

Friends of the Visual Arts
dba Willamette Art Center
Saturday February 11, 2023 – 1:00 pm
Board Meeting Minutes

Attendance:

Board members: Jesse Breon, Pam Baldwin, Jennifer Beugli, Jennifer Lassen, Heather Skinner, Sage Dunham, Claudia Hill, Doug Dacar.

Via Zoom: David McConnell.

Absent: Kevin Herzberg

Staff: Doug Dacar

Non-board members: Cindy Nelson, Margrethe Gregg

Call To Order: President Sage Dunham at 1:02 pm.

Secretary's Report: Claudia Hill

Approval of corrected January minutes and calendars postponed to March meeting.

Treasurer's Report: Dave McConnell:

Umpqua Bank Savings	\$53,892.89		
Umpqua Bank Checking	\$70,187.32		
CASH	\$397.00	TOTAL	\$124,477.21

President's Report: Sage Dunham

Instructor contract proposals and 2023 budget are ready for board review.

Director's Report: Doug Dacar

- Classroom renovation:
 - Doug, Kevin, Gordy and others are reconfiguring the classroom for additional uses. New blinds, new shelves and the first of three wheels are in place. (The wheel is not yet operational.)
- Grant funding activity:
 - Oregon Art Council (OAC) grant application is due the end of March.
 - Miller Foundation Grant application will proceed with research and writing assistance from Kelly.
 - The Artisan Village grant application will be reviewed at the Transient Occupancy Tax (TOT) board meeting in March.
- Dallas Community Charter School has over 100 people interested in art instruction at the WAC. Doug is coordinating with the school to hold a family clay-style activity on March 19. Sage, Doug and Sue will strategize on how to accommodate this group.

- Monitor Workshop:
 - Doug received good feedback regarding this team-building event. A follow-up workshop is scheduled March 5. To abide by Department of Labor's fair labor standards and IRS volunteer protection regulations, these workshops will continue to be infrequent and of little monetary value.
 - The "Tickets with Clay" membership incentive starts March 1st. Luke will print a list of members each week for monitors to ensure members receive this incentive. Don will let monitors know about this new transaction step.

Staff Report: none

New Business:

1. Membership Chair confirmation. Sage moved and Pam seconded a motion to accept Jennifer Lassen as Membership Committee Chair. Motion passed.
2. 2023 Budget. Dave McConnell presented the 2023 Budget. Discussion followed. Doug noted errors in grant amount entries. Cindy and Dave have unresolved formula discrepancies. This draft budget was tabled until these two items are resolved.
3. Instructor Contracts. Discussion centered on instructor pay, tuition and/or fees, class size, and the balance between staying revenue neutral while supplying quality instruction in a safe environment. Alternatives included increasing hourly pay, providing instructors with clay and tickets, increasing tuition, increasing class size. Providing a range of class size options, increasing open studio opportunities by running compatible classes concurrently, or providing open studio time alongside certain classes were mentioned to maximize studio use. Limiting students to less expensive clay and changing the complementary open studio benefit for students were also mentioned. Currently tuition does not cover the costs when overhead is factored in. Doug, Sage, Jesse and Jennifer Lassen agreed to meet and discuss the issue with instructors. Tuition amounts and class sizes must be established by March 11 for the Class Schedule.

Committee Reports:

- **Personnel:** Sage had no report at this time.
- **Budget:** David McConnell reported via zoom that a few things were added to the dashboard. Contact Dave if other changes are needed.
- **Strategic Planning:** Pam sent the plan to all board members.
- **Nominating/Bylaws:** No report at this time.
- **Auditing:** Jesse reported there is a full Committee. Their process will follow steps outlined in a workbook published for conducting internal audits. A questionnaire will be the first step.
- **Safety/Facility:** Jesse reported the Committee met and will rework the safety plan. A large oak tree leaning toward the studio has been identified as a significant safety issue. Doug will look into our insurance coverage.

- **Marketing/Communication:** Newsletter issue date is March 1st. There was discussion regarding email communication issues. Sage will look into ways to facilitate the communication process.
- **Empty Bowls:**
 - Margrethe reported the January 29 Throw-a-thon was a great success, with 15 people and over 100 bowls. Nikki bisque-fired a lot of it and collected it in the classroom. Doug will ask Don for monitors willing to glaze the backlog during slow shifts.
 - The next Throw-a-thon dates and times are February 19, 1:00 – 5:00. March 18 and March 25, 12:00 – 4:00.
 - Heather will send Sue an announcement with all pertinent information for the next Throw-a-thon.
 - Cindy will provide last year’s list of tried-and-true Empty Bowls glaze combinations.
- **Scholarships:** Jennifer had no report at this time.
- **AV:** No report at this time.
- **Membership:** Jennifer Lassen provided suggestions for possible future membership benefits. Discussion included a Spring Workshop, a Fall Raku Night, and the ability to sell items in a Mother’s Day Sale.

Meeting Adjourned at 2:00 pm.

Next Board Meeting: Monday March 13, 2023 5:00 pm

Parking Lot:

- **Glazing Committee:** Develop a small subset of dependable glazes that work every time. Explore new glazes. Recycle old ones that don’t work, expand test-tile display. Mark each glaze with instructions and updated tiles.
- Instructor Contracts
- Calendars

Submitted by Claudia Hill
Board Secretary, 2023

Approved by Sage Dunham, President

Date _____