

Friends of the Visual Arts
dba Willamette Art Center
Wednesday, November 13, 2024 – 5:30 pm
location: Willamette Art Center

**Board Meeting
Minutes**

Attendance:

Board members: Carla Axtman, Pam Baldwin, Wendy Cornelisen, Sage Dunham, Dana Field, Claudia Hill.

Absent: Josie Hummert, Dave McConnell.

Staff: Lisa Joyce.

Member-Elect: Renita Hiebert

Call To Order: Board President Sage Dunham at 5:29 pm.

Secretary’s Report: Claudia Hill

October 2024 minutes were provided for review. Pam **moved to accept the minutes as written.**

Motion seconded and passed. The three “Parking Lot” items were reviewed. Capital Improvement Plan and Policy Consolidation have been addressed in some manner and were removed from the list.

Treasurer’s Report: Lisa Joyce

Umpqua Bank Savings	\$53,919.76		
Umpqua Bank Checking	\$95,579.29		
Petty Cash	\$397.00	TOTAL	\$128,990.74

President’s Report: Sage welcomed Renita Hiebert and thanked her and Josie Hummert for agreeing to terms on the board. There will be an orientation for any interested members. The new Board will select officers at the December meeting, and committees at the January meeting.

Director’s Report: Lisa Joyce

- **Staff transitions.** Lisa reported Nikki submitted a letter of resignation effective November 8th. Doug has agreed to operate the kilns and prepare glazes, plus continue to do maintenance. Approximately \$7000 in additional costs are expected. She is working to identify available volunteers as back-up for firing and glaze tasks.
- **Grants.** Lisa is working with Megan and Luke to complete the Transient Occupancy Tax (TOT) Grant applications, which are due Monday. She has requested information from Business Oregon regarding status of the \$3800 operating grant.
- **Vehicle access during December.** There will be many restrictions on our access to the studio. Lisa will provide updates on the website and email notifications on an ongoing basis. Fair management will not allow exceptions for patrons needing handicap parking access

Old Business:

- **Empty Bowls.** There are plenty of bowls and other items, volunteers sign-up slots are filling well, and the last kiln load is firing now. A number of patrons donated usable items.

- **Strategic Plan.** Carla provided an overview of the Strategic Plan and its relationship to the Mission Statement. The new plan needs Board approval to be implemented. Discussion followed regarding responsibilities of Board and Staff to develop policies. Broadly, two types of policy were identified. There was recognition that Staff would often be in a position to develop operational policies; whereas the Board could focus more on visionary, strategic and fiscal areas. Where the two categories overlap, the Board has fiscal responsibility. With the Strategic Plan in place, the next step would be for staff to develop procedures in accordance with strategic plan elements. **Wendy moved to approve the Strategic Plan to guide our work for the next two years. The motion was seconded and passed.**

New Business: Finding a new home. The landlord has provided notification that our lease will not be renewed once our options expire in June of 2027. Work was done several years ago to assess our real estate needs for a different facility. Although the price per square foot has changed, other aspects would remain constant. The records are available in BOX. Sage **moved to form a committee to plan the move. Motion seconded and passed.**

Ongoing Education: Lisa reminded everyone that individual board members play a critical role in creating the environment of the facility.

Committee Reports:

- Marketing/Communication. Marketing has included radio interviews, social media, newspaper, newsletters and placement of posters. The frequent parking and gate access changes are conveyed by email.
- Safety/Facilities. At the end of each term Dana initiates a clean-up. Additional help would be appreciated. Lisa noted Doug finds cleaning the shelves a priority.
- Artisan Village. The reimbursement check for 2024 AV is anticipated soon.
- High Volume Artist. Some individuals who have been gone for extended periods have come back.
- Budget. There will be a budget meeting in December.
- No report: Personnel, Auditing, High-Volume Artists, Membership,

Meeting Adjourned at 6:45 pm.

Submitted by Claudia Hill
WAC Board Secretary, 2024

Approved

_____ Date _____
Sage Dunham, President

Parking Lot
Calendar
Update instructors on glazes

Next Board Meeting December 11th @ 5:30 pm at Willamette Art Center