

**Minutes of the Regular Meeting of the Board of Directors
Friends of Sharon Art Studio (FOSAS)
Wednesday, January 13, 2016, 7pm
Lawn Bowling Club Room, Golden Gate Park, SF, CA**

The following handouts were distributed:

- November “Minutes of the Regular Meeting of the Board of Directors”
- “FOSAS Board Meeting Agenda”
- Updated “FOSAS Board Contact Info”
- “FOSAS Director’s Report: January 13, 2016”
- “Sharon Art Studio Town Hall Meeting Agenda (Draft)”

The meeting was called to order at 7:04pm.

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 persons were also present: Matt Burns, FOSAS Executive Director, & Donna DeTurris, SFRPD Sharon Art Studio Coordinator.

Approval of Minutes

1. *Karen B. motioned to approve the November minutes. Mei Lie seconded, all in favor, none opposed. Motion passed.*

Concrete Goals from Meeting (Daniel)

2. The goals for this meeting were: (1) Discuss the upcoming Town Meeting on January 23, 2016, 5:30pm-6:30pm, (2) Discuss/review fundraising/events for remainder of fiscal year, & (3) Each board member commits to at least one concrete goal toward programs for the remainder of the fiscal year (examples to be shared).

SFRPD Sharon Art Studio Coordinator’s Report (Donna)

3. Spring classes are due tomorrow and registration is February 27.
4. The next SFRPD event is Eggstravaganza on Saturday, March 26. SFRPD’s Cultural Arts division is running the arts and crafts and face painting booths instead of the cook-off this year. If FOSAS wants to participate, Donna suggests staffing the interactive mural Ellen Soloway is creating. In general, the Board seemed interested in being involved. Daniel offered to bring an extra iPad to collect community input on our programs (in addition to emails). Matt suggested doing a test run of both iPads in February. Donna also pitched the idea of providing historical tours of the building hourly. Matt will put Eggstravaganza on the February Agenda so we can plan FOSAS’ involvement.

5. The studio will shut down for Wednesday, April 20 because crowds expected in the adjacent meadow will making parking and accessing the studio extremely difficult.
6. Donna tore her rotator cuff. When she decides to go in for surgery, she will be out of the studio for two weeks and will need to take it easy for about another month.
7. A lot of SFRPD jobs are opening up right now. Over 20 Assistant Facility Coordinator positions are being filled right now. These are permanent and benefited part-time positions that many studio staff applied for.
8. Daniel asked Donna if SFRPD has a wish list to give FOSAS ideas for what we might buy the studio to help out. Matt said we are in the process of replacing a broken pencil sharpener in the glass room and also want to buy some clamp lights. Daniel has also brought a box of donations to Olivia from The Depot recently.

Secretary Update (Karen C.)

9. The Board of Directors' Contact List has been updated and should be updated every fiscal year or when Board personnel changes, whichever occurs sooner.
10. Daniel suggested also collecting emergency contact info for all Board members; Karen C. will look into this.
11. The FOSAS binder containing minutes and member emails has been updated and returned to the kitchen. Per Donna's suggestion, it has been placed in a wall file on the fire door.
12. Matt and Karen are working together to update the secretary binders from the last year.
13. Oaday asked if the minutes are available in .pdf form on the website. They are not, so he offered to do this. He and Karen will touch base to see if this can be done consistently.

Special Fundraising Report (Oaday)

14. Oaday proposed 3-4 "Drink and Draw" events by the end of 2016. He is researching venues and dates and will bring possible dates to the next Board meeting. Matt will send him a report on members' zip codes to help identify neighborhoods we might want to host events in.
15. In regards to further "Drink and Draw" events, Karen B. suggested selling no more than 30 tickets at a slightly higher rate, since the first one filled up. She also suggested variety in venues, deals, and times to provide different experiences for repeat attendees as well as attract different audiences. Daniel mentioned a lot of people who were interested didn't make it, so we may not need to change much.
16. Oaday's family restaurant in SOMA is closing and holding two parties. They hope to sell 500 tickets to the first event, and propose to donate a portion of the proceeds to FOSAS.

Director's Report (Matt)

17. The Director's Report distributed details FOSAS office priorities right now.
18. Matt will send spring programs to Anne Marie tomorrow; Cassandra is working on the Spring brochure.
19. Taxes are done. FOSAS Enrolled agent Pat Foley did a great job and we anticipate her services will cost about \$800 return instead of the \$1,500 budgeted.
20. Matt emailed the latest Profit and Loss Report for the Board's review. The Board was to review this document from home; Mei Lie plans to email a few specific questions to Matt. Oaday asked Matt to inquire if Richard keeps all our journal entries in Quickbooks. Per Daniel's inquiry, Matt confirmed that Richard emails Matt whenever he discovers errors.

21. Matt pitched the idea of free guest lectures as FOSAS member perks. He has identified a potential first lecturer: social activist artist Hunter Franks, who he will reach out to.
22. Matt's next goals are: (1) complete the MOU with Daniel and Donna, (2) host the Town Hall Meeting, and (3) start the next fiscal year's budget early.

Town Hall Meeting (Matt)

23. Matt created a tentative agenda for the Town Hall Meeting and asked the Board to review it.
24. Per our MOU, we are required to hold one Town Hall Meeting annually. Donna, Matt, and the Board should all attend.
25. The theme of the meeting is "Back to You!" as a reminder that our focus is to serve students.
26. The last Town Hall Meeting, held in 2013, had 22 people in attendance, though it wasn't widely publicized to the studio. If very many people attend, we may need to announce a time limit for each comment.
27. Matt will send out an eBlast next week with the agenda.
28. Daniel confirmed Matt is okay with the meeting being videotaped.
29. At the meeting, Matt will provide a one-page handout highlighting FOSAS accomplishments from the last year.

President's Report (Daniel)

30. Clarifying 4-5 projects for grants will help focus our efforts. Proposals must: (1) keep in mind restrictions in studio space and (2) not create administrative burden.
31. We need to focus on board recruitment! Compass Point hosts a "Board Match" conference in March; it costs around \$100 to attend. Mei Lie attended with Susan once and was not successful, though they did identify a couple of potential Board members who fell through. Mei Lie suggested announcing Board openings at the Town Hall Meeting. Karen B. suggested putting out an ad in neighborhood papers. Some attributes we want in new members are: ability to review contracts, legal experience, and HR experience. Matt has been in contact with Kelly Stowers and Stephanie, two new who may be interested; Kelly will attend the March meeting as a guest. Daniel and Oaday will serve as the Recruitment Committee and begin meeting with potential Board members.

Goal Check-In (Daniel)

32. The goals for this meeting were: (1), Discuss upcoming Town Meeting on January 23, 2016, 5:30pm-6:30pm, (2) Discuss/review fundraising/events for remainder of fiscal year, & (3) Each board member commits to at least one concrete goal toward programs for the remainder of the fiscal year (examples to be shared).

Future Business

33. All: Attend Town Hall Meeting at SAS Saturday, January 23, 5:30-6:30pm.
34. Matt: Add to February Agenda the discussion of FOSAS' involvement in Eggstravaganza.
35. Karen C.: Look into collecting emergency contact info for all Board members. Touch base with Oaday about posting minutes on the Sharon Art Studio website.
36. Oaday: Bring possible dates/venues for "Drink and Draw" events to February Board meeting.
37. Daniel: Follow up to see if Cassandra would like another computer monitor; est. plan to identify 4-5 grant priorities.
38. Daniel and Oaday: Start meeting with potential Board members, including Kelly and Stephanie (per Matt).

Mark Your Calendars

39. Saturday, January 23, 5:30-6:30pm at SAS: SAS Annual Town Hall Meeting
40. Saturday, February 27: Priority Registration
41. Saturday, March 26: SFRPD's Eggstravaganza
42. Wednesday, April 20: Studio closed due to high park activity during 4/20

The meeting was adjourned at 8:42pm.

Minutes respectfully submitted by Secretary, Karen Clark.

Next meeting to be held Wednesday, February 10, 2015 at the Lawn Bowling Clubhouse.