

Friends of the Visual Arts
dba Willamette Art Center
September 27, 2023 – 5:00 pm
Board Meeting
Minutes

Attendance:

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

Staff: Doug Dacar.

Call To Order: President Sage Dunham at 5:07 pm.

Secretary's Report: Claudia Hill

August minutes were provided for review and approved as submitted. Claudia reminded everyone to log volunteer hours. Log sheets were distributed.

Treasurer's Report: Jesse reported the following :

Umpqua Bank Savings	\$53,892.89		
Umpqua Bank Checking	\$86,071.74	deposited but not posted yet	\$7,066.58
Petty Cash	\$397.00	TOTAL	\$147,428.21

Jesse noted there is approximately \$1,300 in checks that have not been deposited. The State Operating Grant and the TOT Grant for Artisan Village are expected soon.

Jesse submitted a letter resigning from the board effective December 31, 2023.

President's Report:

Sage reported the search for Executive Director is ongoing.

Director's Report: Doug Dacar

- Concrete Ramp repair
 - Doug contacted fairgrounds maintenance to look at the concrete ramp damage.
- Monitor Event.
 - Monitors who attended the August 19 Monitor Appreciation Event were treated to Raku and sandwiches.
- COVID Fund balance
 - Doug will determine if we have repayment requirements for the pandemic relief fund and inform the Board.
- Grants
 - Kevin, Cindy and Sue are assembling photos, attendance logs, volunteer hours and other information from Artisan Village for the quarterly TOT Grant report.
- Classes
 - Rollie is teaching a beginning class this term, and has expressed interested in continuing as an instructor.

Staff Report:

Don is training a new monitor volunteer.

Unfinished Business: none

New Business:

1. Nominations for Board Member replacements
 - a. Four Board Positions will open at the end of the year. Kevin will issue a call for nominees through the WAC email list, distribute flyers of the announcement and post a signup sheet. Individuals may be from outside the community.
 - b. Nominees will be presented at the October General Membership Meeting.
 - c. The ballot will list Bylaw changes as recommended by the Board during the year.
2. Update on Executive Director search
 - a. Five candidates have had preliminary interviews for Executive Director Position.
 - b. Round 2 and Round 3 interviews will be completed in the near future.
 - c. Call for applications is closed at this time.
3. Artisan Village update
 - a. Preliminary results show AV was a successful fundraiser.
 - b. On average, 120 items were sold each day of the fair. Donations, sponsorship from Half Penny, and sales of Raku items and water contributed to the total. Kevin will present a financial report with the final totals.
 - c. The AV Coordinator will be paid as per the July agreement approved by the Board.
 - d. Publicity for the State Fair did not mention Artisan Village in any advertising or on their website. WAC will need to make extra effort to be included next year.
 - e. Some vendors did well, some did not. Kevin welcomes any suggestions for new vendors.

Committee Reports:

- **Budget:** Dave emailed a dashboard snapshot of the budget.
- **Membership:** no report.
- **Artisan Village:**
 - The contract with the Fairgrounds expires this year. Kevin will obtain a copy of the contract prior to re-negotiation.
 - Kevin will continue in an advisory role for his successor for AV coordinator.
- **Scholarships:**
 - Jennifer reported no new scholarship activity.
 - She will donate baked goods to sell around Halloween with proceeds going towards the scholarship fund.
- **Empty Bowls:**
 - Glazing days will be held multiple Sundays in October and November.
 - Pam noted that although we have both ongoing and more recent sponsors for EB, others may be interested. She suggested personal contact – reaching out to familiar businesses - and provided an information packet for those who might be interested. Current

sponsors include John Gear, Salem Electric, Grand Hotel, Salem Convention Center, Hotel Salem, Highway Trailer Sales, CBTWO, Dutch Brothers, and Oregon State Fair Expo Center.

- Margrethe and Kevin have reviewed the venue setup with the fairgrounds staff.
- **Marketing/Communication:**
 - Empty Bowls has confirmed sponsors, posters are being published, and Press Play ads are submitted. Kelly is providing social media.
 - Pam requested ideas for newsletter articles.
 - Pam noted we need to provide coverage of our sponsors. She suggested newsletters contain logo appreciation for each company, and that we contact them letting them know where the WAC website shows their logo.
- **Safety/Facilities:**
 - Doug observed an overflowing gutter near the northwest corner of the studio and determined it was not doing any damage.
 - A dress code to include shoes was discussed. Doug will confer with Nikki.
- **Strategic Planning:**
 - Pam conducted a September review. All action items are moving forward.
- **Nominating /Bylaws:** no additional report.
- **Personnel:** no report.
- **Audit:** no report

Meeting Adjourned at 5:57 pm.

Next General Membership Meeting: October 21 at 1:00 pm.

Next Board Meeting: October 21, following the General Membership meeting.

Parking Lot

Develop a scholarship for monitors and volunteers.

Ideas for generating more revenue during the State Fair.

Submitted by Claudia Hill

Board Secretary, 2023

Approved by Sage Dunham, President

Date_____