

Friends of the Visual Arts
dba Willamette Art Center

November 21, 2023

Board Meeting

Minutes

Attendance:

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

Staff: Doug Dacar, Lisa Joyce, Don Outland.

non-Board members: Carla Axtman, Wendy Cornelisen, Dana Field, Margrethe Gregg.

Call To Order: President Sage Dunham at 5:31 pm.

Ballot Counting: Ballots were counted and Kevin announced the results. The Board of Directors positions elected for the 2024 Board were Carla Axtman, Pam Baldwin, Wendy Cornelisen and Dana Field.

Secretary's Report: Claudia Hill

October minutes were provided for review and approved as amended.

Treasurer's Report: Jesse reported the following as of November 1, 2023:

Umpqua Bank Savings	\$53,892.89		
Umpqua Bank Checking	\$80,188.69		
Petty Cash	\$397.00	TOTAL	\$134,478.58

President's Report:

Sage welcomed the new board members. He asked all board and staff to consider board and staff roles, and how the current configuration of duties carried out by committees, board members and staff might be combined or re-distributed to be more effective. As WAC transitions to new staff, officers and committee chairs, he requested those that are moving out of the various positions remain available for a time to assist those new to the board. Sage reminded all that issues regarding day-to-day operations must be dealt with through the Board, not on an individual basis. Lisa noted that she is first contact for any employee issues.

Director's Report: Lisa Joyce

- Grants
 - TOT Grant
 - Applications for the Facilities Grant and the Events Grant were successfully submitted.
 - Marion Cultural Development Corporation Grant
 - Application for a \$3,000 grant for Family Clay Sunday was submitted. This grant would be applied to extend FCS from six months to nine and expand marketing to target the local Title 1 eligible demographic.
 - State Fair funding for AV
 - The reimbursement check from the fair for AV 2023 has been received and will appear in the next financial summary report.
- Improving the Customer-Studio Interface:

- Lisa is investigating ways to automate processes such as time tracking for staff, volunteers and customers. She is also searching for a unified Customer Relations Management System.
- Lisa has been working with Fairgrounds Management and studio users regarding access to the studio while Magic of Lights event is underway.

Staff Report:

Don Outland reported there are monitors needed Friday evening and Saturday afternoon.

Nikki has been working with limited kiln capacity .Doug repaired one of the main bisque kilns this week and will soon repair the big electric kiln.

Sue Karnosh and Lisa worked to correct a Mail Chimp error that was preventing people from getting the Newsletter. Lisa will take over the website duties in the near future.

Luke has limited hours available; he is working with Lisa to automate some budget tasks.

Old Business: none

New Business:

1. On November 16th, Sage forwarded a request from the Executive Directors for funds to replenish bisqueware stocks. The bisque ware is to be used for parties at the WAC, and needed to be ordered immediately to have it arrive in time for a special event at the WAC. **Motion via email: Authorize \$750 for a one-time bisqueware purchase.** Motion was seconded and approved on a vote of 9 in favor, none opposed.
2. Volunteer appreciation.
 - a. Sage and Jennifer Lassen proposed a volunteer appreciation and member appreciation combined event to be held in January. They had some initial suggestions and will be requesting additional ideas at the next meeting.
 - b. Sage, Dave and Don met with an attorney that specializes in Non-Profit Law regarding volunteer incentives and compensation. The attorney described and provided clarification regarding two incentives – *Excess Capacity* and *Things of Value*. Wheels and workspace are “excess capacity,” and could be used as an incentive if they are not in use by a paying patron. Based on the results of the consultation, **Sage moved that the Board grant monitors who work a regular shift access to the studio during open studio time as long as there is excess capacity. This policy takes effect immediately and remains in effect until the end of the year.** Seconded and passed without dissent. It was noted that excess capacity ends when a paying patron arrives and the wheels or workspaces are full. A monitor using excess capacity would need to make the wheel or workspace available for the paying patron.
3. Importance of our mission. The attorney recommended that WAC policies conform to the stated mission of the organization, which is to provide access to affordable arts in the community and educate the community about arts. He expressed concern about WAC, as a non-profit organization, providing services to individuals who profit from the subsidized studio rates. More complete notes from the conversation are attached.

4. Empty Bowls revenue allocation. Sage suggested the board begin to think how we share the revenue with Marion Polk Food Share.

Committee Reports:

- **Bylaws.** Kevin noted the revised bylaw passed at the last election and Pam noted the digital records have been updated.
- **Budget:**
 - Dave presented a financial “dashboard” current as of November 1.
- **Membership:** Jennifer Lassen and Lisa are working on membership issues.
- **Artisan Village:**
 - Kevin noted musicians have contacted him wanting to schedule. He will be working with the next AV chair. Last year bookings were complete by end of February. Lisa noted the TOT Grant proposal application calls for more interactive artists and vendors to serve our mission of arts education.
- **Scholarships:** no report
- **Empty Bowls:** Margrethe credited everyone’s hard work and outstanding participation, resulting in a great sale. The Board thanked Margrethe for hosting a great event. Sage moved and it was seconded to **Set up the classroom to display remaining Empty Bowls for sale, with all proceeds to go to WAC.** Motion passed. Don will inform monitors to remind patrons at checkout that all proceeds from this location will go to WAC.
- **Marketing/Communication:** no report
- **Safety/Facilities:**
 - Fairgrounds maintenance contacted Lisa; they are looking to schedule the ramp replacement.
- **Strategic Planning:** no report
- **Nominating /Bylaws:** no report.
- **Personnel:** no report
- **Audit:** Jesse announced the next audit will be in 2025.

Meeting Adjourned at 7:04 pm.

Next Board Meeting: Wednesday December 20, 2023 at 5:30 pm

Parking Lot

- Employee handbook consolidate policies, procedures
- sharing Friday shift

Submitted by Claudia Hill
Board Secretary, 2023

Approved by Sage Dunham, President

_____ Date _____