Committee will review and submit its choices to the Board of DU ART for a final vote.

Nominated By: _____

Comments: _____

DU ART Event Approval Form

Work with Jason.Kellermeyer@du.edu (303-871-2846) & Jeanie.Tischler@du.edu (303-871-2846) on arrangements and submit to Chair of DU ART Events Committee and Director of SAAH

NAME & CONTACT OF ORGANIZER/S: _____

TITLE OF EVENT: _____

DAY AND DATE: _____

TIME EVENT BEGINS: _____ NO. OF DESIRED PARTICIPANTS: _____

LOCATION (street address): _____

PRELIMINARY BUDGET: Submit all invoices and itemized receipts for reimbursement to Jeanie Tischler, Coordinator for SAAH Budgets and Operations. Purchase Orders are REQUIRED for many things, so talk to Jeanie before you spend any money. Also provide a copy of the preliminary budget to Jeanie and the DU ART Treasurer.

Site Rental \$ _____ Catering \$ _____ Food \$ _____ Beverages \$ _____

Other \$ _____ Rentals (tables, chairs, linens, tableware, etc.)

Speaker fees/honorarium: \$ _____ Arrange for payment in advance through Jeanie Tischler.

Invitations \$ _____ Design \$ _____ Printing \$ _____ Postage \$ _____ Other

Notes:

ADMISSION PRICE:

DU ART member \$ _____ Student: \$ _____ General Public: \$ _____

Methods of Payment (circle all that apply)

1. Call in with credit card number (AmEx, Visa, Mastercard, Discover)
2. Mail response card to the SAAH with credit card info or check
3. Pay at door with cash, check, or credit card (AmEx, Visa, Mastercard, Discover)

INVITATIONS:

IMPORTANT! Coordinate these with the SAAH staff AT LEAST ONE MONTH AHEAD OF MAILING.

Date invitations mailed by: _____ Date RSVPs returned by: _____

Invitation style:

- ___ Postcard (least expensive but limited space for text)
- ___ Note card, printed outer envelope (no response card, but more space for details)
- ___ Note card, response card with printed inner and outer envelopes (most expensive, but lots of space)

Design:

___ Proofs should be given to the SAAH Director, and to Jason Kellermeyer, Coordinator of SAAH Academic Programs, who will forward them to DU Mailing Services for review before final printing. Proofs can be e-mailed or faxed.

Include the following information on the invitation: title, day, date, time, location name and address, admission price(s), parking info and costs, map, details about refreshments and registration, acceptable methods of payment, RSVP contact information, DU ART info.

Printing:

(NOTE - printing can take 3-5 business days after a proof is approved.)

- ___ Obtain at least 2 bids from printers for price comparison purposes.
- ___ Remember that you should use DU's tax number to avoid sales tax. Check with Jeanie for the number.
- ___ Submit the winning bid to Jeanie.

DU ART Fund Annual Allocation Summary

General Description

Each year the DU ART Board works to raise funds to support the School of Art and Art History. Before the end of each fiscal year (June 30th), the funds remaining in the DU ART Fund are allocated to SAAH budgets and projects the DU ART Board chooses to support.

DU ART Fund Annual Allocation Process

In May and June, the Treasurer and/or President works with the SAAH Coordinator for Budgets and Operations and SAAH Director to determine the fund balance expected at the end of the fiscal year (June 30th). Based on the projected balance and discussions with the Director of the SAAH and officers of the Board, the Treasurer prepares the DU ART Fund Annual Allocation Recommendation.

In order to ensure operating funds are available to the DU ART Board for the following fiscal year, a carryover fund of \$3,000 - \$5,000 is retained in the DU ART Fund before any other funds are allocated. This carryover amount can vary based on expenses anticipated at the beginning of the next fiscal year.

The funds are generally allocated among following:

1. Endowments – funds allocated to the DU ART Endowment to provide interest income to support the School of Art and Art History.
2. Director's Discretionary Fund – funds allocated to cover specific SAAH projects designated by the Director of the SAAH.
3. Scholarships – funds allocated to scholarships for SAAH students. These are generally awarded to outstanding students nominated by SAAH faculty, and awarded at the SAAH End of Year Celebration.
4. DU ART Student Research Travel Grants
5. DU ART Fund Carryover – amount carried over to following year to cover expenses early in the fiscal year before revenues are received.

The DU ART Fund Annual Allocation Recommendation is presented as a matter of information by the Treasurer at the DU ART Annual Meeting held in early June. After the books are closed mid-June, the final fund balance is confirmed and the Treasurer provides the final recommended allocation to Board officers for their approval. Once approved, the allocation is provided to the SAAH Coordinator of Budgets and Operations, who allocates the funds as requested at the beginning of the next fiscal year.