

**Minutes of the Regular Meeting of the Board of Directors  
Friends of Sharon Art Studio (FOSAS)  
Wednesday, March 9, 2016, 6pm  
Lawn Bowling Club Room, Golden Gate Park, SF, CA**

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The following handouts were distributed:

- February “Minutes of the Regular Meeting of the Board of Directors”
- “FOSAS Board Meeting Agenda”
- “FOSAS Director’s Report: March 9, 2016”
- Profit & Loss Budget vs. Actual: July 2015 through February 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 persons were also present: Matt Burns, FOSAS Executive Director, & Donna DeTurris, SFRPD Sharon Art Studio Coordinator.

### **Approval of Minutes**

1. Kelly Stowes is interested in coming to a board meeting and contributing to FOSAS. She may stop by later this evening or at next month’s meeting.
2. It was discussed that the pervious month’s minutes should be reviewed by all Board members prior to the meeting. In addition, it would be helpful if Karen C. kept track of changes submitted to her after emailing the minutes for review; she could then highlight any changes at the time of minutes’ approval for an expedited process.
3. ***Connie motioned to approve the February minutes. Mei Lie seconded, all in favor, none opposed. Motion passed.***

### **Concrete Goals from Meeting (Daniel)**

4. The goals for this meeting were: (1) Review 2015-16 “Goals” for FOSAS from the last retreat, (2) review fundraising/events for March 16, & (3) each board member commits to at least one concrete goal toward programs for the remainder of the fiscal year.

### **SFRPD Sharon Art Studio Coordinator’s Report (Donna)**

5. Matt and Donna received an email from SFRPD’s Recreation Business Manager Anne Marie yesterday stating that we need to adjust our summer programming dates to match the rest of SFRPD. This means we will start the summer session sooner and shorten the session from 10 to 9 weeks. Matt is reviewing the impact on FOSAS programs. Changes will mostly impact Olivia and Erik James; in addition, a couple of late August workshops will fall into the fall payout instead of summer.

6. There was a discussion about instructors appreciating having 10 or more weeks for more difficult/time intensive mediums. Overall, there was consensus that it may be helpful to have different class lengths, depending on the medium.
7. On Saturday, March 26 Olivia, Jeff Scott, and Reuben are helping out with SFRPD's annual rib cook-off during Eggstravaganza. Please let Matt know if you can attend to show support from FOSAS.
8. This summer, Art in the Park will run: 3 weeks, 1 week off, 2 weeks, 2 weeks, and 1 week.
9. Donna will be out of town 3/16-3/21; support staff will cover her duties.
10. Donna will be out another 2 weeks in April for rotator cuff surgery.
11. SFRPD's 3278 Assistant Facility Coordinator interviews took place yesterday; Donna hopes this person will start by mid April. Donna has been training Bonnie to prepare her.
12. Spring registration is done; all ceramics classes filled within 3-11 minutes. Only 3 classes in the entire studio have no one enrolled following priority registration.
13. If a student doesn't get into a class (like ceramics), we should encourage them to sign up for another class. To address the issue of an impacted ceramics program, Donna also offers a hand building class on Saturdays, 4pm-7pm. This class is targeting non-members and is in the SFRPD brochure, but not the SAS brochure. FOSAS also offers figure sculpting.
14. Ceramics programs currently start at 10am, so we might look at expanding scheduling hours. Expanding programs could eliminate some open studio time, but maybe our focus should be on allowing more people into the program.

### **Director's Report (Matt)**

15. Priority registration is going smoother every semester. To assist students this time, Matt sent out a simple "helpful hints for registration" via email and has received positive responses.
16. On Monday, Richard (FOSAS bookkeeper) sent the latest Profit and Loss Report. In the % of budget column, the target right now is 66.66%. In expenses, anything *under* this percentage is desirable and in revenue, anything *over* is great. Program revenue is currently at 77% and expenses are mostly at 67%
17. Matt will have a first draft of the 2016-17 FY budget next week. He is working with Richard to breakdown more specific lines in the budget.
18. Daniel inquired if we currently record any depreciation; it does not appear so.
19. With the new MOU, we will need to allocate 10% of program revenue to SFRPD. It was clarified that this is 10% of revenue *not* profit. Some Board members inquired about a potential cap in this amount if we continue to grow program revenue. The 10% will be deducted from the quarterly program payout from SFRPD. It was mentioned that material fees should be taken out first since they are often included in the cost of registration.
20. When we move the ActiveNet (a cloud-based version of CLASS), SFRPD will be able to take on a lot of the membership processing with a 1-2% transaction fee (as opposed to the 4% we currently pay).
21. Regarding the lecture series for members, Matt spoke with the gentleman he had hoped to enlist as our first guest lecturer. The man asked for \$1,500 per hour and has not yet responded to a request for a lower rate for a nonprofit. At this point, we will assume he is not a good fit.
22. Summer adjustments (re: date changes) are due to Anne Marie by the end of next week.
23. Matt is working on a breakdown of the costs for the next student sale.

## President's Report (Daniel)

24. It's time to plan our next retreat. Karen B. requested a date during spring and summer sessions, before June 13.
25. ***Connie motioned to hold the next retreat on Saturday, June 4 at Daniel's house; Mei Lie seconded, all in favor, none opposed. Motion passed. Saturday, June 11 is the backup date.***
26. Oaday and Daniel are continuing to recruit Board members. They have a couple of candidates and may be ready to present options at the next monthly Board Meeting.
27. Connie listed former committees we should consider reinstating including: finance, program, fundraising, sales (co-chair), executive, HR (as needed), volunteer, and marketing & communication.
28. ***Connie motioned to eliminate the Membership Committee, all in favor, none opposed. Motion passed.***
29. To formalize our committees, Connie will bring sign-up sheets to pass around at the April meeting. There should be at least three Board members per committee, one of whom should be a Board member. A Board member should usually be the Chair of the Committee.

## Member Forum

30. Karen C. has digitized the quarterly program evaluation with some minor edits. She asked for volunteers to help review for any edits; Dottie & Connie volunteered.
31. Karen B. announced that 9 people have signed up for the March 16 Drink & Draw so far (compared to 26 last time). She would like help advertise it. She also thinks it would be helpful to get a big sign in the front. Matt mentioned that we did get a lot of last minute registrants last time, so hopefully this will happen again.
32. Oaday mentioned that FOSAS currently has 900 members. What are we going to do when we hit 1,000? Matt brought up that the numbers change daily as memberships expire. These things are good to keep an eye on though for member recognition/appreciation.
33. This June is our 25<sup>th</sup> year anniversary. Matt thinks we will hold an ice cream social over the summer and the fundraising committee can plan a larger spring event. Daniel suggested a special anniversary logo to advertise it throughout the year.
34. Connie brought up that we are supposed to hold elections every 2 years—even years for Secretary and President and odd years for Vice President and Treasurer. We should get a nomination committee together; nominations should be held in May and elections in June.
35. ***Connie motioned to form a Nominating Committee to elect a President and a Secretary. Karen B. seconded, all in favor, none opposed. Motion passed. Connie will send out emails to the Board to get members of Committee and inquire as well as who would like to be a candidate. Hopefully, the present officers will run again.***
36. Matt would like to get the class rep program rebooted per the Town Hall meeting.
37. Karen C. offered to help collect any info via SurveyMonkey and/or help setup the iPad.
38. Daniel thanked Matt for helping to get the budget and memberships back on track.
39. Matt plans to go to visit our vendors to touch base next week.
40. Cassandra is going to be in England in April for two weeks and will have the brochure done early; as such, Matt is delegating more to Olivia since she is salaried now.
41. Olivia called Matt at home on March 1 with an opportunity to get glass supplies at a great discount from her contact at C& R Loo, Inc. in Richmond, CA. She wanted to use the FOSAS card and was seeking approval from the Board, which Matt facilitated. The total amount of the purchase was \$1,246.11, including grinding heads and 17 assorted sheets of

glass. Half of the cost of the total purchase came from FOSAS glass workshop material fees and the other half came from an SFRPD requisition PO.

### **Goal Check-In (Daniel)**

42. The goals for this meeting were: (1) Review 2015-16 “Goals” for FOSAS from the last retreat, (2) review fundraising/events for March 16, & (3) each board member commits to at least one concrete goal toward programs for the remainder of the fiscal year. Goals 1 & 2 were completed; 3 is to be continued.

### **To-Do List**

43. Finance Committee: Per Daniel’s inquiry, ask Richard if we do/should record depreciation?  
 44. All Board members: Prepare to sign up for 2-3 committees at the April Board meeting. Committees include: finance, program, fundraising, sales (co-chair), executive, HR (as needed), volunteer, and marketing & communication.  
 45. All Board members: Help spread the word about the March 16 Drink & Draw.  
 46. Karen C.: Send draft of digitized program evaluation to Dottie & Connie for review.  
 47. Saturday, March 26: SFRPD’s annual rib cook-off during Eggstravaganza. Please let Matt know if you can attend!

### **Mark Your Calendars**

48. Wednesday, March 16, 7-9pm @ Kezar Pizzeta: Drink & Draw (Tickets available at [drinkanddrawwatercolor.brownpapertickets.com](http://drinkanddrawwatercolor.brownpapertickets.com))  
 49. Saturday, March 26: SFRPD’s annual rib cook-off during Eggstravaganza  
 50. June 2016: FOSAS turns 25!!!  
 51. FOSAS sponsored Retired Teachers & Paras of SFUSD Sale is schedule to take place at the studio on March 20<sup>th</sup>. Connie will be in charge and sell studio pots for FOSAS.

***Karen B. motioned to adjourn. Connie seconded, all in favor, none opposed. Motion passed.***

The meeting was adjourned at 7:55pm.

Minutes respectfully submitted by Secretary, Karen Clark.

Next meeting to be held Wednesday, April 13, 2016 at the Lawn Bowling Clubhouse.