

Friends of the Visual Arts
dba Willamette Art Center
August 16, 2023 – 5:00 pm
Regular Board Meeting Minutes

Attendance:

Board Members: Pam Baldwin, Jennifer Beugli, Jesse Breon, Sage Dunham, Kevin Herzberg, Claudia Hill, Jennifer Lassen.

Absent: David McConnell, Heather Skinner.

Staff: Doug Dacar, Sue Karnosh, Don Outland.

Call To Order: President Sage Dunham at 5:10 pm.

Secretary's Report: Claudia Hill

July minutes provided for review were approved as submitted.

Treasurer's Report: Jesse Breon

Umpqua Bank Savings	\$53,892.89		
Umpqua Bank Checking	\$64,691.06		
CASH	\$397.00	TOTAL	\$118,980.95

President's Report:

Sage reported out of 35 applicants for the Executive Director position, three have moved to the round two interview stage. The full board, staff, instructors and monitors will have opportunities to interact with applicants during the third round.

One applicant lives out of state and would incur costs to attend an in-person interview. To partially offset expenses, Sage **made a motion that the Board authorize up to \$1,000 to reimburse travel expenses, upon show of receipts, for this candidate should they be selected to attend an in-person interview.** Motion passed with none opposed.

Director's Report: no report at this time.

Staff Report:

1. Don Outland reported three monitors were lost in one month's time. The Friday afternoon shift has been vacant for two months, with existing monitors filling in. Individuals on the substitute list have not been available. Holly Chamberlain will start as a new Friday afternoon monitor shift tomorrow. Additional substitutes are needed. Discussion followed about reasons for quitting, ideas to attract additional monitors and substitutes, and incentives to retain monitors. Ways to reach out for additional volunteers through existing monitors, board members and instructors were noted.

Don explained some of the difficulties the cashiers are having with the current configuration of website sales and Square sales.

2. Sue Karnosh reported she is very busy with Artisan Village scheduling and coordination.

Unfinished Business: none

New Business:

1. Clay prices continue to climb, and clay purchases have again exceeded the amount allotted in the budget. Dave McConnell and the Budget Committee provided a written **motion to increase the clay expense budget from \$10,500 to \$18,000, and to adjust the expected clay sales revenue budget from \$13,000 to \$22,000.** Motion passed unanimously.
2. A Monitor Appreciation Event is scheduled from 2:00 – 7:00 pm Friday August 18. Jennifer Lassen **motioned to request \$200 for snacks, raku tickets and Doug’s time for the Monitor Appreciation Event.** Motion passed unanimously.
3. Englewood Forest Festival was a fantastic success. The fifteen chairs were occupied for the entire time. Pam Baldwin thanked Cindy and Ron Nelson, Jennifer Beugli, and Glenda Brown for making this a successful event.
4. Audit Report is completed. Jesse noted financial position of the WAC is sound. Firewalls to prevent fraud are in place. Discussion followed regarding insurance, security and tracking inventory of consumable assets. Jesse **motioned that the board recommend a Bylaw change to Article 7 Duties as follows: “7.6 The Auditing Committee will audit financial processes of The Friends every other year and present their findings to the Board of Directors.”** Motion passed unanimously.
5. Member Open Studio Options. Open studio for members only has been in effect during class time on Monday nights and Friday afternoons. Instructors noted some members gave more consideration to the ongoing class than others. Discussion was tabled.

Committee Reports:

- **Budget:** Dave provided a written report for review.
- **Membership:** No report.
- **Artisan Village:**
 - State Fair is August 25 – September 4. Kevin recognized Sue, Pam and Cindy for their time working on organizing details. Discussion of Demo Booth, ways to contact additional volunteers, and transport logistics between the Glazing Booth and the Firing Area.
- **Scholarships:**
 - Jennifer reported one applicant has been contacted for follow-up.
 - Jennifer will donate baked goods this term with proceeds from the sale to go towards the scholarship fund.
- **Empty Bowls:**
 - There are currently 950 items toward the goal of 1200.
 - A marketing/organizational meeting is scheduled Tuesday August 22 with the Willamette Valley Woodturners.
- **Marketing/Communication:** No report.

- **Safety/Facilities:** Jesse reported close examination of the ramp indicates it will need professional repair.
- **Strategic Planning:** No report.
- **Nominating Bylaws:** no report.
- **Personnel:** no report.
- **Auditing:** The audit is complete and the committee has no further meetings scheduled.

Meeting Adjourned at 6:25 pm.

Next Board Meeting: TBA

Parking Lot

- Develop a scholarship for monitors and volunteers.
- Ideas for generating more revenue during the State Fair.
- Member Open Studio options

Submitted by Claudia Hill
Board Secretary, 2023

Approved by Sage Dunham, President

Date_____