

Friends of the Visual Arts
dba Willamette Art Center
Thursday January 19, 2023 – 5:00 pm
Board Meeting Minutes

Attendance:

Board members: Jesse Breon, Pam Baldwin, Jennifer Beugli, David McConnell, Claudia Hill, Sage Dunham, Heather Skinner, Doug Dacar, Kevin Herzberg, Jennifer Lassen (none are absent)

Non-board members: Christine Lawrence, K.D. Rowell, Michelle Blumenthal, Margrethe Gregg

Call To Order: President Sage Dunham at 5:02 pm.

Secretary's Report: Claudia Hill

- December Board Minutes to Establish Officer Duties and Committee Chairs for the 2023 year with the new board were approved by email vote. Regular December Board Minutes were approved by email vote.
- There is now a volunteer sign-in at the monitor desk for meetings: this is to track our volunteer hours for grant-writing purposes. There is a second sign-up sheet for our normal meeting attendance records.
- All committee and subcommittee meetings need to document attendance and outcome.

Treasurer's Report: Jesse Breon

Umpqua Bank Savings	\$58,881.21		
Umpqua Bank	\$71,153.96		
Checking			
CASH	\$397.00	TOTAL	\$130,430.90

President's Report: Sage Dunham

A reminder on why we're all here: WAC By-Laws list broad goals of providing financial and operational support for self-expression through art by individuals in the community. These will guide how the board sets specific goals and priorities. Review of expectations of confidentiality, civility and engagement. Introduction to basic elements of Robert's Rules of Order.

Director's Report: Doug Dacar

- Doug led a workshop with instructors, taking the opportunity to make art with them and listen for additional ways to share their many talents. In response to increased demand for the WAC facility, the meeting also provided an opportunity to brainstorm ways the center can maximize studio workshops, parties and other events.
- Grant funding activity:
 - Doug participated in the Transient Occupancy Tax (TOT) monthly board meeting. There was no activity directly relating to the Willamette Art Center.

- Miller Foundation Grant and TOT Grant applications will be submitted in February.
- Initial “clean-up” of website is complete. Sue Karnosh will meet next week with Derek for the next phase of website improvement.

Staff Report: none

New Business:

1. Confirmation of replacement Board Member to replace Jose Hanson. Sage moved and Dave seconded to appoint Pam Baldwin to fill position vacated by Jose Hanson. Discussion: The Board selected a replacement, in accordance with the bylaws, but did not formally notify the membership community that a position was open. Board agreed to communicate future open positions. Motion to appoint Pam Baldwin as the replacement board member passed.
2. Combining Marketing and Newsletter committees. Pam moved and Kevin seconded to move the Newsletter Committee into the Marketing Committee. Discussion: To improve communication, increase the visibility of the electronic suggestion box on the website to encourage ideas from the greater community. Motion to move the Newsletter Committee into the Marketing Committee passed.
3. Confirming Committee Chairs. Jesse moved and Kevin seconded a motion to accept the slate. Motion to accept the Committee Chairs passed. The 2023 Committee Chairs are:

Committees		
<u>Standing Committees</u>	Chair	Members
Personnel	Sage Dunham	Kevin Herzberg, Jennifer Lassen
Budget	David McConnell	Sage, Kevin, Jesse, Pam, Cindy, Doug, Sue, Luke
Strategic Planning	Pam Baldwin	David McConnell, Kevin Herzberg, Cindy Nelson
Nominating/Bylaws	Kevin Herzberg	
Auditing	Jesse Breon	Dave McConnell
<u>Regular Committees</u>	Chair	Members
Safety/Facility	Jesse Breon	
Marketing/Communication	Heather Skinner	
Empty Bowls	Margrethe Gregg	
Scholarships	Jennifer Beugli	
AV	Kevin Herzberg	

4. Confirmation of Standing Committee members. Personnel, Budget, Strategic Planning, Auditing. Sage moved and Jesse seconded to accept the slate of standing committee members. Motion to confirm Standing Committee members passed.

5. Forming new committees.

- **Membership:** Will be tasked with formulating a plan to increase the membership base and member engagement. Incentives for membership were discussed. Will review and possibly recommend a new membership structure. Sage moved and Jesse seconded motion to form Membership Committee. Motion to form a Membership Committee passed. Jennifer Lassen volunteered to act as chair.
- **Fundraising:** Will be tasked with finding new sources of funds for the WAC and helping us to stay on track with our grant applications. Sage moved and Jesse seconded motion to form Fundraising Committee. Motion to form a Fundraising Committee passed. Michelle Blumenthal volunteered to act as chair.

Committee Reports:

- **Personnel:** Sage had no report at this time.
- **Budget:** David McConnell reported
 1. There were adequate funds for the unexpected roof repair last year
 2. Projected revenue in 2023 from classes and studio passes is expected to exceed last year's amount
 3. Luke is providing a budget document for 2023 that is clear and straightforward compared to previous years
 4. Dave presented budget documents for review. The budget will be voted on at the next Board Meeting
- **Strategic Planning:** Pam Baldwin noted committee will meet once each quarter. A Strategic Action Plan is required for non-profit organizations. Broad goals for the WAC are in place; leadership will provide committee chairs with details for each committee to focus on.
- **Nominating/Bylaws:** Kevin had no report at this time.
- **Auditing:** Jesse had no report at this time.
- **Safety/Facility:** Jesse had no report at this time.
- **Marketing/Communication:** Heather and Pam are coordinating on the newsletter. Heather has created activity on social media that promotes Family Clay Sunday. She is working with Doug and Sue to expand this outreach.
- **Empty Bowls:** Margrethe has filled some volunteer slots and scheduled four throw-a-thons. This year's theme emphasizes Christmas items and gifts, in addition to bowls. She presented posters with ideas for items, and plans to conduct each throw-a-thon as a mini-workshop demonstrating and teaching how to make unusual items. Mushroom pots will be a featured item. Throw-a-thon dates and times are as follows: January 29 and February 19,

1:00 – 5:00. March 18 and March 25, 12:00 – 4:00. These are the alternate Sundays from Family Clay Sunday.

- **Scholarships:** Jennifer had no report at this time. Sage noted there is a general scholarship fund with \$1230 and a Sherman Glazer scholarship fund with \$1284.
- **AV:** Kevin will meet with new fairground staff later this month. He anticipates requesting changes to budget for signs and music. The committee updated the application form that includes \$25 fee for vendors.
- **Membership:** Jennifer Lassen suggested focus on membership incentives. Discussion followed. Sage moved and Jesse seconded motion to provide members 2 tickets for every bag of clay they buy. This would not apply to a single log of speckled mix, and would start effective March 1st. Motion passed.
- **Fundraising:** Michelle had no report at this time.

Meeting Adjourned at 6:22 pm.

Next Board Meeting: TBA

Parking Lot:

- **Glazing Committee:** Develop a small subset of dependable glazes that work every time. Explore new glazes. Recycle old ones that don't work, expand test-tile display. Mark each glaze with instructions and updated tiles.
- Instructor Contracts
- Jennifer Lassen needs to be confirmed as chair of the new membership committee.
- Calendar

Submitted by Claudia Hill
Board Secretary, 2023

Approved by Sage Dunham, President

Date _____