

Friends of the Visual Arts  
dba Willamette Art Center

October 21, 2023  
Regular Board Meeting  
Minutes

**Attendance:**

Board members: Jesse Breon, Pam Baldwin, Sage Dunham, Kevin Herzberg, Claudia Hill, David McConnell. Jennifer Beugli, Jennifer Lassen and Heather Skinner are absent.

Staff: Doug Dacar, Sue Karnosh.

non-Board members: Dianne Munley, Michelle Blumenthal, Carla Axtman, Wendy Cornelisen, Chris Lamoureux, Amanda Ohrn, Rachel Rise, Dana Field.

**Call To Order:** President Sage Dunham at 2:15 pm.

**Secretary's Report:** Claudia Hill

September minutes were provided for review and approved as amended.

**Treasurer's Report:** Jesse reported the following:

Umpqua Bank Savings	\$53,892.89		
Umpqua Bank Checking	\$86,071.74	deposited but not posted yet	\$7,066.58
Petty Cash	\$397.00	<b>TOTAL</b>	<b>\$147,428.21</b>

Jesse noted Luke has not updated the financial information from last month's report.

**President's Report:**

Sage thanked all for participating, and reported the search for Executive Director is ongoing.

**Director's Report:** Doug Dacar

- Fairgrounds Maintenance Staff projects
  - Staff will be by to look at the concrete ramp damage in the next few days.
  - Staff will be setting the illuminated signs back up.
- Grants
  - TOT Grant deadline is November 13<sup>th</sup>. Pam, Claudia and Carla are available to assist Doug, Sue and Luke.
- Classes
  - Doug is meeting with Kelly to schedule and organize this year's Family Clay Sundays, anticipated to start December 3<sup>rd</sup>.

**Staff Report:** none

**Old Business:**

- Artisan Village financial report
  - Kevin has requested, but not received, an update from Luke regarding financial records from Artisan Village.
  - Dave said that the primary reason AV made more money this year compared to last year is donations of volunteer time. Kevin, Don, Doug and others donated large amounts of hours to the event, significantly reducing AV direct expenditures.

**New Business:**

1. Revisiting Monitor Incentives
  - a. Sage suggesting reframing our mindset to think of monitors as donors.
  - b. Sage moved to form a monitor committee to address the long term monitor issues. Sage will chair. All in favor, motion passed.
  - c. Short term goals include recruiting more monitors, backup, and subs. Discussion was held regarding improving volunteer culture and personal interactions; the need for a volunteer coordinator; looking at other studios' policies. ED and assistant ED are expected to take the lead on this.
2. Procedure for including names in minutes: Jesse made the following motion: Part A. Excluding statements of gratitude and naming of committee members, non-staff and non-board members should not be named in board minutes. Part B. Personal financial information of any kind should not be named in board minutes. Following discussion, minutes were edited, and Sage moved to table Jesse's motion. Sage moved to approve the edited minutes. Motion passed unanimously.

### **Committee Reports:**

- **Budget:**
  - Dave reported the budget report is incomplete at this time.
  - Discussion regarding the impact of providing salaries for two Executive Directors at the same time during the transition from outgoing to incoming ED. Dave noted there appears to be adequate funds available to cover the transition.
- **Membership:** no report
- **Artisan Village:**
  - Kevin will meet with the Fair Coordinator to review 2023 and start planning for 2024.
  - TOT and AV numbers have been submitted to Sue for the quarterly report.
  - Kevin will submit invoice/request reimbursement to Fair.
- **Scholarships:** no report
- **Empty Bowls:** Pam noted continuing progress.
- **Marketing/Communication:** Pam noted the latest newsletter edition has gone to Josie and will be out the first week of November.
- **Safety/Facilities:**
  - Ramp will be evaluated by fair maintenance staff shortly.
  - Nikki noticed condensation on pipes in kiln room. Doug is monitoring.
- **Strategic Planning:** no report
- **Nominating /Bylaws:** Kevin noted nominations are underway.
- **Personnel:** no report
- **Audit:** Sue will post a copy of the completed audit on the monitor's whiteboard.

**Meeting Adjourned** at 4:02 pm.

**Next Board Meeting:** November 21, 2023 at 5:30 pm.

Parking Lot

Develop a scholarship for monitors and volunteers.

Ideas for generating more revenue during the State Fair.

Submitted by Claudia Hill  
Board Secretary, 2023

Approved by Sage Dunham, President

\_\_\_\_\_ Date \_\_\_\_\_