

**Minutes of the Regular Meeting of the Board of Directors
Friends of Sharon Art Studio (FOSAS)
Wednesday, February 10, 2016, 7pm
Lawn Bowling Club Room, Golden Gate Park, SF, CA**

The following handouts were distributed:

- January “Minutes of the Regular Meeting of the Board of Directors”
- “FOSAS Board Meeting Agenda”
- “FOSAS Director’s Report: February 10, 2016”

The meeting was called to order at 7:09pm.

The following directors were present at the meeting (there were no Board Members absent): Oaday Awadalla, Karen Bash, Karen Clark, Constance Flannery, Vesta Kirby, Daniel Michael, Dottie Wall, & Mei Lie Wong.

The following persons were also present: Matt Burns, FOSAS Executive Director, & Donna DeTurris, SFRPD Sharon Art Studio Coordinator.

Approval of Minutes

1. Connie mentioned how well laid-out the minutes have been under Karen Clark’s efforts. It is much appreciated by all.
2. *Mei Lie motioned to approve the January minutes. Karen Bash seconded the motion. All were in favor and none opposed. Motion to accept minutes passed.*

Concrete Goals from Meeting (Daniel)

3. The goals for this meeting were: (1) Discuss/review fundraising/events for remainder of fiscal year – finalize Drink & Draw event for March 16, (2) Finalize FOSAS/Studio involvement with Eggstravaganza, & (3) Update on committee status.

SFRPD Sharon Art Studio Coordinator’s Report (Donna)

4. SFRPD’s Cultural Arts division is running the rib cook-off during Eggstravaganza on Saturday, March 26, 11-3. In her role, Donna will invite teams to compete and will also be responsible to set-up for the event, distribution of information, arranging permits and submitting directions/rules the morning of event. FOSAS will be able to participate by assisting at the SAS table to assist. There was some discussion about the level of interest in FOSAS participation. Although FOSAS had previously discussed the possibility of forging a “food” event and facilitating an arts/craft-only activity, FOSAS can certainly help participate at the booth/table run by SAS and supplement volunteers for the rib cook-off/information sharing. In other words, FOSAS does not need to have its’ own chef cooking ribs specifically for FOSAS, we can participate at the Sharon Art Studio table either to greet the public, help serve food, etc. Last year the studio won three awards and there is enthusiasm to continue the success. Matt suggested that individuals can be assigned certain duties prior to the event so there is little last-minute confusion about who is responsible for decorating the SAS table,

arranging volunteers, making food, etc. Donna reiterated that whatever money department the department makes from the event goes back to the SFRPD scholarship fund.

5. On February 1, Matt and Donna attended a *Rec & Park Brown-Bag Lunch Budget Talk* with Phil Ginsberg and other SFRPD staff to review the department's upcoming financial budget. This event was held at the Lake Merced Boathouse. Discussion centered on preliminary plans for the FY2016-17 SFRPD budget with GM Phil Ginsburg and Director of Finance, Katie Petrucione. This was a valuable meeting; SFRPD outlined a proposition to go on the June ballot to establish a baseline budget for the department for the next 30 years. It can help maintain staff, cost of living, etc. Attending together, Donna and Matt had a constructive opportunity to show not only a visible partnership but have fact-finding information to help with future ideas and planning for the SAS community. As the ballot measure will eventually become a "political" issue, there is an opportunity for FOSAS to help take an advocacy position as the non-profit can inform its memberships and potentially help educate members who will be potential voters for the ballot measure. Matt will draft an information piece for the FOSAS membership and seek input and approval from Phil's office.
6. In other news related to the SFRPD/FOSAS partnership, Matt will be assisting on Saturday, March 19 at McLaren Lodge with SFRPD summer camp registration. Donna will be out of town this weekend and Matt's presence will help with representation/support from the studio. Both FOSAS and SFRPD have successful camp programming through Art in the Park and Jr. Picasso registrations.
7. Donna mentioned the studio's RICOH copier had to be repaired and was out of commission from mid November 2015 through January 2016. The computer components/boards needed to be completely rebuilt. Over 85,000 black and white copies were run in October 2015 alone and to help establish which departments use the copier most, a code will now be required to use the copier. Different departments will have their own codes (e.g. instructors, SFRPD office, and FOSAS office). Students who need copies will need to see the front desk/Recreation Leader if an instructor is not available.

Upcoming Event: Drink & Draw

8. Karen Bash and Oaday led conversation about the next Drink & Draw.
9. This fundraiser event will be held Wednesday, March 16, 2016. The goal is to sell fewer tickets at a higher price to avoid overcrowding the event.
10. Brown Paper Ticket was utilized previously for tickets, although we may want to allow the ability for spontaneous registration at the door. Last year we had 27 tickets sold; limited space should warrant limiting registration to around 25-27. It will also be important to have a facilitator tip jar more prevalent and to allow more time for the "exhibition" of participants' work at the end of the event.
11. TIME/LOGISTICS: The upcoming March iteration/event will be held at an earlier time to capture a different clientele (proposed 6:30-8:30pm). This will allow us to see how effective a different demographic will be, as well as a different day of the week.
12. THEME: For advertising can be: St. Patrick's. Although there will not be St. Patrick's-themed components to the event (i.e. only using green/nature/Irish photo references, selling green beer, etc.)
13. SUPPLIES: A significant amount of supplies are already available so supply costs can be kept to a minimum. The FOSAS office will supply paper and possibly order extra inexpensive brushes. Karen Bash and Matt will set up a time to meet and discuss details later this month.

14. TECHNOLOGY: A tech pilot prior to this next iteration run is essential to iron out some difficulties from the last event (i.e. live camera feed for the demonstration on the video screen).

Director's Report (Matt)

15. Matt reviewed the status of his three main goals for January/February 2016:
16. (1) In general, the Town Hall Meeting on January 23, 2016 was successful and Matt would like to ensure that this becomes an annual, calendar event. The MOU requires that one (1) town hall meeting be held at the studio annually, although based on input from attending community members (mostly ceramicists) there is some relevancy having Donna host a ceramics-specific meeting more than once a year.
- In general, what was remarkable about the meeting was the realization there is still lingering confusion about the FOSAS/SFRPD partnership. For example, many students believe that FOSAS assumes responsibility for repairing and/or supplementing all equipment for the ceramics departments, whereas SFRPD has a budget for departmental costs. Continuing to be transparent about how the studio's program is divided between SFRPD and FOSAS administration will help to educate the community (i.e. FOSAS oversees Jewelry/workshops/ majority of Fine Arts program and SFRPD is responsible for supervising some Fine Arts, and the Ceramics and Glass departments).
 - An alternative day of the week should be selected for the next annual town hall meeting to improve attendance. We should also avoid starting early to accommodate one department since individuals, including Board members who arrived on time, had to have some information and questions repeated.
17. (2) The Finance Committee will meet February 11 to begin an early review/draft of the next fiscal budget.
18. (3) MOU edits will be completed by February 28. Connie inquired about the current status of the MOU. Donna explained that Matt and Donna would be finalizing final edits with Daniel regarding to two sections – related to storage area and program revenue. Then the MOU will be sent to SFRPD's Cultural Arts Manager, Chris Boettcher by the end of March for SFRPD lawyers to review. The new MOU goes into effect next fiscal year, beginning July 1.
19. Matt shared that Summer 2016 programming/rollovers are due to SFRPD by February 26, and he is already planning for an earlier submission. The goal for our summer 2016 FOSAS brochure is to get a week ahead of the SFRPD program guide "go to print" date of April 4. This will help avoid any errors or inconsistent edits as FOSAS brochure production has final edits that often fall a few days after information has gone to SFRPD, creating more work to make the SFRPD website, SAS website, and hard copy brochure as consistent as possible.
20. Matt is working on an evaluation/report of cost breakdown from the Winter 2015 Student Sale. This will be shared with sellers prior to a March meeting to discuss the Spring Sale.

President's Report (Daniel)

21. Daniel outlined his philosophy and intent to utilize individual board members' talents by having everyone commit to either heading or participating in at least one committee. For example, Oaday and Daniel have assumed leadership of the Recruitment Committee, helping Matt reach out and communicate with members of the community who have expressed interest in attending a board meetings as a guest and/or getting involved in the studio.

22. A Finance Committee meets offline as needed to work and advise the Director about budgetary and program component.
23. Connie mentioned previously active committees, such as the Program Committee, which was essential when FOSAS was without a Director.
24. When she was on the Board, Judy Puccini had also mentioned interest in leading a Membership Committee.
25. Other committees to consider and or continue:
 - Social Media Committee
 - Development Committee--presently meeting on a regular basis with Daniel, Matt, and Carl Schmidt to establish a litmus test for future grant work.
 - Evaluation Committee--Karen Clark suggested the area of program evaluation as one area to tackle. Matt also indicated that a committee, which could combine FOSAS instructor course evaluation and possible changes to instructor payout, might be useful. There was a general discussion about moving course evaluations online rather than having them collected by individual instructors. This would promote more honest responses from the students.
 - Partnership Committee--Karen Bash is willing to head this committee, which would look into strategic partnerships, some of which could link to future grant attainment. Karen will follow-up with Matt and Daniel to schedule a meeting.
 - Events, Student Sales, Volunteers, MOU's, Fundraisings, and Marketing.
26. A future meeting will be organized by Daniel/Matt will be organized to determine what committees should be in place and complete a review of current committee activity.
27. Karen Clark mentioned it might be good to review FOSAS' key goals this fiscal year. Matt mentioned that our monthly Board Meeting Agendas identify at least three concrete goals to measure productivity and therefore keeping an eye on the larger goal of the organization is helpful. Daniel mentioned that we could revisit FOSAS priorities established at the 2016 spring retreat. Perhaps including them on the monthly Board Meeting Agenda will be helpful for all members.
28. Karen Bash suggested that we put on the agenda for next meeting to establish another fundraiser after the March Drink and Draw. This could be an event that takes place in April, May, or June 2016--before the fiscal year ends.

Announcements/Public Comment

29. *Karen Clark motioned to change the time of the monthly Board meeting to 6pm-8pm. The current time of 7pm-9pm was to accommodate individual who had work commitments outside of the studio, however an earlier start time would be helpful for everyone. Oaday seconded the motion. All approved and the motion passed. The change of meeting time will be in effect at the March 2016 Board Meeting.*
30. Karen Bash asked if FOSAS was celebrating a special anniversary this year and it was discussed that July 8, 1991 was the official date of establishing FOSAS with Articles of Incorporation being approved July 19, 1991. Daniel mentioned that FOSAS should plan a celebratory "25th" event in the forthcoming fiscal year 2016-17. Matt mentioned a special celebration (i.e. an ice-cream social) could be arranged to invite members to come and celebrate and a more official, ceremonial event, such as commemorating the kilns in the spring of 2017, could allow for dignitaries to attend. More discussion on this will follow.

Dottie Wall shared examples of business cards she created for herself via VISTA PRINT. It is more personal and detailed than simply using the general version the FOSAS office had previously created for Board member use. Other members may want to create their own.

Goal Check-In (Daniel)

31. The goals for this meeting were: (1) Discuss/review fundraising/events for remainder of fiscal year – finalize Drink & Draw event for March 16, (2) Finalize FOSAS/Studio involvement with Eggstravaganza, & (3) Update on committee status. These goals were met.

Mark Your Calendars

32. All future Board Meetings will be held 6pm-8pm (not 7pm-9pm)

33. Wednesday, March 16: Drink & Draw

34. Saturday, March 26, 11-2pm: Eggstravaganza.

Karen Bash motioned to adjourn. Mei Lie Wong seconded the motion. All approved. The meeting was adjourned at 9:05pm.

Minutes respectfully submitted by Secretary, Karen Clark with the assistance of Matt Burns. Next meeting to be held Wednesday, March 9, 2015 at the Lawn Bowling Clubhouse at 6pm.