

**Minutes of the Regular Meeting of the Board of Directors
Friends of Sharon Art Studio (FOSAS)
Wednesday, August 10, 2016, 6pm
Lawn Bowling Club Room, Golden Gate Park, SF, CA**

The following handouts were distributed:

- July Minutes of the Regular Meeting of the Board of Directors
- “FOSAS Board Meeting Agenda”

The meeting was called to order at 6:09pm.

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 people were also present: Matt Burns, FOSAS Executive Director; Donna DeTurreis, Sharon Art Studio Coordinator; Cassandra Sechler, FOSAS Administrative Assistant; and guests: Amir Yousef, Jonathan Hsieh, and Andres Gutierrez.

Approval of Minutes

1. Cassandra found an error: the Pumpkin Painting date is October 9th, not October 2nd.
2. *Connie motioned to approve the July Minutes of the Regular Meeting of the Board of Directors with this one correction. Dottie seconded, all in favor, none opposed. Motion passed.*

Concrete Goals from Meeting (Daniel)

3. Goals: Review (1) September 25, Cole Valley Street Fair; (2) Upcoming October Halloween Party; (3) Sunset/Irving Street event – Daniel co-chair; and (4) Ice Cream Social – appreciation event - Progress update on MOU and new Registration event (under Directors report)

Guest Introduction

4. Introductions of all attending the meeting to the guests.
5. Amir Yousef introduced himself; this is his third meeting with the board. He mentioned that he has received an acceptance to teach a class at SF State.
6. Guest Andres “Andy” Gutierrez works at a health care startup in People operations and is registered in a summer ceramics class.
7. Guest Jonathan Hsieh worked in marketing for the past few years. The company he currently works for builds databases for ease of use. He is also taking ceramics on Friday nights.

SFRPD Facility Coordinator Report (Donna)

8. ActiveNet is the new SFRPD registration system and is live. FOSAS did extensive membership communications (including several email blasts) to ensure our students were compliant and ready to use the new system. This messaging helped a lot.
9. Fall Ceramics classes filled up in minutes, with over 400 transactions the first registration day/period.
10. An additional Saturday evening ceramics class is being offered, although not advertised as a “member-class.” Some members are going to try register.
11. Brigid Casey-O’Neil is preparing for maternity leave and finishing summer teaching duties.
12. We need to find temporary exempt Facility Assistants (3278’s) for the front desk; SFRPD is only hiring people with a BS or AA.
13. Bonnie will stay on as a permanent Facility Assistant (3278) with 20 hours a week.
14. Donna suggested outside chalk art events similar to *Chalk it Up*; she feels these can draw a lot of people and be profitable for the studio and SFRPD. Matt and Donna will meet to discuss this idea as a possible future fundraiser.

Director’s Report (Matt)

15. ActiveNet Update
 - a. We did seven email blasts and received over 60% compliance rate with current members creating Active net accounts and the office attaching their memberships so they had access for the August 6th, 10am member registration. Overall, it was a smooth implementation for Active Net. Matt attended every studio class at least once to remind students to have their accounts set-up and ready for registration. Additionally, Matt has been on the ground floor working off the laptop in the kitchen to remain accessible for walk-in questions/concerns. This helped defuse some congestion for the Front Desk. Cassandra and Matt both helped register people and they were able to see it go smoothly. Matt has been compiling a list of feedback items with the new system to share with database manager Ann Marie. We have been compiling questions people have had to add to “Helpful Links.”
 - b. As a student, Jonathan found ActiveNet to be straightforward and smooth.
 - c. Andy found that Matt was really helpful and had time to talk to the students.
 - d. Now that ActiveNet is live, studio efficiency will be improved.
 - e. Our final payout for 2015-2016 was around \$61,000. Matt will ask Richard to apply any applicable income to the income last fiscal year.
 - f. The tabled date for the Ice Cream Social still has not been established, but we would like to move it to late fall. Matt found an Ice Cream Social binder from a few years ago and is working with Olivia C. to research donations and how best to organize.
16. Upcoming Event Discussion
 - a. September 25th Cole Valley Fair
 - b. Cassandra described the details of the October 22nd Halloween Party. It will be an adult event for members and non-members. Costumes are optional but those in costumes can enter a raffle for an art basket. Giving members extra perks such as a special artist demonstration. Planning for the event continues; updated will be reported at the next Board meeting.
17. MOU Update

- a. We had only one issue, it was regrading scholarships. Matt will have an update in the next board meeting.
18. Student Rep Program: Matt will be contacting all the instructors regarding the program. Having point of contact individuals will be helpful.

Member Forum (Open)

- 19. Dottie wants the glass students to organize an ornament sale by the winter holidays.
- 20. Once fall registration opens, Matt will contact the co-chair of the next student sale.
- 21. Dottie would like to see more “swag” featuring the studio or FOSAS logo to sell to students and help generate revenue. Daniel mentioned that we have to decide what kinds we would like to invest in. Some ideas are...
 - a. T-shirts for the 25th anniversary are the most liked idea.
 - b. Calendars with student art.
 Matt will include a few questions regarding swag in the upcoming survey.
- 22. Karen B. is resigning from the FOSAS board; this was her last meeting. She is now teaching seven classes and her involvement in the studio has increased, limiting her free time for extra commitments. The fine arts department is looking to do a major clean up and assessment, with the blessing of Virginia. Karen B. also wants to remove the drawing horses because they are not good for all students; she will be submitting a Dick Blick donation request.
- 23. Karen B. spoke with John Straz, a long-term student who works at the VA Hospital. They spoke about the possibility of doing a boot camp.
- 24. Karen B. recapped how enjoyable her experience on the board was and thanked everyone.

Goal Check-In (Daniel)

- 25. Goals: (1) We discussed the Cole Valley Street Fair; (2) details were reviewed about the October Halloween Party; (3) Sunset/Irving Street event – was discussed and Daniel will follow-up with volunteers; and (4) Ice Cream Social – appreciation event - Progress update on MOU and new Registration event (under Directors report) was reviewed.

To-Do List

- 26. Matt: Convening the Finance the committee
- 27. All: Get folks to start signing up for September 11th, Irving Sunday’s, 10:00am start
- 28. All: Let Daniel know if you can help out with Irving Sundays September 11th.
- 29. Oaday: Send details for t-shirts and reach out to Cassandra for the studio vector art.

Dates to Note

- 30. August 27th: The public may start purchasing FOSAS memberships online via ActiveNet
- 31. September 11th: Irving Sundays
- 32. September 25th, 10am-5pm: Cole Valley Fair
- 33. October 9th: Pumpkin Painting
- 34. October 22nd: Halloween Party

The meeting was adjourned at 7:55pm.

Minutes respectfully submitted by Board Member, Oaday Awadalla

Next meeting to be held Wednesday, September 14, 2016 at the Lawn Bowling Clubhouse.