

Friends of the Visual Arts
dba **Willamette Art Center**
Board of Directors Meeting
MINUTES

<i>Date</i>	January 8, 2025
<i>Time</i>	5:30 - 7:00 pm
<i>Location</i>	Ike Box Cafe, Bay Room, 299 Cottage St NE, Salem, Oregon

Attendees

Board: Renita Hiebert, Pam Baldwin, Wendy Cornelisen, Dana Field, Josie Hummert, Claudia Hill, Carla Axtman

Staff: Lisa Joyce

Guest: Amanda Katzenmeyer

1. Call to Order

The meeting was called to order at 5:40 pm by Carla Axtman.

2. Consent Agenda
a. Minutes

Claudia Hill noted the changes made to the minutes since being sent to the board for review prior to the board meeting.

Wendy Cornelisen made a motion to approve the minutes as amended. Dana Field seconded the motion. There was no further discussion. The motion passed unanimously.

3. Financial Report

Umpqua Savings - \$53,919.76

Umpqua Bank Checking - \$130,397.20

Petty - \$397.00

Lisa Joyce provided a budget to actual report January to December 2024 and noted a few items in the budget report. She highlighted the lower firing tickets, studio passes, and clay sales being significantly lower than expected. Lisa indicated she would be reviewing in more detail the sales to analyze the time the studio was open and when the normal parking area was not available to further understand the reasons for this lower than expected number.

Lisa Joyce shared information about the reporting from 2023 in terms of some of the required reporting that has not been completed. She anticipated the issues to be resolved within 30 days.

4. Board Development

Lisa Joyce noted that she will be sharing resources regarding board responsibilities related to fiduciary and conflicts of interest at the next board meeting.

5. Board Retreat - discuss possible dates and locations

The board determined they would hold a retreat on March 1, 2025, at 10:00 am. Carla Axtman will host this retreat at her house.

6. Staff Report

a. Assistance League of Salem Keizer

Lisa Joyce reported that the League is currently gathering requests from teachers in the Salem-Keizer School District related to which art offering they are interested in. Once this data is gathered they will present a contract to WAC with the details of which classes are requested. These classes will be taught by Kelly Matney in school. She expects the agreement in February and will share with the board for review.

b. Open Studio hours expansion

Lisa Joyce shared an updated version of the open studio hours guidelines.

Dana Field made a motion to offer members-only open studio access as described in the proposal. Wendy Cornelison seconded the motion.

Dana Field noted that the clarity of the schedule about where classes are so that people know what part of the studio is open would be critical to making this work. Wendy Cornelisen noted that the marketing should clearly state open studio is a member only opportunity and an open studio pass is necessary.

The motion passed unanimously.

c. Volunteer Appreciation event

Lisa Joyce requested that a volunteer appreciation event should be scheduled and coordinated. Renita Hiebert volunteered to coordinate the party needs. She'll order food and prepare game supplies. The party is scheduled for March 9, 2025, at 3:00 pm.

d. Glaze ticket cost

Lisa presented a proposed amendment to the firing policy.

Josie Hummert made a motion to approve the firing policy as presented. Dana Field seconded the motion.

The board discussed the proposal and the affordability of producing items. Despite the desire to keep costs as low as possible, the board recognized the cost of supplies, staff time, and other expenses necessitated the increase.

The motion passed unanimously.

- e. Clay provided in classroom settings

This agenda item will be discussed at the next meeting.

7. Empty Bowls
 - a. Debrief
 - b. Timeline for 2025
 - c. New Leaders

Claudia Hill noted that 1048 ceramic items, 72 turned wood items, and 22 wood carved items were sold at the Empty Bowls sale.

Lisa Joyce presented a breakdown of the expenses and revenue for Empty Bowls. She noted that total revenue, less expenses and the sales of wood carvers and turners items was \$29,746.05. Per the agreement with Marion Polk Food Share, half of the proceeds would be split between WAC and MPFS. Therefore the total due to MPFS is \$17,492.49.

Pam Baldwin moved to approve the amount for Marion Polk Food Share and directed staff to prepare the check. Wendy Cornelisen seconded the motion. There was no further discussion. The motion passed unanimously.

The leader assignments and timeline discussion regarding Empty Bowls will be discussed at the next meeting.

8. Committees
 - a. Review list of current committees, discuss consolidation and alignment, assign leadership roles, description of committee duties
 - **Auditing:** starts work Jan. 31
 - **Budget:** Wendy
 - **Empty Bowls:**
 - **Fundraising:**
 - **High Volume Artist:**
 - **Marketing/Communication:**
 - **Membership:**
 - **Nominating/Bylaws:**
 - **Personnel:** Membership is in the bylaws (President, Vice President, Secretary). I would love for this group to focus on finalizing the employee handbook.
 - **Artisan Village:** (Maybe rename "Raku at the Fair"?)
 - **Safety/Facility:**
 - **Strategic Planning:** Bylaws say they meet in January, but that didn't seem to be our direction with the 2024 process. This points out the need to refresh the bylaws soon. This could be a biennial exercise like the audit.

Carla Axtman asked the board to review the list of committees and consider where committees could be consolidated. The board will continue this discussion at the retreat.

Dana Field requested that the Nominating and Bylaws committee be assigned and directed to start work immediately. She along with Josie Hummert volunteered to serve on the committee to review the Bylaws with the support of Lisa Joyce.

9. New Location Update

a. Relocation Committee assignments

Lisa Joyce briefly updated the board about the group of support people she has in place to assist with the move including a commercial real estate agent. She suggested that the board spend time at the retreat visioning what the new facility should look like. Once the board has developed a plan and further details, input from the larger WAC community will be requested. Lisa indicated that she felt good about the status and had the resources she needs.

10. Unresolved Business

There was no unresolved business discussed.

11. New Business

There was no new business discussed.

12. Adjourn

The meeting was adjourned at 6:58 pm.

Carla Axtman, President

Recorded by Josie Hummert, Board Secretary