

## Board of Directors Meeting Notes

Monday February 10, 2014

Goals for 2013 - 2014

- ✓ *Market the Art Center – Promote Membership, classes, & events, increasing community awareness*
- ✓ *Develop & implement an effective Adult Education Program*
- ✓ *Fundraising, fundraising, fundraising!*

- 1) Call to order by Susan Archibald at 6:35 pm.

Roll Call: Board Members Attending: Susan Archibald (Chair), Cynthia Armstrong, Jennifer Hennig, Tina Maschiocci, LAuruS Myth, Stephanie Triolo.

Executive Director: Linda Levy

Guests: Barbara Thomas, Johanna McCormick

Absent: Julie Hendriks (Excused), Noel Littlejohns (Excused), Jody Snyder, (Excused), Shahn Spratt

- 2) Motion to approve Consent Agenda and minutes from January made by Stephanie, seconded by Laurus, Vote: All in Favor

- 3) Meeting Focus:

a. Barbara Thomas presentation

Barbara stated it has been 10 years since she and Jim gift-deeded the property to the Art Center, and she wanted to express her gratitude for all we have done in those years. She provided a great history for us:

They moved to Ben Lomond in the 1980's and wanted to "spruce" up the downtown area. The building came up for sale and they snapped it up. It started as a coffee house, "The Gathering Place" to reflect their desire to create a space in Ben Lomond where people could gather and share their artistry on many levels, music, storytelling, children's area. It was successful in the community, but not financially successful. They brought in Java Bob to manage the shop, and he lasted 2 years. Barbara was a member of a Life Drawing group that met at Highlands Park. The group needed a different space, and Barbara offered them the coffee house space. This coincided with a group of artists who were looking for a space/home to show their work. The Thomas's offered their space to the group to affordably rent.

Barbara shared comments she heard in the community: "I've lived in the valley for years, and have very few friends. I joined the Art Center and in 2 months have made many good friends". Barbara told us she feels very blessed to have helped make this become the vibrant arts center it is today.

We expressed our gratitude for the Thomas's generosity, a legacy that is truly a "gift that keeps on giving", and we presented her with a lovely ceramic vase made by Frank Borovich.

b. Transition Activities:

- Check Signing authority. After some discussion, Laurus made a motion to appoint Susan Archibald, Cynthia Armstrong, Jennifer Hennig, and Stephanie Triolo, keeping current signee Pat Worley, authority/authorized to sign our checks. Motion was seconded by Tina. Vote: All in favor. We need to confirm this on official letterhead to present to the bank when the signatures are recorded.
- Responsible persons for signing off Community Service work sheets: Susan Archibald, Tina Masciocchi & Stephanie Triolo
- Weekly Media & bi-weekly Mass Emails (IContact) – Julia Huff (new volunteer)

- Grant Writing – Kathryn Pierno & husband volunteer
- Graphic Design (Posters, exhibition photos/website) Johanna McCormick
- Curatorial assistance – Christina Morris (new volunteer) & Tina Masciocchi
- Technical Training – IContact, Documents, Dropbox, QuickBooks with Susan and Stephanie.
- Meetings with Grants providers – Resumes for Cynthia, Stephanie, Susan
- Add to Dropbox access: Christina Morris, Johanna McCormick, Julia Huff, Lee Dean, Jennifer Hennig (action Linda)

4) Old Business:

a. Membership Meeting: Friday March 14<sup>th</sup>

Current Board Appointees on Slate have been asked to provide 1 paragraph statements about why they want to be on the board/what they hope to bring to the organization:

Tina Masciocchi, Jennifer Hennig

Addition: Johanna McCormick

5) New Business:

Cynthia shared her concerns about the need to evaluate our Youth Art teachers. Doing an "in service" evaluation would help our teachers with professional development, provide valuable feedback and help us continue to improve the quality of our class programming.

She has a lot of experience/education/training in conducting these kind of teacher evaluations, and would like to be paid \$40/hr to provide this service. She would evaluate current teachers deemed to need help in this area, and eventually evaluate all our teachers. The Teacher's Contract would be revised to reflect the evaluation process.

After much discussion, the Board requested Cynthia provide some examples of evaluation forms, along with an evaluation plan for the March Board meeting.

There were further requests made to reinstate the "class surveys", and the teacher's surveys. The class surveys should be in all class folders available for teachers to pass out and collect at end of class (action Gretchen). See that this is on the Teacher's Guidelines and try to enforce.

6) Motion to adjourn made by Stephanie seconded by Jen at 8:20 p.m.

**Next meeting will be Monday, March 10, 6:30 pm at the Art Center.**