

Friends of the Visual Arts  
dba **Willamette Art Center**  
Board of Directors Meeting  
**MINUTES**

<i>Date</i>	February 17, 2025
<i>Time</i>	5:30-7:00 pm
<i>Location</i>	Willamette Art Center, 2230 17th St NE, Salem, Oregon

**Attendees**

*Board:* Pam Baldwin, Claudia Hill, Dana Field, Renita Heibert, Wendy Cornelison, Josie Hummert, Carla Axtman

*Staff:* Lisa Joyce

*Guests:* Jesse Breon, Saban Johnson, Paul Hutter, Amanda Katzenmeyer

1. Call to Order

Carla Axtman called the meeting to order at 5:28.

2. Approval of Consent Agenda

- a. Minutes of 1-8-25 meeting
- b. Financial Report
- c. Board Reports
- d. Staff Reports
- e. Employee Handbook
- f. Appointment of Paul Hutter and Amanda Katzenmeyer as Board Member

Wendy Cornelison made a motion to approve the consent agenda as presented. Claudia Hill seconded the motion. Carla Axtman asked if there was discussion.

Dana Field asked whether there would be changes recommended by the board to the employee handbook.

Wendy Cornelison made an amended motion for the consent agenda to remove the employee handbook from the consent agenda. Dana Field seconded the motion. There was no discussion. The motion passed unanimously.

The Board agreed that the employee handbook should be added to this agenda as a separate item immediately after Item 4, The Big Move.

3. Volunteer and Member appreciation party update and budget discussion

Renita Hiebert asked the board whether they would like to provide food for the event or host a potluck. She indicated that she could provide all of the food for volunteers for \$250 if the Board wanted to go that route. The Board discussed various options and ultimately ended with consensus around showing appreciation to volunteers and providing food.

Wendy Cornelison made a motion to approve \$250 to purchase food and supplies for the volunteer appreciation party. Claudia Hill seconded the motion. There was no further discussion and the motion passed unanimously.

#### 4. The Big Move

##### a. Facility search update

Lisa Joyce reported that the facility search committee continues to look at locations. Work is being done to identify power, gas, and space planning needs. There are no concrete leads or plans at this time to report.

##### b. Fundraising progress

Josie Hummert updated the Board on the fundraising planning progress. She asked the board to submit 2-3 sentences about why the studio is important to them. Dana Field had a suggestion of gathering quotes from patrons. Carla Axtman would like to ensure patrons understand why we're gathering statements before we start using them in media and fundraising work.

##### c. Draft budget or cost estimates

Lisa Joyce shared that this work is ongoing and won't be fully available until we have a clearer understanding of what a new location might cost. Some work gathering data is ongoing to keep this moving along.

##### d. Equipment movement/storage

Carla asked Jesse Breon to update the Board on the moving committee work. Jesse Breon indicated the work is starting in terms of looking for moving companies that may be able to support this type of move.

##### e. Volunteer update/assignments

Lisa Joyce indicated we had some volunteers for areas of the work we're doing and will share them with the various committees as they come in.

##### f. Moving committee assignments - recommendations and potential appointments

Carla Axtman appointed, with consensus from the Board, Jesse Breon to head the moving committee work.

The Board made a few comments about the move and work around that. It was noted that employee retention is really important and that building in the cost of maintaining staff into projections needed to be on the forefront of financial discussions.

Carla Axtman asked whether there was anyone willing to serve on the workgroup who will go through items that didn't need to be kept such as file folders, old computer equipment, cords, and other items

that don't serve a purpose. It was noted that much of the items needing to be gone through were either trash or historical preservation type items like photos. Dana Field and Paul Hutter volunteered for this work.

It was noted that discussion of what communications related to the moving, fundraising, and other items of interest were not included on this agenda. Lisa Joyce noted that the first update would be coming but that as work has been happening behind the scenes related to facility and fundraising planning information isn't ready. She assured the Board that a lot of work was happening behind the scenes and that as information was available, it would be shared. She noted that once the fundraising campaign kicked off, there would be more regular communications as well.

Lisa Joyce presented the Employee Handbook for final approval. She hoped the Board had reviewed and asked if they had any questions.

Dana Field made a motion to approve the employee handbook with the proviso that if issues arise, Lisa Joyce would bring those issues to the Board for review of particular sections. Josie Hummert seconded the motion. The only discussion was a point about clarifying exempt employee versus non-exempt employee benefits. The motion passed unanimously.

## 5. Committee Assignments

### a. Standing Committees

- **Auditing:**
- **Budget:**
- **Nominating/Bylaws:**
- **Personnel:**
- **Strategic Planning:**

Carla Axtman asked for volunteers to serve as the chair of the standing committees. She appointed, with consensus from the board, the following positions.

- **Auditing:** Paul Hutter, chair - Saban Johnson, member
- **Budget:** Wendy Cornelisen, chair
- **Nominating/Bylaws:** Dana Field, chair - Josie Hummert, member
- **Personnel:** Carla Axtman, chair
- **Strategic Planning:** Josie Hummert, chair - Amanda Katzenberg

At this time, the only ad hoc committee needing an appointment is Safety/Facility. Carla Axtman, with consensus from the Board, appointed Dana Field to be the chair of that committee.

Dana asked for volunteers for the Safety/Facility Committee. Renita Heibert will join the committee.

Paul Hutter indicated a desire to serve on the budget committee. Wendy Cornelison will reach out to Paul to discuss.

### b. Ad Hoc committees - recommendations *[informational]*

The recommendations for handling of ad hoc committee work is intended as informational at this time and would be discussed at a future meeting.

## 6. Retreat scheduled for March 1 - 10:00 am - 2:00 pm

Carla Axtman reminded everyone of the Board Retreat. She encouraged people to bring a dish to share as it would be a potluck.

Carla Axtman asked if there was any other business.

A topic for the retreat was suggested by Dana Field related to conflicts of interest and how they would be handled.

Claudia Hill resigned effectively immediately because of her impending move. The board thanked Claudia Hill for all her service and support over the years.

## 7. Adjourn

Carla Axtman adjourned the meeting at 6:57 pm.

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Carla Axtman, President

Recorded by Josie Hummert