

**Minutes of the June Retreat of the Board of Directors
Friends of Sharon Art Studio (FOSAS)
Wednesday, June 11, 2016, 6pm
San Francisco, CA**

The following handouts were distributed:

- May “Minutes of the Regular Meeting of the Board of Directors”
- Profit & Loss Budget vs. Actual: July 2015 through May 2016
- FOSAS Board of Directors Officer Candidate Interest Form: Karen Clark for secretary & Daniel Michael for president
- “FOSAS Annual Retreat Agenda”
- Proposed Draft Budget for 2016-2017

The meeting was called to order at 11:08am.

The following directors, constituting a quorum, were present at the meeting (* indicates absence): Oaday Awadalla, Karen Bash, Karen Clark, Constance Flannery, Vesta Kirby*, Daniel Michael, Dottie Wall, & Mei Lie Wong.

The following person was also present: Matt Burns

Approval of Minutes

1. *Dottie motioned to approve the May minutes as they are. Oaday seconded, all in favor, none opposed. Motion passed.*

Mission, Goals, & Retreat Process (Daniel)

2. Oaday was established as the timekeeper.
3. Daniel read the FOSAS mission statement.
4. Daniel and Karen C. shared their president and secretary goals respectively.

YTD Financials (Matt)

5. By the end of May 2016 we were about 10,000 in the black; we will have payroll and some expenses, but Matt hopes to end at \$0 or a few thousand in the black.
6. Revenue from programs and memberships are growing and we are being frugal with our expenses, allowing us to be more financially healthy.
7. Matt is working on the end-of-the year report.
8. Matt answered questions and explained line items we may want to add in the future.
9. Matt shared the proposed budget. Green items signify changes from last year and yellow are line items that will likely be adjusted.
10. By the end of next fiscal year, all contracted instructors will be paid hourly.
11. The goal is to approve the proposed budget by June 30th. Connie asked all board members to review the previous and proposed budget and email any questions to the financial committee.

12. In ActiveNet, there will be a transaction fee for registrations and membership dues; these fees will be deducted from the revenue payout. This was factored into expected revenue in the proposed budget.

Board Recruitment & Student Rep Program

13. Oaday discussed the web-based strategy for board recruitment, leveraging our Facebook page and website. We are looking to recruit in areas of: general, HR, and legal. Dottie suggested using LinkedIn too.
14. The board discussed implementing an advisory board. For now, we will focus on recruiting for board positions, keeping a list of those who may make good advisory board members. Should we decide to establish an advisory board, the recruiting committee will develop guidelines and Karen C. can add member's names to the board page on our website.
15. Matt reported that 7-8 people have expressed interest in the student rep program. Next, we should reach out to instructors to ask for suggested class members. We probably want someone in the day and in the evening for each day of the week.
16. Once SFRPD's ActiveNet is implemented, we will have 30 days to have all members create a new membership account; we cannot transfer accounts from the old registration system.

Small Groups: Fundraising

17. Goals this fiscal year
- (October 2016) Adult Halloween Party: Start PR by late August/early September, have pumpkin-cutting demo, makeup demo/facepainters, and "members-only perk" like discounted or free entry or free swag.
 - (Spring 2017) "Pop-Up" Silent Auction Dinner for High-End Donors: \$100 per head, 20-25 seats in two back-to-back timings, 8 items for auction, donated venue, food, and labor.
 - (Fall 2016) Drink & Draw/Social Events: Continue events at the Corner Store, etc.
 - (2016/2017) Grants: Build team and strategy this fiscal year. Look into grant to help with 25th Anniversary celebration event.
 - (2016/2017) Swag: Pins, stickers, aprons, t-shirts, tote bags, and/or fancy items (jewelry, fine art prints, etc.) for members and for purchase.
18. Goals for next fiscal year
- "Mobile Cause" text-based donation pledges/event sign-ups.
 - Crowd-Funding for specific items like free teen classes, glass kiln, and welding storage.
19. Other fundraising goals
- Get teachers from underserved schools to nominate two students for a full year of scholarships and hold launch party.
 - Recognize big donors in the brochure and on the website
 - Create an annual calendar of fundraiser events
 - Ascertain whether gift certificates will be possible with ActiveNet

Small Groups: Community Outreach

20. Goals this fiscal year
- (September 25, 2016) Cole Valley Fair: Ellen Soloway can create an interactive mural.
21. (Summer 2016) 25th Anniversary Ice Cream Social: include ActiveNet sign-ups and have attendees post inspirational ideas for the next 25 years. Get the Circus Center involved and find out if we can rent the carousel.

- (October 2016) Painted Pumpkins Event: Reserve barn area this year. Hold event prior to Scaregrove and promote Scaregrove.
- (Spring 2017) Free Clay Day.

Small Groups: SFRPD Partnership

22. Goals this fiscal year

- (Fall 2016) Banner: “25 years of partnership with SFRPD” banner to bring to events.
- (Spring 2017) Fine art shows: Get art out of the studio and into the community, showing at venues such as the County Fair Building, McLaren Lodge, the Haight St. and Sunset Libraries, the SF Women Artists’ gallery, and City Hall’s gallery space. Invite SFRPD supervisors to these shows.
- (Fall 2016) Hold 1-2 of SFRPD’s monthly manager meetings at Sharon Art Studio. Karen B. or other could even demonstrate an art project they could take back to their rec center.
- (Winter/Spring 2017) Family Fusion Day: add to playground behind the studio and have Phil, Denny, or other come out to dedicate it.
- (Ongoing) Continue participating in SFRPD’s Turkey Cookoff and Eggstravaganza Rib Cookoff.

23. *Connie motioned to table the discussion of committees. Mei Lie seconded, all in favor, none opposed. Motion passed*

24. *Dottie motioned to close the discussion. Mei Lie seconded, all in favor, none opposed. Motion passed*

To-Do List

25. Karen C.: Create gantt chart of 2016-2017 fiscal year goals and link from our website to google docs or Team Gantt
26. Matt: Add line item for member swag

The meeting was adjourned at 2pm.

Minutes respectfully submitted by Secretary, Karen Clark.

Next meeting to be held Wednesday, July 13, 2016 at the Lawn Bowling Clubhouse.