

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

The following handouts were distributed:

- “Minutes of the June Retreat of the Board of Directors”
- “FOSAS Board Meeting Agenda”
- Profit & Loss Budget vs. Actual: July 2015 through June 2016
- 2016-17 FY Preliminary Programming Calendar

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

The following directors, constituting a quorum, were present at the meeting: 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 DeTurrís, Sharon Art Studio Coordinator; and Amir Yousef, guest.

Approval of Minutes

1. Karen B. was accidentally marked as absent in the June minutes Karen C. fixed the original.
2. *Connie motioned to approve the June retreat minutes with this one correction. Dottie seconded, all in favor, none opposed. Motion passed.*

Guest Introduction

3. Guest Amir introduced himself to those who were absent from the May board meeting.
4. Members who were absent from the May board meeting introduced themselves to Amir.

Concrete Goals from Meeting (Daniel)

5. Goals: (1) Review the 2016-17 Budget and conduct a final approval vote; (2) review 2015-16; and (3) finalize/update next fundraiser event (confirm which board members will commit to the Cole Valley Fair, discuss the Ice Cream Social).

2016-17 FY Budget

6. Daniel emailed the most recent budget to the board today; we must review and vote on whether to accept it via email by 5pm Friday.
7. Changes to the budget are in green text.

Director's Report & SFRPD Coordinator Report (Matt)

8. SFRPD has not yet begun conducting interviews for a new Cultural Arts Supervisor.

9. SFRPD is transitioning step 1 3279 Recreation Leaders to temporary exempt 3278 Facility Assistants. Sharon Art Studio's permanent 3278, Bonnie, is a great help to both Donna and Matt. Fortunately she is able to work full time—half as a 3278 and half as a 3279 Step 2.
10. Donna handed out a calendar of the tentative programming schedule for this fiscal year. We are now following the SFRPD schedule. Winter Session (Jan, Feb, and March) runs 9 weeks followed by nearly 2 weeks off. Spring Session (March, April, and May) runs 10 weeks followed by 2 weeks off. Summer Session runs 9 weeks with a 3 week break to clean the studio and Fall Session runs 12 weeks. Donna will work with Matt and Olivia to revise the Calendar as needed, though start and end dates cannot be moved. This calendar will be helpful to reference when planning FOSAS events.
11. The next big SFRPD events are "Play Day" on July 23rd and an employee appreciation day on July 24th. Liz Liu made hundreds of plates to be distributed at the latter.

Retreat Recap (Daniel)

12. Daniel summarized all of the upcoming events discussed at the June retreat.
13. Daniel met with the Irving Sundays coordinator to arrange a FOSAS booth September 11th.

Director's Report & SFRPD Coordinator Report (Matt)

14. Matt reserved the SFRPD barn for our October pumpkin painting on October 9th for free.
15. Matt will include in the August agenda: the Adult Halloween Party, Pumpkin Painting, and a presentation of our board recruitment strategy.
16. Cole Valley Fair is September 25th, 10am-5pm. Dottie and Mei Lie volunteered for shifts. Anyone else: please let Matt know if you can help out. Ellen Soloway can help design the mural for the fair; at the end, we may donate it.
17. Dottie and Matt cleaned out the Rec Director's office and plan to keep a FOSAS event box.
18. ActiveNet (the new program registration system) went live on Monday. The public may now create accounts, however they may not purchase FOSAS memberships online until July 27th.
19. Matt will need to manually attach the ~900 active memberships to the new accounts.
20. Today Matt sent out an e-newsletter telling members to create an ActiveNet account, then complete a survey so Matt knows to attach their membership.
21. After the initial transition, membership maintenance will be easier. Members will be able to purchase memberships online as well as see active memberships and when they expire.
22. The new credit card terminals will encrypt credit card numbers for greater data protection.
23. The fall brochure will be live on our website by next Tuesday/Wednesday; hard copies will be available by July 30th (a week before priority registration).
24. The profit/loss report is not final, but this is an expanded version. In the far right column, our target is 100%. After June payroll, we will likely have a deficit of \$12,000, minus ~\$3,000, to be reimbursed by SFRPD as payout for an instructor. As expected, compensation for Cassandra and contractual instructors were the two areas that ran over.
25. By the end of next fiscal year, all contractual instructors will be paid hourly. Matt is currently establishing guidelines and starting pay.
26. Although programming helped fill the gap, we did not meet our grants and fundraising goals; in addition, the student sales brought in less revenue than projected. Moving forward, perhaps we could have 2-3 board members sign up to help run one of the upcoming events.
27. Matt asked all to reflect on our successes this past year like reviving the town hall meeting.

28. The MOU was submitted and is being reviewed by SFRPD lawyers; the only item questioned related to scholarships. Some benefits of the new MOU are clarification of storage space and how our rent would change if we reconfigured the office space.
29. Cassandra is designing the 25th Anniversary Banner.
30. Matt is going to email the instructors to identify student reps within the next 1-2 weeks. These students can help disseminate essential ActiveNet information.
31. The Ice Cream Social date was tabled.

Open Forum

32. Karen Bash announced her resignation from the board: August will be two-year anniversary as a board member and her final meeting. Since coming to Sharon Art Studio, she has gone from teaching three classes to teaching six. In addition, since Virginia retired, she has assumed the role of Fine Arts Manager, taking on a number of projects aimed at updating supplies and making the department more cohesive.
33. Per Dottie's inquiry, Donna will look into getting signs indicating studio access for people with physical disabilities.
34. Board recruitment will include taking photos of board members and collecting a short bio.
35. SFRPD custodial staff should now be using clear trash bags for compost/recycling and black bags for garbage. Studio garbage bins are now smaller as well.
36. Oaday will take notes at the August board meeting in Karen Clark's absence.

Goal Check-In (Daniel)

37. Goals: (1) Budget reviewed and final vote will take place via email; (2) Matt shared some highlights of the 2015-16 fiscal; and (3) Daniel reviewed upcoming events, Mei Lie and Dottie committed to the Cole Valley Fair (so far), and the Ice Cream Social was tabled.

To-Do List

38. Matt: Include in the August agenda: Discus Adult Halloween Party and Pumpkin Painting; presentation on board recruitment strategy; and selection of Ice Cream Social date.
39. All: let Matt know if you can help out with Cole Valley Fair September 25th, 10am-5pm.
40. All: let Daniel know if you can help out with Irving Sundays September 11th.
41. Oaday: Take notes at August board meeting in Karen Clark's absence

Dates to Note

42. August 6th, 10am: Member fall registration
43. August 10th, 6-8pm: Karen Bash's last board meeting
44. August 27th: The public may start purchasing FOSAS memberships online via ActiveNet
45. September 11th: Irving Sundays
46. September 25th, 10am-5pm: Cole Valley Fair
47. October 9th: Pumpkin Painting

The meeting was adjourned at 8:00pm.

Minutes respectfully submitted by Secretary, Karen Clark.

Next meeting to be held Wednesday, August 10, 2016 at the Lawn Bowling Clubhouse.