

Friends of the Visual Arts  
dba Willamette Art Center  
**Wednesday, June 12, 2024 – 5:30 pm**  
Willamette Art Center Gallery  
**Board Meeting**  
**Minutes**

**Attendance:**

**Board members:** Pam Baldwin, Wendy Cornelisen, Sage Dunham, Dana Field, Claudia Hill, Dave McConnell, Heather Skinner.

**Absent:** Carla Axtman.

**Staff:** Lisa Joyce.

**Guest:** Josie Hummert.

**Call To Order:** Board President Sage Dunham at 5:33 pm.

**Secretary's Report:** Claudia Hill

May 2024 minutes were provided for review. Sage **moved to approve the minutes as written.** Motion seconded and passed.

**Treasurer's Report:** Dave McConnell

Umpqua Bank Savings	\$53,917.47		
Umpqua Bank Checking	\$96,006.46		
Petty Cash	\$397.00	<b>TOTAL</b>	\$166,154.38

**President's Report:**

- Sage reported he is looking forward to coming to the studio in the future.

**Director's Report:** Lisa Joyce

- **Allocating Executive Director's time.** There are funding sources designated specifically for work done in support of Empty Bowls and Artisan Village. Lisa will track her hours separately so they can be allocated correctly for these activities.
- **Volunteer recruitment.** Sign-up Genius, a web-based sign-up, will be in place for those volunteering for the Marion County Fair. A paper sign-up will also be posted. For the State Fair, fair management is requiring Lisa or a designee to screen volunteers for prior convictions. A second change is a reduction in the number of hours required for the Raku kilns to be firing.
- **New Raku workshop vs. open studio firing.** Safety and revenue issues are prompting changes to open studio raku. Those wishing to participate in Raku will sign up for classes and workshops rather than the evening open studio activity. Staff, not volunteers, will operate the kilns.
- **New model for Family Clay Sunday.** Family Clay Sunday volunteers are stretched thin. Without additional volunteers, fewer Sundays will be scheduled when restarting in October.
- **Cascade Employers.** The contractor initiated an organizational assessment in preparation for developing an employee handbook. Additional issues were found that need to be addressed. On a positive note, our contract with Cascade Employers includes their recruitment for our office manager position.
- **Kiln repair.** Doug continues repair and maintenance on multiple kilns and wheels.

- Touch the joy. A donor sponsored Washington Elementary 4<sup>th</sup> graders to attend sessions at WAC. This was a fantastic experience for students and instructors, demonstrating that there are no language barriers to artistic expression.

### **New Business:**

- Replacement Board Member. **Sage nominated Josie Hummert for the open position on the Board.** The nomination was seconded and passed. Josie will serve in Jennifer Lassen's position until the next election.
- Administrative Assistant Job Posting. Lisa presented the posting for review and discussion. Comments were positive. Sue will be available to cross train the selected employee.

### **Old Business:**

- Resolution of debate. Lisa noted patronage, morale and the atmosphere in the studio is being impacted because policies regarding high volume artists are not clear. We need to develop and post a clear policy statement. **Dana moved to convene an advisory committee comprised of someone with commercial pottery experience, someone on the WAC budget committee, and someone not vested in the way we've done it before, plus the Executive Director; to support the Executive Director in developing a policy to be presented at the July board meeting.** The motion was seconded and passed. Sage appointed Lisa as chair.
- State Fair revenue generation. The board discussed adding a booth adjoining the raku tent to sell artists' work. Non-profit business requirements will affect how this effort might be carried out. Lisa will develop a survey to determine the amount of interest.

### **Committee Reports:**

- Marketing/Communication. Lisa discovered most people new to the WAC, when questioned, stated they found it through a Google search. She will "claim the business" and provide more detail for searchers. Posters for Empty bowls and promotional material for Artisan Village are in the planning stages. Summer classes are filling. In the near future she will be working on donor development.
- Empty Bowls. Pam noted there have been eight clay-a-thons so far. Twenty-two potters have participated. Pam, Margrethe, Tom and Claudia spent a morning sorting, cleaning and counting items left over from last year. There are 240 completed items for this year's event, and 45 "seconds" that will be available for sale at the Marion County Fair. Patrons have donated bats and clay, Doug has volunteered to fire empty bowls items in Bailey, and Margrethe has bisque fired all the empty bowls greenware. Next Clay-A-Thons are June 21, 22,23.
- Safety/Facilities. Dana reported four volunteers participated in a recent Love Your Studio cleanup. Dana discussed dust hazard and will remove canvas from the studio tables.
- Artisan Village. Sign-ups of vendors and musicians are nearly complete.
- Strategic Planning. Wendy discussed the Mission Statement update. The next step is to contact the WAC community for conversation and feedback.
- Budget. Dave reported the committee will meet in July for a midyear review. Revenue and expenses are on track to be similar to previous years. Amounts are negative on a variety of revenue sources, and expenses are also below budget.
- Fundraising. Heather noted shirts, aprons, engraved water bottles and stickers will be the first merchandise items brought to the design stage.

**Meeting Adjourned at 7:04 pm.**

Submitted by Claudia Hill  
WAC Board Secretary, 2024

Approved

\_\_\_\_\_ Date \_\_\_\_\_  
Sage Dunham, President

Parking Lot  
Capital improvement plan

Calendar  
Next Board Meeting July 10<sup>th</sup> @ 5:30 pm