

Friends of the Visual Arts
dba Willamette Art Center
Saturday, October 8, 2022

BOARD MINUTES

Attendance: Cindy Nelson, Kevin Herzberg, Dave McConnell, Jose Hanson, Heather Skinner, Sage Dunham

Non-Board Member Attendance: Doug Dacar, Kelly Matney, Pam Baldwin, Jen Lassen

Absent: Karen Hackney, Pat Gruber, Jennifer Beugli

Call to Order: The meeting was called to order at 5:30pm

Secretary's Report: Karen Hackney

Via email, Dave McConnell moved to accept September minutes. Kevin seconded. All approved. Motion carried

Treasurer Report:

- Umpqua Checking. 67,033.96
- Umpqua Savings. 94,522.21
- Petty Cash..... 400.00
- TOTAL..... \$161,956.17

President's Report: Cindy Nelson - None

Vice President: Kevin Herzberg

Kevin suggested the board create a review process for bylaws. Discussion tabled for next year's board.

Director's Report: Doug Dacar

Doug is checking out better camera security coverage for the studio. Currently we have Simplisafe. Will inquire with Comcast for a service and cost comparison. Also, talking with the fair for better perimeter lighting.

Family Clay - Joseph has requested a non-contact role in Family Clay. He will address all firing and non contact duties. Family clay will take place two Sundays a month. Amanda has agreed to monitor and Michelle has agreed to monitor one Sunday a month.

Total roof cost was \$35,641. \$1,815 over bid which addressed unseen issues such as dry rot.

Doug and Sue have an appointment on Tuesday, 10/11, with the fair's grant writer.

Staff Report:

- **Nikki Svarverud** - none
- **Luke** - none

Unfinished Business:

New Business:

Committee Reports:

Personnel: Kevin Herzberg - Staff reviews will be taking place. Job descriptions are antiquated and will be addressed at time of review. Staff asking for raises. Will be reviewed with the Budget committee.

Strategic Planning: Sage Dunham - none

Nominating/Bylaws: Karen Hackney - none

Budget: David McConnell - committee met several weeks ago. Discussed with Membership committee results of survey with possible suggestions. Budget committee is nervous about making drastic changes. Budget looks like we have more money than we do. We expected expenses we have incurred to have been paid by now which haven't. A difference of \$40,000. Luke is cleaning up the bookkeeping to reflect expenses are recorded in the proper places. Overall the budget looks good.

Safety/Facility: Sage Dunham - New electrical prep is happening 10/18-19. Studio will be closed.

Marketing/Communications: Jennifer Beugli/Heather Skinner - Social media postings goal is 2 to 3 times a week. Currently having problems accessing WAC facebook account. Postings are being made on Instagram. Once Facebook is up and running the two accounts will be linked together.

Empty bowls Posters, Postcards, and Insert cards have been forwarded to Marion/Polk Foodshare for printing.

Newsletter: Heather Skinner - Anticipate newsletter to be produced every other month with a PDF link on the website.

Gallery: Jose Hanson - Jose moved to rename the Gallery committee to reflect the current gallery model. Discussion tabled.

Empty Bowls: Pat Gruber - Kevin has an appointment with the fair to preview the Cascade Hall space to determine this year's needs. Lobby will be set up as a demonstration space.

Artisan Village: Kevin Herzberg - Luke is still working on the financial piece of AV. Kevin will be reformatting the application process for Vendors for next year. Vendors gave all favorable feedback. Money will be set aside in the budget for more signage next year.

Auditing: none

Scholarships: Sage - Sage has requested to send out an email reminder one week before the end of each term with the availability to apply for scholarships for the following term.

Ad-hoc Committees

Membership Incentives: Karen Hackney - Membership survey was mostly favorable. Most people would like to see more discounts. The big question we need to address is "why buy a membership?" Comparisons to other studios need to be made.

Meeting Adjourned: 6:48pm

Next Board Meeting: Saturday, November 12, 2022 at 5:00pm

Parking Lot: Items not finalized for current meeting

Gallery name change

Submitted by Karen Hackney
WAC Board Secretary

Approved _____ **Date** _____
Cindy Nelson - President