

Friends of the Visual Arts
dba Willamette Art Center
Saturday 2/12/2022

BOARD MINUTES

Attendance: Jennifer Beugli, Pat Gruber, Cindy Nelson, Jose Hanson, Karen Hackney, Sage Dunham, Kevin Herzberg

Absent: Dave McConnell

Non-Board Member Attendance: Doug Dacar, Sue Karnosh, Nikki Svarverud

Call to Order: The meeting was called to order at 2:05pm

Secretary's Report: Karen Hackney

Reminder to all board members to respond to email voting for Board Minutes

Treasurer's Report:

- US Bank Checking - \$56,709.22
- US Bank Savings - \$89,520.05
- Petty Cash - \$575.00
- TOTAL. \$147,117.91

Total includes undeposited funds of \$313.64

President's Report: Cindy Nelson

Our Treasurer has resigned. We will need a new treasurer. No one volunteered.

Monitor shortage. Reduced Saturday evening hours and increased Friday hours by one. 2 new monitors sharing a shift. Policy found requiring a satisfaction poll for monitors, open studio, and classes. Jose volunteered to work with Don to create a Monitor poll. We already have a class poll. Will need an open studio poll.

Oregon Arts Commission Operating Grant (\$4900) - Allowed to submit an abbreviated version. Due March 28, 2022. Doug will follow through.

Square - Sue Karnosh expressed frustration with Square Credit Card entries. Each one must be printed out. Very time consuming. Sue left a message for a call back with Square for alternatives. Our goal is for Square to work with QuickBooks.

Director's Report: Doug Dacar

Doug announced he will be the WAC interim Director

Doug and Sue had a meeting with the City of Salem re: TOT Grant. The Hoopla, Art Fair and World Track & Field will all be happening on the 3rd weekend of July. Someone will inquire about having a booth at the Saturday Market on that weekend. Lisa Sherman contact. Tot will

be scoring businesses on a point system in the future such as environmental impact. Recycling, reuse etc.

Staff Meeting - Discussed production potters and special firing orders. Will ask Don to distribute information to monitors.

Salem/Keizer Business Alliance - Networking meeting. Nonprofits attend for free. Next meeting February 24. Diverse group of people. SHOW BIZ to happen in mid June. No charge for nonprofits.

Staff Reports

- **Sue Karnosh** - Class schedule to be sent to Pam Baldwin for review and posted to the website next week. Working hard on getting updates and new signatures to the bank. As of right now the WAC has no control online of their money. Suggested possibly changing banks.
- **Nikki Svarverud** - No update
- **Doug Dacar** - Sage found pricing error for our clay purchase at Georgies. Doug to bring to their attention. Jan volunteered to pick up our clay order at Georgies saving us significant \$'s.

Unfinished Business:

Internal vs external audit. External can cost between 5 and 10 thousand dollars. A WAC member has come forward and offered to perform our audit. Board will look into this. Need audits to comply with our grants.

Expansion of open studio times - will consult with the electrical company to accommodate wheels in the gallery. Handbuilding can also be done in the gallery. Suggestion of using a reservation system for wheels. Will need to establish clear policies. Possibly put wheels onto casters and roll them outside during the nice weather. Shed has appropriate power.

New Business: Need Simplisafe contact person. Karen Hackney volunteered. Karen will be supplied with gate and door key and pepper spray.

Proposed budget needing approval - Last board approved year long KBZY spots.

Recommended by the budget committee to discontinue after the first quarter. Already paid for by WAC. Includes 25 spots and one interview. Each quarter is \$700.00. Kevin moved to discontinue KBZY radio and divert money into social media and website advertising. Karen seconded. All approved. Motion carried.

1. Funding to support paid monitor position: No more PPP funding. Possibly increase ticket prices, reduce hours, more sponsors. Sage moves to fund a paid morning monitor position. Jose seconded. All approved. Motion carried.
2. Increase kiln ticket prices: increase from \$1 to \$2 per 6 cubic inches. Kevin moved to increase ticket prices beginning next term (spring 2022). Karen seconded. All approved. Motion carried.

3. Gas bill: We have two gas bills. One paid to the fairgrounds and one paid to NW Natural. Kevin moved to add a second gas bill to the budget . Sage seconded. All approved. Motion carried.

iPad outdated - iPad will no longer update. Inquiring to purchase a new Square terminal, cash box and printer for about \$1200.

Committee Reports:

Personnel: Kevin Herzberg

Bookkeeper interviews have produced a couple of good candidates. Second interviews will include Nikki, Doug and possibly Don. Copy of our updated ED duties was given to Doug.

Strategic Planning: Sage Dunham

No updates

Budget: David McConnell

Not present

Nominating/Bylaws: Karen Hackney

No updates

Auditing: ?

No updates

Safety/Facility: Sage Dunham

No updates

Marketing/Communications: Jennifer Beugli

Will inquire into monthly ads/fliers with MCFS, Center 50+ and KeizerTimes. Free ad space at online Statesman Journal and Travel Salem. Jennifer will touch base with Pam Badwin for other options. Social Media - Jose volunteered to help with Facebook and Instagram weekly postings. We also have an account with YouTube and PressPlay.

Gallery: Jose Hanson

Going to a virtual Gallery. Need to find a Website compatible with Square. Packing, shipping and storage need to be further discussed.

Empty Bowls: Pat Gruber

Ideas - more signage acknowledging our volunteers to the public at all events. Do away with the abbreviated "EB" signature and have the full name "Empty Bowls" stamped either into the clay or maybe underglaze stamped. Is still sorting out the chair responsibilities from the staff responsibilities. Will sent out an email to all members encouraging support and involvement.

Ad-hoc Committees:

Firing Capacity: Doug Dacar

Table

Membership Incentives: Karen Hackney

Passed around ideas for a new membership model.

Meeting Adjourned: 4:42pm

Parking Lot:

Firing capacity

Addendum:

Sage Dunham moved to approve revised Raku Firing Policy and to approve appointees Dave McConnel, Jesse Breon, Doug Dacar, & Kevin Herzberg to the Strategic Planning Committee. Dave seconded. All approved by email 2/21/2022. Motion carried.

Cindy Nelson moved to approve the budget with the changes passed in the 2/12/2022 meeting. Pat Gruber seconded. All approved by email on 2/21/2022. Motion carried.

Cindy Nelson moved to allow Sue Karnosh and Doug Dacar to look for a bank who is better equipped to meet our Non-Profit needs. Karen Hackney seconded. All approved by email on 2/21/22. Motion carried.

Cindy Nelson moved to present a job offer to Luke Chicquaye for the Bookkeeper position. All approved by email on 2/24/2022. Motion carried.

Submitted by Karen Hackney
WAC Board Secretary

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

Next Board Meeting: March 12, 2022 at 3pm