

Friends of the Visual Arts  
dba Willamette Art Center  
July 16, 2023 – 12:30 pm  
Regular Board Meeting Minutes

**Attendance:**

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

Staff: Doug Dacar.

Non-board member: Jan Prowse.

**Call To Order:** President Sage Dunham at 12:36 pm.

**Secretary's Report:** Claudia Hill

June minutes provided for review were approved as submitted.

**Treasurer's Report:** Dave McConnell:

Umpqua Bank Savings	\$53,892.89		
Umpqua Bank Checking	\$66,134.22		
CASH	\$397.00	<b>TOTAL</b>	<b>\$120,424.11</b>

**President's Report:**

Sage provided an update on the job search for executive director. Three applicants have been contacted for follow-up. Sage provided job announcement fliers for board members to distribute throughout the community.

**Director's Report:** Doug noted the following:

- Maintenance
  - The light fixture over the raku area was replaced. Fairgrounds maintenance staff billed WAC for the work after they determined this was not covered under the recently completed re-wiring contract. Board determined the cost was within the existing maintenance budget and did not require a vote.
- ADA Accessibility
  - The brick restroom east of the studio is not available in the winter, so would not be an option for accessibility for the studio.
- Empty Bowls
  - James has agreed to supply photos for the 2023 Empty Bowls Poster.
- AV
  - Fairgrounds maintenance staff stated they cannot provide access to the gas line nearest the raku glazing tables during the State Fair. Sage requested follow-up on this, as it will inconvenience the fairgoers who participate in the raku activity and the WAC volunteers.

### Staff Report:

No report at this time.

### Unfinished Business:

- AV Coordinator
  - Christine Lamoureux is available to serve as AV coordinator. Sage moved **that the Board offer Christine the position of AV coordinator for either a \$1000 lump sum contract, or up to 45 hours @\$22.50/hour. The position will be responsible to organize volunteers; make sure set up and closing tasks are completed; that raku firing is staffed and operational; that bisqued items and supplies are available for patrons; that payment transactions are handled appropriately; and that items are logged and tracked for each customer.** Motion passed unanimously.
  - Kevin and Doug agreed to meet with Christine and create a written job description for use this year and to use for reference for next year.
- AV Financials
  - Kevin presented income and expense figures specific to AV. The Transient Occupancy Tax (TOT) grant funds will be entirely used for expenses needed to run the event, as stipulated in the terms of the grant.

### New Business:

- Sage presented information from Sue Karnosh regarding specific TOT fund obligations. The TOT facilities operation grant includes funds earmarked for marketing. Discussion followed regarding Press Play, a local print publication covering local arts, entertainment and culture. Heather and the marketing committee will develop material that promotes WAC for inclusion in the publication. Dave moved **to authorize Sue Karnosh to spend up to \$1500 on advertising in Press Play.** Motion passed unanimously.
- Sage requested ideas regarding a Monitor Appreciation Event. Doug will discuss with Jennifer Lassen to find a date before State Fair.

### Committee Reports:

- **Budget:**
  - Dave provided a dashboard snapshot of the budget. He reviewed income and expenditure yearly cycles.
  - Dave spoke with Umpqua Bank regarding investment options for certificates of deposit. Sage moved **to authorize Dave to initiate transfer of \$50,000 savings into CDs at Umpqua Bank at the best rate possible.** Motion passed unanimously.
- **Membership:**
  - no report
- **Artisan Village:**
  - no additional information
- **Scholarships:**
  - Doug has reached out to an applicant for further information.

- There is \$1,050 in the fund. Heather will provide scholarship information on social media, and information continues to be presented in the newsletter.
- **Empty Bowls:**
  - Pam noted there are 100 pieces ready to glaze, for a total of 700 pieces. The goal is 1200.
  - Throw-a-Thons are scheduled Sunday July 23, Sunday July 30, and August 6, 13 and 20.
- **Marketing/Communication:**
  - Heather is working with Josie and Kelly, and reviewing various marketing and communication options.
- **Safety/Facilities:** no report
- **Strategic Planning:** no report
- **Nominating Bylaws:** no report.
- **Personnel:** no report.

**Meeting Adjourned** at 1:54 pm.

**Next Board Meeting:** TBA

Parking Lot

Glaze quality issues, Cone 6 food safety signage.

Develop a scholarship for monitors and volunteers.

Submitted by Claudia Hill  
Board Secretary, 2023

Approved by Sage Dunham, President

\_\_\_\_\_Date\_\_\_\_\_