

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

<i>Date</i>	June 11, 2025
<i>Time</i>	5:30 - 7:00 pm
<i>Location</i>	Willamette Art Center gallery

Attendees

Board

Carla Axtman, Dana Field, Renita Hiebert, Paul Hutter, Josie Hummert, Amanda Katzenmeyer, Wendy Cornelisen

Staff

Lisa Joyce

Carla Axtman called the meeting to order at 5:34 pm.

1. Call to Order
2. Consent Agenda - ACTION
  - a. Minutes - [May 14](#)
  - b. Financial Report
  - c. Committee Reports
    - Bylaws
    - Fundraising
    - Audits
    - Financial
  - d. [Staff Report](#)

Wendy Cornelisen moved to approve the consent agenda. Paul Hutter seconded the motion. The motion passed unanimously.

3. Moving plans and timeline
  - a. Lease update - Lisa

Lisa Joyce provided an update on the lease status.

Carla Axtman called an emergency meeting for purposes of the lease approval discussion for Sunday, June 14 at 11:30 am. A backup meeting will also be scheduled for Tuesday, June 16 at a time to be determined. She will

b. Board assistance/volunteer needs - Lisa

- [For current location](#)
- For new location

Lisa Joyce shared the needs for a new space and current space in preparation for moving. She shared a list of tasks like cleaning tools and glazes that must be done.

4. Patron requirements - [studio orientation class](#)

Lisa Joyce shared an outline of a possible orientation class that patrons would need to take before having access to the studio. The board had consensus on asking staff to develop a class and the curriculum for when the opening of new studio occurs.

5. New business

Lisa Joyce shared that we received our tax filing paperwork for 2023. Our accountant spent additional time untangling the financial reporting and the invoice for the work was more than expected.

Wendy Cornelisen made a motion to approve the difference in cost that was budgeted in 2024 for the accountant to cover the cost of 2023 tax preparation of \$1616.50. Dana Field seconded the motion. There was no further discussion. The motion passed unanimously.

Lisa Joyce reported that the revenue made from the Get Fired Up event. \$5615

The personnel committee will come together and discuss compensation for staff and contractors. Lisa Joyce will follow up with Cascade Employers to determine what health insurance is available.

The Board discussed a structure or process for developing membership structure. Lisa Joyce will lead this process and Carla Axtman will follow up as well.

6. Adjourn

Carla Axtman adjourned the meeting at 7:08 pm.