

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

*Date* October 8, 2025

*Time* 5:30 - 7:00 pm

*Location* Willamette Art Center, 3995 Fairview Industrial Way, Suite 100, Salem, OR

**Attendees**

**Board**

Carla Axtman, Wendy Cornelisen, Amanda Katzenmeyer, Renita Hiebert, Pam Baldwin, Josie Hummert, Dana Field

**Staff**

Lisa Joyce

Carla Axtman called the meeting to order at 5:35 pm.

1. Call to Order
2. Consent Agenda - 5 min
  - a. Minutes - September 10, 2025
  - b. Financial Report - see staff report
  - c. Committee Reports - Personnel, Budget
  - d. Staff Report

Wendy Cornelisen motioned to approve the consent agenda. Paul Hutter seconded the motion. There was no further discussion. The motion passed unanimously.

3. 2026 Budget Review - 20 min
  - a. Draft budget
  - b. Operations model
  - c. Revenue sources

The revenue committee met and developed a concept of membership tiered system.

Josie Hummert motioned to approve the concept of a tiered membership system separate from open studio access. Renita Hiebert seconded the motion. The motion passed unanimously.

The Board members available will set a meeting for developing the structure of membership and other pricing structures needed.

4. Expenditure Approvals - 10 min
  - a. Security and wifi installation - Wiring and Equipment
  - b. Front door replacement

The approval of expenditure up to \$10,000 to cover the security and wifi system installation was approved at the September 2025 meeting. No further action was needed.

The Board discussed the installation of the front door with a glass, store front style. Lisa Joyce indicated that she is discussing options with the landlord about cost sharing. She will update the Board once she has a final agreement about the total cost WAC will be responsible for.

Wendy Cornelisen motioned to approve the installation of the front door. Dana Fields seconded the motion. There was no further discussion. The motion passed unanimously.

5. Bylaws Update - 20 min
  - a. [Summary](#)
  - b. Bylaws - [edited version](#), [clean version](#)

The board reviewed the edits suggested by the Bylaws committee. Edits requested by the board were:

- Article 8, Section 2 - the addition of the ability for members to request a paper ballot.
- Article 8, Section 7 - clarification of the term director and change to the term board member to follow conventions throughout the rest of the document.
- Article 6, Section 4 - remove the sentence "The Treasurer will work with the Executive Director to prepare the books for the Auditing Committee." Additionally, the notation about the Treasurer serving as the chair of the finance committee needs to be stated.

Wendy Cornelisen motioned to approve the Bylaw edits, with the changes requested during discussion, and forward them to the membership for approval. Paul Hutter seconded the motion. There was no further discussion. The motion passed unanimously.

6. [Ongoing Planning Timeline](#) - 30 min

Lisa shared the work timeline with the Board and discussed items that were outstanding but dependent on other work being completed. Many of the large projects are dependent on other factors such as the final electrical work can't be completed until the cover on the kiln yard is installed.

7. Board recruitment and nominations

Dana Fields reported that we have one nomination for the four open positions on the Board. She asked all board members to make at least one call to a potential board member.

8. Adjourn

Carla Axtman adjourned the meeting at 7:06 pm.

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Carla Axtman, President

Recorded by Josie Hummert