

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

Date August 13, 2025

Time 5:30 - 7:00 pm

Location Willamette Art Center, 3995 Fairview Industrial Dr SE, Suite 100, Salem, OR 97302

Attendees

Board

Pam Baldwin, Carla Axtman, Paul Hutter, Renita Heibert, Josie Hummert, Wendy Cornelisen, Amanda Katzenmeyer, Dana Field

Staff

Lisa Joyce, Doug Dacar

1. Call to Order

Carla Axtman called the meeting to order at 5:33 pm.

2. Consent Agenda

- a. Minutes - [June 11](#), [June 20](#), [June 23](#), [July 9](#)
- b. Financial Report
- c. Committee Reports
 - Revenue/Membership
 - Bylaws
 - Budget
 - Fundraising
- d. [Staff Report](#)

Dana would like to amend the June 23 minutes to reflect the group gathering hosted by Paul.

Amanda Katzenmeyer shared the work that the revenue committee has done. She shared some of the ideas about things that might help raise funds, but that would be easy to accomplish. The committee has also discussed the hesitancy to make a lot of changes all at once. Left to do with the committee is to identify the things that can be done immediately, done in the near-term, and done in the long-term.

Josie Hummert and Dana Fields, who are serving on the Bylaws Committee, have not done any work towards the redrawing of the bylaws. They will tackle this project in the next two months.

Wendy Cornelisen shared that the Budget Committee did not meet before the board meeting, as the expenses and other needs have not been solidified.

Lisa Joyce reported that another \$20,000 donation pledge was received.

Josie Hummert reported that corporate sponsorships will be kicking off in the next month or so. This along with major donor fundraising requires us to know who to reach out to and conversations with board members and others with connections will be important.

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

3. [Site Improvements](#)

The board reviewed the bids for the work that needs to be done to the facility prior to opening doors to the public.

a. Flooring

Wendy Cornelisen moved to approve the Diamond Epoxy bid for \$26,000 to coat the entire floor except for the chemical rooms, bathrooms, front entry and office. Pam Baldwin seconded the motion. There was no further discussion. The motion passed unanimously.

b. Electrical

Wendy Cornelisen moved to approve the Photo Electric bid for electrical upgrades and installation for \$32,000. Paul Hutter seconded the motion. No other discussion. The motion passed unanimously.

c. Plumbing

Wendy Cornelisen moved to approve the Evergreen Plumbing bid to cover both water and gas installation. Paul Hutter seconded the motion. No further discussion was had. The motion passed unanimously.

d. Wifi/Security

This quote is still in the works. A unified system controlling wifi, cameras, and potentially door entry security will be provided.

e. Front Door

The front doors need to be replaced because the existing doors are heavy and can't be unlocked from the outside. Entry into the facility is only through the back door at this time and that isn't workable given that the kiln yard will be off limits to patrons and volunteers.

f. Kiln moves

This is ongoing and will be scheduled after the State Fair is over.

g. Shed for the kiln yard

Wendy Cornelisen moved to approve the \$6,000 quote from West Coast Metal for the cover of the kiln yard. Paul Hutter seconded the motion. No further discussion was had. The motion passed unanimously.

h. Projects that can happen while we are in waiting mode

There are moving and painting projects to be completed. A work party will be scheduled to complete a majority of the work and then subsequent time will be scheduled as needed.

4. Fundraising

a. Corporate/Sponsor - finding connections

Carla Axtman and Josie Hummert will connect with board members to start the major donor portion of fundraising.

5. Other Business

It was suggested that more regular communications could be helpful for fundraising and community outreach.

Amanda reiterated the need for orientation for every person participating should go through before.

Lisa will work to pull together a committee to develop the orientation class.

6. Adjourn

The meeting was adjourned at 7:23 pm.