

**FRIENDS OF SHARON ARTS STUDIO—BOARD OF DIRECTORS MEETING
DECEMBER 14, 2016, 6PM
SHARON ART STUDIO, GOLDEN GATE PARK, SF, CA**

Distributed handouts

- November Minutes of the Regular Meeting of the Board of Directors
- December Board Meeting Agenda
- FOSAS Director's Report: December 14, 2016
- Profit & Loss Budget vs. Actual: July-November 2016
- Costi Quffa and Rachael Van Schoik's resumes

Meeting called to order at 6:10pm.

The following directors, constituting a quorum, were present (* indicates absence): Oaday Awadalla, Karen Clark, Constance Flannery, Daniel Michael, Dottie Wall, Mei Lie Wong, and Amir Yousef*.

The following were also present: Matt Burns (FOSAS Executive Director), Donna DeTurris (Studio Coordinator), Cassandra Sechler (FOSAS Admin Assistant), and guests: Costi Quffa, Rachael Van Schoik, Karen Bash, Mike Parking, and Sue Swartz.

NOVEMBER MINUTES APPROVAL

- *Connie motioned to approve the November Minutes as is. Mei Lie seconded, all in favor, none opposed. Motion passed.*

GUEST INTRODUCTIONS

- Each guest and board member introduced themselves.

MEETING GOALS (DANIEL)

- (1) Review Giving Campaign and discuss possible dates for Spring Fundraiser, (2) vote on any new Board Member, and (3) Special Tribute to Vesta Kirby.

NEW BOARD MEMBER ELECTION

- Board applicants Rachael Van Schoik and Costi Quffa were asked to leave the room.
- Connie recommended both applicants on behalf of the Nominating Committee. She provided an overview their qualifications and welcomed any input.
- *The board voted unanimously to approve Rachael Van Schoik's application to join the FOSAS board of directors. The board then voted unanimously to approve Costi Quffa's application to join the FOSAS board of directors.*
- The two new board members were invited back in and given their FOSAS board binders.
- Karen will update the website and Board Contact sheet accordingly.

REMEMBERING VESTA KIRBY

- Matt summarized his communications with Vesta's sisters since she passed away. In January, they will hold a sale of her work at her studio and a memorial service at Sharon Arts.
- Board members shared memories of Vesta's life.

SFRPD STUDIO COORDINATOR REPORT (DONNA)

- Donna met with Dana Ketcham, Katie Petrucione, and Anne Marie Donnelly regarding the MOU. They asked a lot of questions comparing the FOSAS partnership to the Randall Friends partnership. They want to use FOSAS's MOU as a template for future partnerships. The scholarship discussion is not yet resolved.
- Priority registration was Saturday; 500 people registered, generating 8 receipts per second.
- The fall session ended; the studio is in its make-up week.

EVENT CALENDAR REVIEW

- Costi will create the G Suite FOSAS calendar and share it.
- ***Connie motioned to hold a G Suite calendar tutorial 6-6:30pm, immediately preceding the January board meeting. Dottie seconded, all in favor, none opposed. Motion passed.***

GIVING TUESDAY CAMPAIGN REVIEW

- Positive feedback included: successful collaboration and community-focused tone.
- Olivia simultaneously held a Facebook Fundraiser raising \$326.
- Suggestions for next year: FOSAS wish list, including Bit.ly links, and market segmentation.
- Oaday is working on activating Google Analytics for additional data.

PRESIDENT'S REPORT (DANIEL)

- The Development Committee met again and is reviewing the criteria for a matching grant Susan found. Matt wants us to prioritize identifying programs we are interested in funding.

FOSAS OFFICE REPORT (CASSANDRA)

- The next Drink and Draw may be held at Cybelle's Front Room pizza.
- ***Mei Lei motioned to have Matt look into February dates for Cybelle's. Dottie seconded, all in favor, none opposed. Motion passed.***
- Connie will discuss March dates with her son for the next Corner Store event.
- Cassandra is creating a new postcard to advertise the studio; all agreed on a 5"x7" format.

DIRECTOR'S REPORT (MATT)

- Priority registration went smoothly and the "Helpful Hints" email received positive feedback
- Content from studio emails is now under "News">"Latest News" on the website.
- There was discussion of growing our website FAQ with a separate section for registration.
- An updated Profit & Loss report was distributed; revenue is higher than reflected since the Student Sale is not included and we are expecting a payout from Rec & Park.
- The Student Sale generated ~\$24K; we will pay the sales tax, then retain 35%.
- The iPads linked to Paypal at the student sale were a helpful addition.

MEMBER FORUM (OPEN)

- Oaday has been reviewing MailChimp data; we are well above average for open rates.
- Costi wrote up instructions on how to setup a calendar invite; he will type and send soon.
- *Add to calendar: Spring Student Sale May 7th.*
- *Add to calendar: Retired Teacher's Sale/Free Clay Day March 19th.*

Meeting adjourned at 8:05pm.

Minutes respectfully submitted by Board Secretary, Karen Clark.