

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

<i>Date</i>	May 14, 2025
<i>Time</i>	5:30 - 7:00 pm
<i>Location</i>	IKE Box Cafe - Story Hall, 2nd floor

**Attendees**

**Board**

Dana Field, Renita Hiebert, Pam Baldwin, Amanda Katzenmeyer, Josie Hummert, Wendy Cornelisen

**Staff**

Lisa Joyce

1. Call to Order

Dana Field called the meeting to order at 5:05 pm.

2. Consent Agenda - ACTION

- a. Minutes - [April 9, 2025](#); [May 5, 2025](#)
- b. Financial Report - Bank balances Checking: \$157,213.46, Money Market: \$53,955.67, Petty Cash: \$397.00, Pioneer Trust Checking: \$100 (min balance)
- c. Committee Reports - Audit
- d. [Staff Report](#)

Lisa Joyce provided the update on the audit committee in the absence of Paul Hutter. She shared that the audit committee is still working on performing the audit and will provide a report later in the year.

Josie Hummert made a motion to accept the consent agenda. Wendy Cornelisen seconded the motion. There was no further discussion. The motion passed unanimously.

3. Moving and Fundraising

- a. Pioneer Trust, debit card and access to funds - ACTION
  - Financial Controls - informational
  - Suggested motion: Approve Pioneer Trust Bank to issue a business debit card with a single transaction limit of \$5,000 to Lisa Joyce as the Executive Director.

Wendy Cornelisen made a motion to approve Pioneer Trust Bank to issue a business debit card with a single transaction limit of \$5,000 to Lisa Joyce as the Executive Director. Renita Hiebert seconded the motion. There was no further discussion. The motion passed unanimously.

b. Get Fired Up - update and planning

- Volunteers? Sign Up Genius ready to go. Will need help on May 31

Josie Hummert noted that the volunteer sign up request went out to those who had volunteered at Artisan Village and Empty Bowls to help with the Get Fired Up event on May 31. She gave an overview of the event.

c. General fundraising update - Lisa/Josie

Lisa Joyce gave an update on the balance of funds raised. Online donations have tapered off. The donation of securities that the Pioneer Bank accounts were set up to accept has been initiated. When those securities are received and then sold, she will send an update to the Board with the fundraising total thus far. She expects this donation to put the total over \$100,000.

d. Moving plans and timeline

- Susan kiln - hiring crane will make our costs closer to the \$20k limit authorized by Board on May 5

Lisa Joyce shared that after consideration of options, moving the kiln named Susan is in the best interest of the organization. While it will need significant upgrades and repair at some future time, the structure is worth the cost of moving and will be a valuable asset to WAC. The Board was in support. No action was needed because the cost of moving the kiln was already built into the approval of the moving expenses.

e. Corporate [sponsorship structure](#) - Josie

Josie Hummert reviewed the sponsorship structure for corporate entities wanting to support the WAC. She shared that the purview of how sponsorships would be cared for and specific agreements with individual companies would be handled by staff. Board members were encouraged to share the opportunity with companies they do business with or that they know are large supporters of community programs. The information will be posted on the website along with facts about the studio, including the number of patrons that visit each year, volunteer hours served, and more.

#### 4. Values in Budgeting Discussion - our values as an organization and the priorities

The Board had a discussion about values and priorities to focus on as a budget is developed that will encompass the new expenses and revenue goals. Some of the values that came out of the discussion are:

- The price of things and classes can't outpace the community and should be set at reasonable prices that the community can still afford.
- Grants, community events, education and fundraising should be core tenets of the funding structure and help to offset the cost of community access.
- Grants should be procured as is reasonable for outreach programs.
- Wages and benefits for staff should be adequate and appropriate so as to maintain quality staff and to give credibility as an employer and to aid in filling positions as the WAC continues to grow.

#### 5. Other

Lisa Joyce reminded the board to record the hours volunteered whether in studio or outside work because it must be submitted with tax filings.

Lisa Joyce provided a brief update on the lease status. She shared that the legal review is complete and changes have been requested. She is waiting on a response from the landlord.

Lisa Joyce shared that interviews have been completed for the bookkeeper position. She is waiting for review of references to be completed but expects to have someone on board by the next week.

#### 6. Adjourn

Dana Field adjourned the meeting at 7:00 pm.

---

Dana Field, Vice President

Recorded by Josie Hummert

Approved June 11, 2025