FRIENDS OF SHARON ARTS STUDIO—BOARD OF DIRECTORS MEETING
NOVEMBER 9, 2016, 6PM
LAWN BOWLING CLUB ROOM, GOLDEN GATE PARK, SF, CA

Distributed handouts
- October Minutes of the Regular Meeting of the Board of Directors
- November Board Meeting Agenda
- Profit & Loss Budget vs. Actual (July-October 2016)

Meeting called to order at 6:06pm.

The following directors, constituting a quorum, were present (* indicates absence): Oaday Awadalla, Karen Clark, Constance Flannery*, Vesta Kirby*, 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 Costi Quffa (guest).

OCTOBER MINUTES APPROVAL
- Bullet point 6 should be changed to "All 3 guests were welcomed…"
- ***Mei Lie motioned to approve the October Minutes with this one change. Dottie seconded, all in favor, none opposed. Motion passed.***

MEETING GOALS (DANIEL)
- (1) Discuss new shared, online calendar and (2) Discuss Giving Campaign.

SFRPD STUDIO COORDINATOR REPORT (DONNA)
- The studio's Halloween event was great; cleanup could be improved next year.
- SFRPD's Scaregrove ran smoothly with no rain.
- On Monday, Donna will meet with Chris Boettcher, Katie Petrucione, and Anne Marie Donnelly to discuss the MOU.
- Donna met with Costi and Rachael to discuss the FOSAS/SFRPD history/partnership.
- SFRPD's annual Tree Lighting is Thursday, December 1.
- SFRPD's annual Turkey Cookoff is Friday, November 18.

ONLINE CALENDAR (COSTI)
- Costi offered to help manage a shared online calendar (G Suite) to track/prepare for events.
- ***Oaday motioned for Daniel to create G Suite logins for all board members and for Costi to draft basic procedures for maintaining the calendar. Karen seconded, all in favor, none opposed. Motion passed.***

GIVING CAMPAIGN (OADAY)
- Oaday created a Google folder with last year's giving campaign letter and ideas for this year; next, he wants to analyze past campaign email open rates, money raised, etc.

- ***Oaday motioned to make a report of MailChimp data from past member communications*. *Mei Lie seconded, all in favor, none opposed. Motion passed.***

PRESIDENT'S REPORT (DANIEL)

- Daniel met with Sue Swartz for a second time; she produced a spreadsheet of potential grants; next, the Development Committee will decide which grants to pursue; Mei Lie joined the Development Committee.

FOSAS OFFICE REPORT (CASSANDRA)

- Cassandra will be on vacation November 14-30. In her absence, Costi will check/forward mail from info@sharonartstudio.org; Oaday will help Matt update the website; Karen will process memberships; and Jeannie and Olivia will update social media.
- 36 tickets were sold for the Halloween event; 11 were purchased in advance. FOSAS made ~$500. People had a great time and we should expect more to attend next year. To improve, we can advertise that it's kid-friendly, increase the ticket price, ask people how they heard about the event, and pre-schedule planning deadlines on the new online shared calendar.

DIRECTOR'S REPORT (MATT)

- We are ~1/3 of the way through the fiscal year; line "4000 - Contributions & Support," is low because memberships are now paid out quarterly.
- Matt is slowly transitioning all contractual instructors to hourly pay, a process he hopes to complete by the end of the 2017 fiscal year.
- Bonnie is learning how the student sale is run and will likely co-chair the spring sale.
- The new online program evaluation is drawing a good response; it is also easy to export and send class feedback to individual instructors.
- Summer camps were submitted to SFRPD; spring classes are due November 15.
- Matt is working on an e-Blast to let students know the seller's packets will be ready the Friday before Thanksgiving.

MEMBER FORUM (OPEN)

- There was discussion of setting up prompts for incentives to donate at a higher level in ActiveNET when someone logs in to purchase a membership.
- The Facebook "donate" button and VenMo may be helpful tools for soliciting donations.

Meeting adjourned at 7:55pm.
Minutes respectfully submitted by Board Secretary, Karen Clark.