

Friends of the Visual Arts  
dba **Willamette Art Center**  
Board of Directors Meeting  
**AGENDA**

<i>Date</i>	July 9, 2025
<i>Time</i>	5:30 - 7:00 pm
<i>Location</i>	IKE Box - Story Hall - 299 Cottage St NE, Salem, OR 97301

**Attendees**

**Board**

Carla Axtman, Wendy Cornelisen, Josie Hummert, Dana Field, Paul Hutter, Renita Hiebert, Pam Baldwin,

**Staff**

Lisa Joyce

1. Call to Order

Carla called the meeting to order at 5:36 pm.

2. Consent Agenda -Action Required

- a. Minutes
- b. Financial Report - *see Staff Report for balances*
- c. Committee Reports
- d. Staff Report
- e. Fundraising report - from January 2025-present, Lisa (see Staff Report)

The Board reviewed the consent agenda and will approve minutes at the August meeting because they were not included in the packet.

Paul Hutter shared that the audit committee will return to reviewing the books for 2023 and 2024 after the move is complete in August.

Carla shared the status of the revenue committee. Amanda Katzenmeyer will chair the committee.

Wendy moved to approve the consent agenda. Renita Hiebert seconded the motion. The motion passed unanimously.

3. Facility Update - Lisa

- a. Renovations - Action Required
  - Carpet removal bid for board review and approval
  - Anticipated upcoming renovation expenses, timelines, board approvals
- b. Assistance
  - Paint tables to make cleaning easier (this can happen ASAP)

Paul Hutter motioned to approve the bid. Wendy seconded the motion. Dana shared that she'd like to in the future have more than one bid for large projects. The motion passed unanimously.

4. Budget Committee - Action Required
  - a. 2025 Budget approval

Wendy moved to approve that the board submitted. Renita seconded the motion. There were some questions about particular line items. The motion passed unanimously.

- b. Executive Director spending authority

Wendy shared that the budget committee is recommending that the Board approve a spending authority for the executive director. The recommendation was that the executive director would have authority to spend up to 2% of the revenue budgeted in a year which for 2025 equals \$7,200 .

Wendy moved to approve the 2% equal to \$7200 for 2025. Dana seconded the motion. Pam asked how frequently purchases would be reviewed. The board passed the motion unanimously.

5. Paint tables to make cleaning easier (this can happen ASAP)

Lisa noted that once the flooring is up the tables that were in the old space will need a coat of paint.

6. Other Business
  - a. Purchase a new printer for the office
  - b. Volunteer engagement and recruitment - when to start and upcoming needs

Carla Axtman asked the board to think about how to engage volunteers and the community while the studio is closed. Some of the ideas were a meetup at a location,

- c. Ongoing communications with the WAC community:
        - What do people need to hear about

Progress reports on build out. All ideas should be sent to Lisa.

- How often do they need to hear from us

7. New Business - open for any board member to bring up issues

August meeting topics  
Benefits / Personnel Committee report out on benefits

8. Adjourn

Carla Axtman adjourned the meeting at 6:51 pm.

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Carla Axtman, President

Recorded by Josie Hummert