

Friends of the Visual Arts
dba Willamette Art Center
Wednesday, August 14, 2024 – 5:30 pm
Willamette Art Center Gallery

**Board Meeting
Minutes**

Attendance:

Board members: Carla Axtman, Pam Baldwin, Wendy Cornelisen, Sage Dunham, Claudia Hill, Josie Hummert.

Absent: Dana Field, Dave McConnell.

Staff: Lisa Joyce.

Call To Order: Board President Sage Dunham at 5:31 pm.

Secretary's Report: Claudia Hill

July 2024 minutes were provided for review. Sage **moved to approve the minutes as written.**

Motion seconded and passed.

Treasurer's Report: Dave McConnell submitted the report electronically:

| | | | |
|----------------------|--------------|--------------|--------------|
| Umpqua Bank Savings | \$53,917.47 | | |
| Umpqua Bank Checking | \$109,328.27 | | |
| Petty Cash | \$397.00 | TOTAL | \$163,642.74 |

Lisa noted expenses and revenues are currently in relative balance.

President's Report: Sage noted there is a lot going on and everyone is very busy.

Director's Report: Lisa Joyce

- **Code of Conduct.** Lisa initiated a discussion inviting the board to provide a history of the existing Code of Conduct, how it is shared with patrons and how it is applied to different scenarios. There was agreement that areas of the Code need to be strengthened or updated, and that the Code of Conduct must be clearly communicated to students, instructors, other patrons and staff. Lisa agreed to address needed items and present a revision of the Code to the Board.
- **Human Resources contract.** Cascade Employers reviewed the survey and will next assist in developing an Employee Handbook. Lisa noted two main issues that require clarification: contractor status vs employee status for instructors (different agencies have different definitions); and meal and rest break requirements for staff.
- **Open Position Interviews.** Lisa has interviewed candidates over the phone and all will move to in-person interviews after the State Fair concludes.

Ongoing Education: Lisa received some positive feedback from individuals who listened to the Civility Podcast.

Committee Reports:

- **Marketing/Communication.** Lisa noted Josie and Stephanie are actively promoting the WAC through social media. They and others are developing and polishing outreach materials for Empty Bowls marketing and sponsorships.

- Empty Bowls. Pam reported Bailey fired with good results, so the bisqueware backlog is available to be glazed. A bubble-glazing workshop was held. Throwing and glazing days, boxing and cleaning up bisqueware, and sponsor recruitment are ongoing.
- Safety/Facilities. Opinions differ and research is scarce regarding pottery studio dust. Sage shared a report that found particulate monitors were not triggered by studio dust. Reaction to masonite vs canvas tabletop is split. Love Your Studio Day will be September 7th.
- Artisan Village. Lisa requested help contacting last year's volunteers to fill remaining slots.
- Fundraising.
 - A Stained Glass Workshop of fifteen students resulted in finished stained glass panels, great photos, and positive feedback from the instructor. Also \$500 for the WAC.
 - Salem Cinema will host a fundraiser showing for the WAC this October. Date and time to be announced.
 - T-Shirts were ordered for Artisan Village volunteers and for sale in the studio.
- Strategic Planning. Carla requested updated comments from board members regarding the strategic plan, then will solicit and incorporate staff comments, and finally present a summary at the September meeting.
- Bylaws. No nominations for the open seat have been received. Potential benefits of board members from outside the WAC were noted.
- No report: Budget, Personnel, Auditing, Membership, High-Volume Artists.

Meeting Adjourned at 6:43 pm.

Submitted by Claudia Hill
WAC Board Secretary, 2024

Approved

_____ Date _____
Sage Dunham, President

Parking Lot
Capital improvement plan
Calendar

Next Board Meeting September 18th @ 5:30 pm