

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

<i>Date</i>	November 12, 2025
<i>Time</i>	5:30 - 7:00 pm
<i>Location</i>	Willamette Art Center, 3995 Fairview Industrial Way SE, Salem, OR 97301

**Attendees**

**Board**

Carla Axtman, Josie Hummert, Paul Hutter, Dana Field, Wendy Cornelisen, Pam Baldwin, Renita Heibert, Amanda Katzenmeyer

**Staff**

Lisa Joyce

**Guests**

Ednaly Jimenz-Gomez, Cara Hand

Carla Axtman called the meeting to order at 5:34 pm.

1. Call to Order
2. Consent Agenda
  - a. Minutes - [October 8, 2025](#)
  - b. Financial Report
  - c. Committee Reports
  - d. [Staff Report](#)

It was noted that Paul Hutter needed to be added to the October 8 minutes where the list of nominees for board positions are discussed.

The Board requested to move the financial report out of the consent agenda in order to have a more thorough discussion.

Lisa shared staff report details.

The Board was in agreement that an attorney should help manage issues outside the scope of the lease requirements when there are issues that can't be resolved or need an additional push to make right.

Wendy made a motion to approve the consent agenda with the edits to the minutes, and removal of financial report. Paul Hutter seconded. The motion passed unanimously.

3. Policy Updates
  - a. Monitor policy

Lisa Joyce shared a minor update to a policy related to monitor volunteer benefits. The change would clarify that monitors would not be permitted to work on their own work during a monitor shift. The benefit of being able to use open studio anytime it is offered remains a benefit. Further clarification of

the monitor duties will be clarified in the handbook and training of monitors. The policy's purpose is merely to outline the benefits.

Wendy Cornelisen made a motion to approve the policy updates as presented. Dana Field seconded the motion. A question about whether past monitors would need to reapply for the position was asked and Lisa Joyce indicated it was not her intent to make everyone reapply, only those who were brand new. The motion passed unanimously.

#### 4. Fee Structure

The Board reviewed the draft of the proposed fee structures for membership, classes, open studio, and open studio passes.

The Board asked Lisa Joyce to work through the budget numbers and ensure the pricing included covered our best guess about the actual cost of running the studio. A final draft should be presented to the Board at the December meeting for approval.

The Board was in favor of creating two tiers of membership at this time, with the potential for an additional level in the future. Details about what benefits will be for 2026 will be formally approved in December.

Josie Hummert asked the board members to submit their volunteer hours for Lisa Joyce to use in filing tax reports. She will send a spreadsheet for those who want to track their hours that way.

#### 5. Adjourn

Carla Axtman adjourned the meeting at 7:14 pm.