

**FRIENDS OF SHARON ARTS STUDIO—BOARD OF DIRECTORS MEETING
MARCH 15, 2017, 6:30PM
SHARON ART STUDIO, GOLDEN GATE PARK, SF, CA**

Distributed handouts

- February Minutes of the Regular Meeting of the Board of Directors
- March Board Meeting Agenda
- FOSAS Director's Report (March 15, 2017)
- Network for Good Article: "Are Membership Dues Tax Deductible?"
- Benevity: Email on Google Workplace Giving Program

Meeting called to order at 6:34pm.

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), Cassandra Sechler (FOSAS Admin Assistant), Donna DeTurris (Studio Coordinator), Ellen McCarthy (Cultural Arts Supervisor), and Mike Parkin.

FEBRUARY MINUTES APPROVAL

1. "Report" is misspelled on page 2.
2. Daniel suggests using numbers instead of bullet points moving forward.
3. ***Connie motioned to approve the February Minutes with the one discussed correction. Mei Lie seconded, all in favor, none opposed. Motion passed.***

MEETING GOALS

4. (1) Update on promotional items, (2) discuss next fundraiser, and (3) schedule annual retreat.

SFRPD COORDINATOR REPORT (DONNA)

5. A \$5,000 donation from Joy Madeline Berry's will was mailed to the studio. The check is made out to "SF Sharon Art Studio," so there was discussion of who should cash it.
6. ***Daniel motioned to have Donna contact the trustee to clarify who is to receive this check. Rachael seconded, all in favor, none opposed. Motion passed.***
7. The studio is on break until the end of March; spring waitlists are already filling up.
8. Some replacement cubbies are being installed in ceramics this week.
9. The ceramics studio's pressure washer is broken. Custodial staff will lend us one for spring cleaning, but we will need a replacement. ***Donna would like to add this item to our wish list.***
10. One instructor's kiln in the glass room needs to be replaced. Connie and Mei Lie will look at a new one Mei Lie's niece is selling and find out how much it costs.
11. ***Eggstravaganza is Saturday, April 15th.*** No classes will occur Wednesday through Saturday.
12. 4/20 is permitted this year; during the event, park patrol and police will utilize the studio.

DIRECTOR'S REPORT (MATT)

13. Cassandra and Matt are making an event planning reference binder.
14. Matt met with Cybelle's Pizza's owner and sent a follow-up proposal. They have agreed to waive their minimum food/beverage and cleanup fees for our next Drink and Draw.
15. ***The next Drink and Draw is Thursday, June 8th at Cybelle's Pizza.***
16. We made ~80% of our revenue potential this winter. It was one of our highest-scheduled seasons to-date and we only had to cancel a couple of workshops.
17. Matt is working on instructor evaluations and spring contracts next week.
18. We will be at 100% of our membership revenue goal with the next SFRPD payout.
19. Summer edits are done and fall planning has begun. We'll be bringing back calligraphy.
20. Matt sent Costi a list of dates to add to the shared calendar. The number of board members needed at each event will be noted. A follow-up email will be sent out.
21. Matt wants to buy upstairs easels, allowing fine arts classes to be scheduled simultaneously upstairs and downstairs.
22. Matt inquired about FOSAS becoming a third party vendor for SFRPD to help with urgent purchases, bill the cost of shared supplies, etc. ***Donna will send Matt the application packet.***
23. Matt was emailed that we received donations via Benevity, the Google employee donation/matching program. We should ask if we could table at this event next year.
24. Matt is meeting with Harriet Stix's daughter to discuss the scholarship logistics/criteria; it will be advertised in the summer brochure.

COMMITTEE REPORTS

25. Three vendors were compared for studio t-shirts; the top runner is local nonprofit Ashbury Images. Cassandra shared images of sample designs she created with Virginia Banta's help. Once designs are finalized, tote bags and men's and women's t-shirts will be ordered. Donna suggests organizing a preorder and Connie offered to store inventory in her home if needed.
26. Costi and Oaday met to discuss a campaign to engage lapsed members and other Marketing Committee initiatives. They will meet with Matt and Daniel next to discuss their questions.
27. The Board Recruitment Committee is still looking for someone with a background in law. Guest Mike Parking will ask someone he knows.
28. Oaday made and Karen reviewed an online board application; it will include a place to attach a resume.

PRESIDENT'S REPORT (DANIEL)

29. ***The Cole Valley Fair is September 24th. Please email Daniel if you can help***
30. ***The Spring Student Sale is Sunday, May 7th. Bonnie will follow up with the following board members who agreed to help: Dottie, Oaday, Rachael, Mei Lie, Daniel, and Amir.***
31. ***The following board members agreed to help with the next Drink & Draw: Rachael, Connie, Dottie, Oaday, Mei Lie, Daniel, and Karen.***
32. ***Connie motioned to change the monthly board meetings to begin at 6:30pm. Oaday seconded, all in favor, none opposed. Motion passed.***
33. ***The board retreat was tentatively set for Saturday, June 24th, 10am-2pm at Daniel's house.***

Meeting adjourned at 8:27pm.

Minutes respectfully submitted by Board Secretary, Karen Clark.