

Friends of the Visual Arts
dba Willamette Art Center
Wednesday, September 18, 2024 – 5:30 pm
location: IKE Box Café, 299 Cottage Street NE
Board Meeting

Minutes

Attendance:

Board members:, Pam Baldwin, Wendy Cornelisen, Sage Dunham, Dana Field, Claudia Hill, Josie Hummert, Dave McConnell.

Virtual attendance: Sage Dunham.

Absent: Carla Axtman.

Staff: Lisa Joyce.

Call To Order: Board Vice President Dana Field at 5:32 pm.

Secretary's Report: Claudia Hill

August 2024 minutes were provided for review. Pam **moved to accept the minutes as written.**

Motion seconded and passed.

Treasurer's Report: Dave McConnell

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|----------------------|-------------|--------------|--------------|
| Umpqua Bank Savings | \$53,919.76 | | |
| Umpqua Bank Checking | \$74,673.98 | | |
| Petty Cash | \$397.00 | TOTAL | \$128,990.74 |

President's Report: none provided

Director's Report: Lisa Joyce

AV Revenues. Lisa presented a preliminary report of Raku sales and expenses for 2023 and 2024. Although the report showed net income for 2023, there was a lower volume of Raku sales and higher expenses this year over last. Multiple issues contributed to the drop. A copy of the preliminary report is attached. Areas in need of improvement were identified, ranging from pre-event planning to final tracking of expenditures. Other elements were recognized to be outside our control. Lisa thanked Cindy Nelson, Pam Baldwin, Renita Hiebert, Kristi Jacobo, and Claudia Hill for filling in extra shifts, and Stephanie Meeks for providing Instagram coverage. Issues with organizing and managing the overall Artisan Village event in conjunction with fair management expectations were also noted.

Fundraising. The movie Ghost is scheduled for October 13th at 6:30 p at Salem Cinema, with additional related activities to be announced. Lisa is working on instituting Saturday Night Date Night, additional Stained Glass Workshop(s) and designing merch for sale.

- **Studio Student procedure updates.**
 - Lockers have been removed, replaced with the carts carrying fired items from bisque and high-fire kilns.

- Instructor guidelines have been clarified, with evening class instructors to consistently supervise class cleanup so monitors can safely leave at the end of the class period.
- Open Position Interviews. Lisa has interviews scheduled during the week of September 15th.
- Firing Policy. Lisa presented draft changes designed to clarify firing policy. With additional clarification still needed, Wendy moved **to accept in concept the wording changes to clarify firing policy following additional editing and review**. Motion seconded and passed.

New Business:

Election & Bylaws. Committee will set dates tomorrow for sending time-sensitive announcements as required in the bylaws for adequate notice prior to the annual membership meeting.

Tracking and Reporting Funds. Lisa noted an accountant's expertise is needed to address structural issues in the way our accounts are organized in Quickbooks. Dave moved **to authorize up to \$2500 to engage an accounting consultant to advise Luke on restructuring Quickbooks**. Motion seconded and passed.

Ongoing Education: none

Committee Reports:

- Marketing/Communication. Lisa reported Stephanie will use social media to market WAC events including Empty Bowls marketing. Contact with various local print/news media has started in order to get PRE-event publicity.
- Empty Bowls sponsorship levels have been established as Porcelain at \$2000, Stoneware at \$1500 and Earthenware at \$1000 and are on the website. Sponsors can donate through the WAC website in the Events category under Empty Bowls. Wood Carvers and Wood Turners will be contacted to finalize how to distribute income from sales of their items. Additional clay-a-thons will be scheduled soon. Instructors will be asked to inform students about the empty bowls fundraising event.
- Safety/Facilities. Dana reported the September 7th Love Your Studio Day was well attended with many tasks completed.
- Membership. Josie is reviewing the website information regarding membership benefits, and will assist in evaluating software that will manage membership. Doug has suggested a pit fire as a membership celebration.
- Budget. Dave reported revenues are currently below budgeted projections. Passes, clay sales, and firing tickets have been lower all year. The expected summer bounce in revenue has not occurred to the degree as previous years. Budget committee will take a detailed look at their next meeting.
- No report: Personnel, Auditing, High-Volume Artists, Strategic Planning

Meeting Adjourned at 6:43 pm.

Submitted by Claudia Hill
WAC Board Secretary, 2024

