

**Minutes of the Regular Meeting of the Board of Directors
Friends of Sharon Art Studio (FOSAS)
Wednesday, April 13, 2016, 6pm
Lawn Bowling Club Room, Golden Gate Park, SF, CA**

The following handouts were distributed:

- February “Minutes of the Regular Meeting of the Board of Directors”
- “FOSAS Board Meeting Agenda”
- Profit & Loss Budget vs. Actual: July 2015 through March 2016
- FOSAS Director’s Report for FOSAS Board Meeting: April 13, 2016

The meeting was called to order at 6:18pm.

The following directors, constituting a quorum, were present at the meeting (* indicates absence): Oaday Awadalla, Karen Bash*, Karen Clark, Constance Flannery, Vesta Kirby, Daniel Michael, Dottie Wall, & Mei Lie Wong*.

The following person was also present: Matt Burns, FOSAS Executive Director

Approval of Minutes

1. *Dottie motioned to approve the March minutes as they are. Vesta seconded, all in favor, none opposed. Motion passed.*

Concrete Goals from Meeting (Daniel)

2. The goals for this meeting were: (1) Nomination Committee updates, (2) introduce new SFRPD Facility Assistant, Bonnie O’Boyle, (3) MOU status update, & (4) 2016-17 budget and sales updates.

Committee Discussion

3. Connie suggested separating the Nominating Committee from the Board Development Committee; the Nominating Committee would instead be an ad hoc committee that “meets as needed to enlist vacant offices and hold elections.” All agreed.
4. Connie suggested separating grants from the Fundraising Committee. Instead, we will have the “Events & Fundraising Committee” for fundraising campaigns and events and the “Development Committee” for grants. There was a general consensus.
5. Karen C. suggested identifying people outside of the board to help fill committee vacancies. Matt mentioned that the reactivation of the Student Representative program could lead to some candidates; he has heard from 8-9 students who are interested so far. Karen C. also suggested adding the following role to the Program Development Committee: “disseminate information to Student Representatives in coordination with the Director.”
6. Karen C. clarified that the Recruitment Committee was absorbed into the Board Development Committee.

7. *Karen C. motioned to approve the list of committees with the revisions mentioned above, Dottie seconded, all in favor, none opposed. Motion passed.*
8. Connie suggested that Karen C. make these revisions and next meeting we can revisit the sign-up form to solidify our commitments.

Nominating Committee Report (Connie)

9. Karen and Daniel have submitted nomination forms for Secretary and President, respectively.
10. Connie asked if anyone else would like to apply; there was no response.
11. Connie announced that the nominations for President and Secretary are now closed.
12. Dottie, Connie, and Mei Lie will arrange a secret ballot for the May meeting for the Secretary and President offices, which will begin a 2-year term starting July 1, 2016.

Director's Report & SFRPD Coordinator Report (Matt)

13. Bonnie O'Boyle is the new SFRPD Facility Assistant for Sharon Art Studio. Bonnie and Geoff Scott are covering for Donna while she's out for surgery. Bonnie had hoped to attend the board meeting tonight, but was called into her other job for an emergency.
14. Matt shared an update on Donna's shoulder surgery, which will result in a longer-than-expected recovery lasting approximately 6 weeks.
15. The revised summer program was submitted to SFRPD. Prior to submission, Matt approached Anne Marie, who is trying to get Sharon Art Studio on the same schedule as the rest of the department. She was able to grant a one-week extension in summer programming, which is important since some adult classes start after the summer "Art in the Park" day camp, causing them to run until early September; in addition, time is needed to clean the studio between semesters. Per Connie's inquiry, Matt will ask Donna if the same concern could arise next year or if we can arrange to keep our schedule for summer clean-up, summer camp, and adult programs, running longer than other SFRPD recreation centers.
16. Donna got a hold of the programming dates for all seasons through spring 2017; they are listed on the back of the Director's Report.
17. There will be some staff changes as Virginia Banta is retiring. Matt attended a department head meeting with Donna last Friday to get a sense of these changes. Olivia, Matt, and Cassandra started looking at where FOSAS might supplement SFRPD fall programs. Matt has some ideas collected from class evaluations.
18. Matt visited a couple of vendors, including a new one, Daiso Japan, which has low-priced supplies that we can test for future office and/or program supplies.
19. FOSAS is $\frac{3}{4}$ of the way through the fiscal year. Currently, we are about \$4,000 under budget and we still have one large payout for spring (likely \$50-\$60k), allowing for a little potential profit for reserves. Memberships and donations are continuing to grow; this is helping to supplement areas like grants. Fundraising started early this fiscal year; as such, we have brought in about \$6,000 compared to \$1,000 at this time last year.
20. We partnered with a women's artist gallery nearby to help them in their pursuit of a grant. Our contribution may be helping to promote and/or provide volunteers. If they are successful, this partnership may be helpful for our future grant applications.
21. Daniel suggested beginning to collect testimonial letters for future grants.
22. Matt completed another round of edits for the MOU, and then sent it to Daniel and Donna (who forwarded it to Anne Marie and Chris Boettcher). Daniel and Matt will meet to discuss Anne Marie's final suggestions.

23. Per Anne Marie, there will be 4-5 web-based training dates for ActiveNet and one will focus on nonprofit “friends” organizations. The first session is May 6. Since Cassandra will be in England, Connie suggested having Olivia there with Matt.
24. Matt will send out an e-blast by Friday to remind everyone about 4/20, the spring Student Sale, and Oysterfest. He is working to import a list of all registered students to Mail Chimp.
25. Matt has two potential co-chairs for the spring Student Sale. One is Justine Le, who is new to the ceramics department and has worked for SFRPD with Project Insight at the Golden Gate Park Nursery. Sales kits go out Friday. Promotion for the sale began in January; Olivia got an ad in Pink Pages and some other media. Daniel suggested advertising on the community page on Craigslist and Dottie recommended NextDoor.com.
26. Cassandra finished the brochure and sent it to the printer Friday. She has uploaded it to the website, including hyperlinks, though she is waiting for SFRPD to send hyperlinks for a few classes which are at other SFRPD sites. She leaves for England on the April 20.
27. ***Daniel motioned to approve Cassandra’s salary to exceed the amount budgeted due to needs beyond those expected; Connie seconded, all in favor, none opposed. Motion passed.***

Goal Check-In (Daniel)

28. The following goals for this meeting were met: (1) Nomination Committee updates, (2) introduce new SFRPD Facility Assistant, Bonnie O’Boyle (in title and role only since she was not able to attend), (3) MOU status update, & (4) 2016-17 budget and sales updates.

To-Do List

29. Karen C.: revise committees based on suggestions and bring updated sign-up sheet to the May meeting.
30. Nominating Committee: arrange a secret ballot for the May meeting for the Secretary and President offices.
31. Matt: (1) Per Connie’s inquiry, ask if the complications regarding summer programming dates will likely arise next year. (2) Per Connie’s suggestion, see if Olivia can attend the ActiveNet training date for non profit “friends” organizations with Matt. (3) Consider advertising the spring Student Sale on Craigslist’s community page and NextDoor.com per Daniel and Dottie.
32. Daniel and Matt: meet to discuss Anne Marie’s most recent MOU suggestions.

Mark Your Calendars

33. Sunday, May 1, 11am-5pm @ Sharon Art Studio: Annual Spring Student Sale
34. June 2016: FOSAS turns 25!!!

The meeting was adjourned at 8:16pm.

Minutes respectfully submitted by Secretary, Karen Clark.

Next meeting to be held Wednesday, May 11, 2016 at the Lawn Bowling Clubhouse.