

Friends of the Visual Arts
dba Willamette Art Center
Wednesday, December 20, 2023 – 5:30
Board Meeting
Minutes

Attendance:

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

Staff: Lisa Joyce, Don Outland

Members-elect: Carla Axtman, Wendy Cornelisen, Dana Field.

Call To Order: President Sage Dunham at 5:37 pm.

Secretary's Report: Claudia Hill

November minutes were provided for review and approved.

Treasurer's Report: Jesse reported net revenue approximately \$10,000 for the year.

Umpqua Bank Savings	\$53,892.89	
Umpqua Bank Checking	\$90,047.18	
Petty Cash	\$397.00	TOTAL \$144,337.07

President's Report: Sage Dunham

- Sage welcomed newly elected board members and thanked all for participating.

Director's Report: Lisa Joyce

- **Empty Bowls.** Lisa presented a table listing donations, expenses, and proceeds for 2022 and 2023. The 2023 net amount is \$21,469.49. There was discussion regarding how year-to-year fluctuations in marketing, sponsorship, and donations affected the amount taken in.
- **Kilns.** Doug is replacing parts and rebuilding one gas kiln (Susan); the second gas kiln (Bailey) is not circulating heat properly. Doug rebuilt one electric kiln and is repairing the mixer for the pug mill.
- **Family Clay Sunday** has gotten off to a successful start this season. The grant application to expand FCS was declined. Lisa will follow up on this. Volunteers are needed.
- **Staff Report:**
 - **Don**
 - All monitor shifts are currently covered.
 - Doug, Greg, Rollie, and Fred are working on cleaning the pug mill area and adjusting the mill.
 - Don noted there is no room to store FCS items that are not picked up after being glazed.
 - Monitors have taken note and are making use of December's excess capacity open studio time incentive.
 - Monitor meetings will be scheduled in January, 2024.
 - Dana Field is offering a tool workshop in January. Pam **moved that the tool making workshop to be held during open studio hours on January 3, 2024 be free for monitors.** Monitors abstained from voting. The motion was seconded and passed.

Old Business:

- Continuation of monitor benefits. Dave **moved to extend the excess capacity studio use by monitors through the month of January 2024.** The motion was seconded and passed. Sage *moved to repeat the vote with monitors abstained from voting.* The motion was seconded and passed.

- 2023 Volunteer appreciation. Sage moved to recognize our 2023 volunteers (excluding current board members) with a complimentary single day pass redeemable in 2024. The motion was seconded and passed.
- Volunteer and member appreciation event. Jennifer Lassen moved to schedule and market a volunteer recognition event to include food, games and awards for March 17. The motion was seconded and passed.
- Jennifer Lassen moved that the board president appoint a planning committee chair and task that person with compiling a volunteer database, present an event budget and submit names of recommended honorees at the February regular board meeting. The motion was seconded and passed. Sage moved that Jennifer Lassen serve as chair. The motion was seconded and passed.

New Business:

- Instructor contracts. Lisa noted the 2023 Contract Employee Agreement contained wording that had not been updated to reflect WAC policy adopted in March 2023. Sage moved that WAC move to a flat “stipend” style agreement with “contract instructors” that reflects length of the class (hours of class and prep time and number of weeks) with the same pay, firing ticket and class size provisions described in the policy. The motion was seconded and passed.
- Empty bowls revenue allocation. Discussion centered on amount and definition of “proceeds” and how to determine “expenses”. The donation to Marion Polk Food Share comes from the proceeds after WAC expenses are deducted. Expenses were tracked for EB in 2022 and used to calculate proceeds for that year. Expenses were found to be approximately 1/3 of the sale total. The same sale/expense ratio was assumed for 2023. After review and discussion, Pam moved that WAC give \$20,000 to the Marion Polk Food Share for the 2023 Empty Bowls event. Motion passed with 2 opposed. Board agreed future EB Committees should clearly convey to customers how proceeds from the various sale items, raffle tickets, and donations are to be distributed.

EMPTY BOWLS Comparison				
	2022		2023	
	Revenue			
Bowls	\$24,867		\$23,240	
Wood Carvers	780			
Wood Turners	1,987		1,745	
Raffle	1,010		1,470	
Gross Sale Amount	\$28,644		\$26,455	
	Donations and Sponsors			
Sponsor donations	\$4,500		\$5,750	
Individual donations	1,296		169	
Total reimbursement Amount	\$5,796		\$5,919	
Gross income total	\$34,440		\$32,374	
Donation to Marion Polk Food Share		\$20,000		\$20,000

FYI: Plan for board orientation & ongoing training. Lisa will schedule a Board Meeting orientation event in January. Lisa will present an ongoing series of topics for discussion at upcoming board meetings regarding standards and protocols for operating as a board.

FYI: Officer positions and committee assignments for 2024. Sage requested that all in attendance review the various committees to consider joining or chairing. Committees and Officers will be voted in during the January meeting.

FYI: Regular board meeting schedule for 2024. Board meetings will be held the 2nd Wednesday of each month at 5:30 pm.

Committee Reports:

- Budget: Dave reported financials appear stable. He will introduce Lisa to the WAC budget process in January. Dave invited all to attend budget meetings. Meetings will be on the calendar.
- Scholarships: Jennifer Beugli reported the bake sale brought in \$50. Three scholarships have been granted during December.
- Safety/Facilities: Dana brought up concerns about heavy metal exposure through eating and drinking in the studio, and proposed encouraging instructors to discuss dangers with students. She will work toward increasing safety awareness.
- Audit: Jesse noted the next audit will be in 2025. An external audit will be considered.
- Strategic Planning: Pam held a meeting to review the action plan. Overall progress and documentation looks good.

Meeting Adjourned at 7:38 pm.

Submitted by Claudia Hill
WAC Board Secretary, 2023

Approved

_____ Date _____
Sage Dunham, President

Parking Lot

Employee handbook consolidate/update policies procedures.
Ideas for generating more revenue during the State Fair.

Calendar

January 10, 2024 -- Next Board Meeting @ 5:30 pm