

**Minutes of the Regular Meeting of the Board of Directors
Friends of Sharon Art Studio (FOSAS)
Wednesday, September 14, 2016, 6pm
Lawn Bowling Club Room, Golden Gate Park, SF, CA**

The following handouts were distributed:

- August Minutes of the Regular Meeting of the Board of Directors
- “FOSAS Board Meeting Agenda”
- Profit & Loss Budget vs. Actual July through August 2016

The meeting was called to order at 6:12pm.

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 DeTurrís, Sharon Art Studio Coordinator; Cassandra Sechler, FOSAS Administrative Assistant; and guests: metal arts/jewelry students Costi Quffa & Rachael Van Schoik.

Approval of Minutes

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

Concrete Goals from Meeting (Daniel)

2. Goals: (1) Review/update on upcoming and recent fundraiser/outreach events; (2) Board Commitment for Halloween event (3) Vote on any new Board Member

Guest Introduction

3. Cassandra brought a sign-up sheet for Board members to commit to preparing Halloween-themed finger food/appetizers for the Halloween Party October 22nd
4. Everyone introduced themselves to the two guests.
5. Guest Costi introduced himself as a mechanical engineer who does energy efficiency and sustainability consulting, including running home energy reports for PG&E; he is looking for volunteer opportunities and learned about FOSAS as a student in Olivia’s jewelry classes
6. Guest Rachael introduced herself as working at an energy efficiency nonprofit in Oakland and in the process of completing an SFSU Certificate in Nonprofit Management; she also took Olivia’s jewelry classes
7. Daniel explained how to become a board member, should Costi and Rachael consider it. Matt also mentioned how students/community members can serve on a FOSAS Committee without holding status as an official “Board Member.”

SFRPD Facility Coordinator Report (Donna)

8. At the Cultural Arts staff meeting last week, Chris Boettcher talked about SFRPD’s Strategic Plan, which includes inspiring more public spaces; FOSAS may play a role in this by

programming other facilities, but specific opportunities have not yet been identified. For example, FOSAS could program Mission Arts once Randall Museum moves out. There was discussion of motioning to have several board members visit the site and report back, but it was decided that this action would be premature. Board members are still welcome visit. Matt will also take Cassandra over to the site to become familiar with the facility.

9. The hiring process has begun for 3 of SFRPD's 3289 Recreation Supervisor positions (in Cultural Arts, Sports and Athletics, and Aquatics) and last Monday 70 people took the civil service exam. SFRPD will release the results within 2-3 weeks, using the Rule of Ten (10) Scores to determine the number of eligible candidates they will interview.
10. Donna has set a 1-year goal for herself to create a new event/fundraiser through SFRPD and Mark Lewis Wagner's Drawing Earth Street Art Chalk Festival.
11. Over the break, several improvements were made in the studio including new lights and rhino cutting mattes in the glass room, 16 new cubbies in ceramics, portable drawing tables and easels in the carousel room, re-waxed bathroom floors, and pressure washing. Share ideas for winter break cleaning with Donna.

President's Report (Daniel)

12. The Irving St. Fair was well attended, with lots of parents showing interest in the studio. Matt showed the finished mural and Daniel shared pictures. There was discussion of getting table linens for nicer presentation at future events.

Director's Report (Matt)

13. Winter 2017 programs were submitted to SFRPD last week. We have a revenue potential of \$85K (compared to \$72 in Winter 2016); we will be offering more weekend adult fine art classes as well as more "tween" programming.
14. FOSAS is switching to web-based program evaluations to solicit more honest feedback and improve efficiency and paper conservation. Instructors will also receive a copy of survey results after submission.
15. Matt assigned Olivia to draft a jewelry department report including an inventory, wish list (including capital expenditures), list of new classes she wants to explore adding, and a general "State of the State." This has not been done for several years and will inform future budgeting and program development for the department.
16. After the August payout from SFRPD, the FOSAS 2014/15 FY budget ended at +\$26K. Last FY, SFRPD classes at Sharon Arts also ran \$116K above the projected revenue.
17. Looking at the current profit and loss report, our target is ~16%. Memberships will be low since fees are now processed through the SFRPD reservations system. Moving forward, membership revenue will be paid out quarterly, separate from program revenue; the first installment will come October 2016, helping Matt anticipate income patterns for the operating budget.
18. Matt supplied the final documents requested from SFRPD in the MOU negotiations. He should hear back from them within a couple of weeks.
19. Students have expressed interest in FOSAS planning to participate in the American Craft Fair; Matt will look at the feasibility of it as a FOSAS Board activity for 2017-18. Since the studio does not rely on outreach to build enrollment for a given department, participation may serve as an opportunity to connect with the public. In addition, if sales (such as crafts unrelated to the studio) are to be allowed to benefit the studio, we will need to research how

to organize this. Matt will investigate past event folders Susan Strolis might have left when she chaired.

- 20. Matt is going to email instructors to help identify student representatives.
- 21. Oaday looked up pricing for 25th anniversary FOSAS shirts; they run \$6-8 each for white shirts, or \$6.9-8.5 for different colors. Matt will look at what we can afford. There was general consensus that we want something creative and appealing over blatant advertising. The board discussed offering presales to gauge how many to order initially.

Member Forum (Open)

- 22. *Oaday motioned for the Fundraising Committee to meet to discuss holiday giving campaign messaging. Mei Lie seconded, all in favor, none opposed. Motion passed.*
- 23. Dottie expressed interest in having volunteers talk to studio visitors in addition to front desk staff, especially in the summer months.

Goal Check-In (Daniel)

- 24. Goals: (1) Reviewed/updated on upcoming and recent fundraiser/outreach events; (2) Sent around snack sign-up for Halloween event (3) Tabled Amir's election pending receipt of his board application.

To-Do List

- 25. Matt: Convene the Finance Committee

Dates to Note

- 26. September 25th, 10am-5pm: Cole Valley Fair
- 27. October 9th: Paper Pumpkin Painting
- 28. October 22nd: Halloween Party

The meeting was adjourned at 7:41pm.

Minutes respectfully submitted by Board Secretary, Karen Clark.

Next meeting to be held Wednesday, October 12, 2016 at the Lawn Bowling Clubhouse.