

**Minutes of the Regular Meeting of the Board of Directors
Friends of Sharon Art Studio (FOSAS)
Wednesday, October 12, 2016, 6pm
Lawn Bowling Club Room, Golden Gate Park, SF, CA**

The following handouts were distributed:

- September Minutes of the Regular Meeting of the Board of Directors
- FOSAS October Board Meeting Agenda
- FOSAS Director's Report: October 12, 2016
- 2015-2016 Annual Report: "Eye on the Stride"
- Quarterly FOSAS Membership SFRPD Payout Report
- SurveyMonkey Instructor Program Evaluation
- Amir Yousef's resume

The meeting was called to order at 6:10pm.

The following directors, constituting a quorum, were present at the meeting (* indicates absence): Oaday Awadalla, 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 DeTurris, Sharon Art Studio Coordinator; and guests: metal arts/jewelry students Costi Quffa, Rachael Van Schoik, and Amir Yousef.

Approval of Minutes

1. Mei Lie motioned to approve the September Minutes of the Regular Meeting of the Board of Directors as is. Dottie seconded, all in favor, none opposed. Motion passed.

Concrete Goals from Meeting (Daniel)

2. Goals: (1) Vote on new Board Member; (2) Review Board Commitment for October 22, Halloween event; & (3) Review Annual Report.

Guest Introduction

3. All 3 guests re-introduced themselves, then left for the board election.

Election of a New Board Member

4. Oaday recommended Amir to the board on behalf of the Nominating Committee. Oaday has known Amir for 10+ years and reported that he is an excellent judge of character and excels at considering cause/effect and long term sustainability, as well as seeing the big picture; Amir also has a passion for education.

5. ***The board voted unanimously to invite Amir Yousef to join the FOSAS Board of Directors.***
6. All 3 guests were welcomed back into the room; Amir was invited to join the board.

SFRPD Facility Coordinator Report (Donna)

7. The front desk is currently short-staffed; an SFRPD employee on modified duty and an 18-year volunteer will start soon, along with Brigid, who is returning from maternity leave soon.
8. SFRPD's Scaregrove Friday, October 28th. Matt will be volunteering; anyone may join.
9. The codes now required to use the upstairs (RICOH) copy machine have provided data about its use; since implementing the codes, we are also going through much less paper.
10. There was discussion of ADA accessibility to the building and classrooms, along with what is allowed because of the historic nature of the building.

President's Report (Daniel)

11. Daniel spoke with SFRPD Cultural Arts Manager Chris Boettcher about FOSAS providing programs beyond Sharon Arts. Donna suggested that FOSAS meet with SFRPD's Capital and Planning Division or someone else to assess growth opportunities department-wide.
12. Daniel reported on the Cole Valley Fair and Matt shared the finished mural, which will be given to the event organizer. Oaday suggested including the FOSAS logo at the bottom.
13. ***Oaday motioned to dedicate a person per event for technical assistance before and during the event on the iPad for the purpose of ensuring that people have opportunities to sign up for our eNewsletter. Mei Lie seconded, all in favor, none opposed. Motion passed.***
14. Daniel met with Sue Schwartz, who is willing to help write grants and do research for FOSAS; Sue has experience working with nonprofit city partners. Matt will invite her to the next board meeting.

Director's Report (Matt)

15. Board members were reminded of their commitments for the Sharon Arts Halloween event; if you haven't, please respond to Cassandra's email about food.
16. There is no update on the scholarship aspect of the MOU since Anne Marie was on vacation.
17. Matt distributed a collapsed Quarterly FOSAS Membership SFRPD Payout Report. The first payout will be \$8,089.80. Last year we did ~\$32,000 in memberships, so we are slightly ahead. Matt will follow up on Donna's suggestion to more clearly display membership info.
18. Matt distributed the Annual Report; any suggestions should be sent to him by 1pm tomorrow.
19. After feedback from several beta testers, the new SurveyMonkey course evaluation is nearly complete. Matt is going to distribute the evaluations to 2 classes this week, including the recent ceramics workshop.
20. Matt's annual SF Youth Works intern will be Hannah, a motivated tri-lingual high school student interested in nursing and fashion design. She will contact Matt by October 17th to setup her schedule; he usually assigns them a research project based on their interests.
21. Anyone interested in helping with our social media should let Daniel know.
22. Anne Marie is offering more ACTIVENet training; Olivia will attend.

Member Forum (Open)

23. Dottie reported on the second annual pumpkin party, which had 30 kids in the first 40 minutes (they lost track after that). This year, the event was a Paper Pumpkin Patch (omitting painting) in the barn by the children's playground behind the studio. We made \$13 in donations; the event is meant to be a free public outreach event.

24. Oaday has started thinking about themed emails, etc. for the holiday giving campaign. He plans to gather the Fundraising committee to discuss soon.

25. Daniel enjoyed attending the Master Ceramics Class, a Saturday/Sunday workshop at the studio. Donna reported that Dottie low is already planning a 4-day spring Master class.

26. Donna offered to show Rachael/Costi ACTIVE.Net reports and more about the differences between SFRPD and FOSAS in a separate meeting; they thought this would be helpful.

Goal Check-In (Daniel)

27. (1) Amir was voted onto the FOSAS board; (2) Matt and Daniel reviewed board commitment for the upcoming Halloween event; & (3) Matt distributed the Annual Report and invited final feedback.

Action Items

28. All: Email Matt any revisions to the Annual Report by 1pm tomorrow.

29. All: SFRPD's Scaregrove is Friday, 10/28; join Matt in volunteering by signing up.

30. All: Let Daniel know if you're interested in helping with social media.

31. All: Bring a dish to the 10/22 Halloween Party and let Cassandra know what you're bringing.

32. Matt: invite Sue Schwartz to the next board meeting.

The meeting was adjourned at 7:58pm.

Minutes respectfully submitted by Board Secretary, Karen Clark.

Next meeting to be held Wednesday, November 9, 2016 at the Lawn Bowling Clubhouse.