

**FRIENDS OF SHARON ARTS STUDIO—BOARD OF DIRECTORS MEETING  
JUNE 14, 2017, 6:30PM  
LAWN BOWLING CLUB, GOLDEN GATE PARK, SF, CA**

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Distributed handouts

- May Minutes of the Regular Meeting of the Board of Directors
- June Board Meeting Agenda
- FOSAS Director's Report: June 14, 2017

Meeting called to order at 6:55pm.

The following directors, constituting a quorum, were present (\* indicates absence): Oaday Awadalla\*, Karen Clark, Constance Flannery, Daniel Michael, Costi Quffa\*, Rachael Van Schoik\*, Dottie Wall, Mei Lie Wong, and Amir Yousef.

The following were also present: Matt Burns (FOSAS Executive Director), Ellen McCarthy (SFRPD Cultural Arts Supervisor), and Mike Parkin (guest).

### **MINUTES APPROVAL**

1. *Mei Lie motioned to approve the May Minutes as is. Dottie seconded, all in favor, none opposed. Motion passed.*

### **MEETING GOALS**

2. (1) Discuss/vote on board officer positions, (2) Updates: recent fundraiser, budget status and staffing/studio news, and (3) Finalize topics for 2017 board retreat.

### **BOARD OFFICER ELECTIONS**

3. It was clarified that Executive Committee applications should be received by the FOSAS President (Daniel). Constance Flannery, Mei Lie Wong, and Rachael Van Schoik submitted applications for today's elections. There was some uncertainty about the receipt of Mike Parkin's application, so he will be voted on at the July retreat.
4. Rachael's qualifications were discussed including excerpts from her application, her helpfulness with a giving campaign and the Halloween event, and her nonprofit experience.
5. *All five board members present voted to elect Rachael Van Schoik as Secretary of the Friends of Sharon Art Studio for a one-year term; Connie will notify her.*
6. Connie left the room and her qualifications for Vice President were discussed including excerpts from her application; her consistent presence at the studio, allowing her to work as a liaison between SFRPD and FOSAS; and her accessibility as a valuable resource for Matt.
7. *All five board members present voted to reelect Constance Flannery as Vice President of the Friends of Sharon Art Studio for a two-year term.*
8. Connie was welcomed back into the room and Mei Lie left. Mei Lie's qualifications were discussed including excerpts from her application, her resourcefulness, willingness to help in a pinch, and confidence to raise concerns as well as improve financial processes.
9. *All five board members present voted to reelect Mei Lie Wong as Treasurer of the Friends of Sharon Art Studio for a two-year term.*
10. Mei Lie was invited back into the room.

### **SFRPD STUDIO COORDINATOR REPORT (ELLEN)**

11. Donna DeTurriss has moved on from the studio within the Cultural Arts division. She is now helping Randall Museum move and will likely be placed at another facility by the end of summer. Ellen has been filling in and has asked Liz Liu to be the acting Facility Coordinator.
12. Ellen called staff meetings for each studio department and all staff to open communication.
13. Two new front desk people will begin next week. Ellen will look for more front desk support while conducting interviews tomorrow.
14. Ellen is working with Anne Marie Donnelly, SFRPD Recreation Business Manager, to clarify where certain studio money should be allocated.
15. There has been confusion at the studio regarding whether the model fee increased from \$70 to \$75 recently. Matt will investigate the discrepancy.

### **DIRECTOR'S REPORT (MATT)**

16. The first Drink & Draw at Cybelle's Front Room was last Thursday; Karen Bash was ill, so Matt led the demonstration at the sold-out event. About \$465 was collected in ticket sales. Cassandra, Dottie, Costi, Oaday and Karen Clark attended, so there was plenty of help. Timmy, the restaurant manager, was happy with the revenue from food sales.
17. Considerations for future Cybelle's events include: booking half of the lower level too, creating more room upstairs, and providing participants with an event schedule in advance.
18. Matt is finalizing the 2017-18 fiscal year budget. The first draft will be presented to the Financial Committee next Thursday. After this, Matt will send it to whole board for review.
19. Our pending SFRPD spring payout should cancel the deficit at the end of the fiscal year.
20. Matt is completing his annual self-assessment. He will need the Executive Committee to tell him what his salary will be for the coming year so he can include it in the budget draft.
21. *Matt pitched an "Apprentice Level" membership for \$30, lasting 6 months. Alternately, Amir special price for first-time members. This was tabled for further discussion.*
22. Cassandra has started the fall brochure.
23. We are participating in American Craft Week again and already have people interested in helping. Cassandra is researching past participation including whether we should conduct sales or just demos. Dottie recommended having Olivia ask Eric to bring back the mud van.
24. Matt received a letter naming FOSAS as an heir to Carolyn Roy's trust. More info to come.

### **PRESIDENT'S REPORT/RETREAT (DANIEL)**

25. Matt will email the board a working topic list for the retreat, which will be held at Daniel's home in a potluck-style. Daniel reviewed the general layout of past retreats.

### **MEMBER FORUM**

26. Dottie suggested having them days (e.g. funny t-shirt or hat days) for fun at the studio.

### **DATES TO REMEMBER**

27. *Saturday, July 8<sup>th</sup>, 10am-3pm: Board Retreat at Daniel Michael's home*
28. *Sunday, September 24<sup>th</sup>, 8am-5pm: Cole Valley Street Fair (3-4 board members requested)*
29. *Saturday, October 21<sup>st</sup>, 5-9pm: Haunted Hollows event (4-5 board members requested)*

Meeting adjourned at 8:34pm.

Minutes respectfully submitted by Board Secretary, Karen Clark.