

**Minutes of the Regular Meeting of the Board of Directors
Friends of Sharon Art Studio (FOSAS)
Wednesday, October 21, 2015, 7pm
Lawn Bowling Club Room, Golden Gate Park, SF, CA**

Directors Present/Absent (* indicates absence): Karen Bash, Karen Clark, Constance Flannery, Vesta Kirby, Daniel Michael, Judy Piccini*, Dottie Wall, Mei Lie Wong, & Lynn Wood.

Management Present: Matt Burns (FOSAS Executive Director).

Guests Present: Oaday Awadalla & Donna DeTurris (SFRPD Studio Coordinator)

Handouts: (1) September “Minutes of the Regular Meeting of the Board of Directors,” (2) “FOSAS Board Meeting Agenda,” & (3) “FOSAS Director’s Report: October 19, 2015”

Attendance & Call to Order

1. Seven board members were present, which was enough for a quorum: Daniel called the meeting to order at 7:15pm.

Approval of Minutes

2. Connie had one correction: David should be David *Kadish*.
3. ***Karen motioned to approve the minutes with Connie’s edit. Dottie seconded, all in favor, none opposed. Motion passed.***

New Board Member Nomination

4. Connie presented Oaday Awadalla’s board application and highlighted his experience with accounting, social media, entrepreneurship, and more. She recommended his nomination.
5. Matt said he would send Karen C. (Secretary) a digital copy of Oaday’s application.
6. ***Connie motioned to approve Oaday Awadalla as the Friends of Sharon Art Studio’s newest Board member. Dottie seconded, all in favor, none opposed. Motion passed unanimously.***
7. Oaday was invited back into the room and Connie presented him with his board binder.

Concrete Goals from Meeting This Month/Topic: Fundraising & Events

8. This month’s goals include: 1) Vote on Oaday’s Board application, 2) Review Financial and “State of the State” report, and 3) November 7th Silent Auction update

Sharon Art Studio (SFRPD) Coordinator’s Report (Donna)

9. Donna said she wants to expand RPD programming and start going off-site, like with Ellen Soloway’s classes this session.
10. Sharon Art Studio now has a \$4 drop-in fee available; this is boosting participation.
11. Dottie Low will continue to teach as a FOSAS instructor for now.

12. Donna wants Dottie to start coordinating ceramic workshops. Dottie, Matt, and Donna plan to brainstorm new workshop ideas from students' suggestions.
13. There is a whole new front desk staff. Sean on Thursday and Friday mornings is legally blind. He will work with another staff member until the proper software has been installed on the front desk computer. He is also learning stained glass in Virginia's Friday morning class. A student from the Academy of Art is going to be volunteering, helping him. Donna will also put a mechanism at the front door to prompt Sean when visitors walk in.
14. Whenever we have students with any type of disability, RPD's Inclusion Services do an assessment and can offer interpreters or one-on-one assistance, as needed.
15. Donna thinks we're going to replace the first bathroom on the main floor with her new office. This would likely include a glass window looking out with a built counter for the front desk. She said this location would also make her more accessible to staff and the community.
16. There are rodents in the studio. So far, we have caught one rat and one mouse. Integrated Pest Management is dealing with it, but remember be diligent with food disposal.
17. A WorkReation staff member, Kristin Tan, is starting back up at three days per week in glass and ceramics.
18. RPD's annual Scaregrove is this Friday, October 23rd.

Director's Report (Matt)

19. Matt just received the First Quarter Fiscal Budget to Actual Report from Richard, our bookkeeper. He will email the report to everyone. Things to note: we have no program sales or special events income yet (Drink and Draw's revenue is not yet reflected) and membership is slightly low, but we will be approaching priority registration.
20. Matt attended an RPD Strategic Planning Meeting today. RPD revealed their updated mission, values, and vision for RPD through 2020. Matt got to meet Phil Ginsberg too.
21. Connie mentioned revenue is only 4% shy of matching expenses—not bad for this point in the budget. She also feels the budget for fundraising supplies can be raised next year.
22. Oaday suggested branding part of the FOSAS newsletter with studio updates. It could contain articles like "How to Use the Printer," etc.
23. Matt reduced the amount FOSAS expects to raise from the December 6th Student Sale. He wants to change the forms in the packet as well so people pause and read them.
24. Karen B. has been telling students we want to start including fine art in the Student Sale and has been having students work in a 5"x7" format, so it's easy to mat.
25. In terms of eliciting a co-chair for the sale, Matt asked if we be open to compensating the individual by allowing him/her to display items early or giving him/her a bigger percentage of sales. Matt said he wouldn't be surprised if the co-chair volunteers for 30 to 55 hours, so this could be a nice incentive. Lynn was concerned that this could disproportionately entice the big producers. Several other board members expressed concerns as well. Karen B. said an intern would be a possibility, but Lynn said it had always been someone from the studio and was a good way for students to "give back." Karen B. offered to present the opportunity to her students.
26. ***Dottie motioned to not provide an incentive for the co-chair position for the Winter Student Sale. Mei Lie seconded, all in favor, none opposed. Motion passed.***

Silent Auction

27. Connie asked each board member to present her ask letter (in person if possible) to solicit auction items. She said the more items we get, the better, and gift certificates are great since they don't take up much space. She provided stamped envelopes for potential donors to send gift cards as well. Karen C. requested an electronic copy. Oaday said he would email some start-ups like Uber and TaskRabbit to ask for donations.
28. Matt said he would get out some more email blasts to generate buzz around the event.

Artists in Action: Member Forum

29. Karen B. asked Matt for the approximate revenue from the first Drink & Draw event. Matt said FOSAS net about \$500. We had 27 attendees registered, plus a few drop-ins. In the newsletter, Matt will do a recap of the event.
30. Dottie will be at the studio tomorrow and Friday to work on prep for the Pumpkin Painting event this Sunday. Matt has Joanna (the intern) tomorrow to help. Donna says front desk can help after Scaregrove prep as well.

President's Report

31. The MOU temporary extension has been resolved. Should office space change, FOSAS' rent would increase. We will look into conducting voluntary audits later and hold off on the 10% of registration retained by RPD until next fiscal year.
32. Matt & Daniel have a meeting with Karl Schmitz on Tuesday, November 3rd to get the Development Committee going and to look at Google grants.
33. Donna, Matt, and Daniel talked about doing a town hall meeting Saturday, January 23rd. At that time, we'll have two fiscal quarters to report.

Goal Check-In for Meeting

34. Matt confirmed all three previously stated goals for the meeting were met.

Adjournment

35. *Motion to adjourn from Lynn. Mei Lie second, all in favor, none opposed. Motion passes. Meeting adjourned at 9:03pm.*

Minutes respectfully submitted by Secretary, Karen Clark.

Next meeting to be held Wednesday, November 18, 2015—Lawn Bowling Clubhouse.