

Board of Directors
Meeting Notes Monday July 14, 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 6:37 pm.
Quorum established, Board Members Attending: Susan Archibald, Brenda Berg, Julie Hendriks, Tina Masciocchi Johanna McCormick, LAuruS Myth,
Guests: Rhea Giroux,
Absent: Jennifer Hennig, Noel Littlejohns, Jody Snyder, Stephanie Triolo
- 2) Motion to approve Consent Agenda and minutes from June made by Laurus, seconded by Johanna, Vote: all in favor.
- 3) Announcements:
- 4) Issues:
- 5) Meeting Focus:
 - a. Youth Education
 - i. Art-After-School program changes: Teachers in the after school program have been operating alone in a situation where they cannot leave sight/sound of the children. This has created challenges for safety in some cases. Brenda proposed making changes to the program that make it possible to have an assistant for each class, to act as backup for the teacher.
Johanna made a motion, seconded by Tina to:
 - Increase class size for AAS classes from 10 to 15 and expand age range to include grades 2-5 for elementary schools;
 - Pay an assistant \$15/hour for each 2-hour class;
 - Increase the class fee to \$25 per 4-week session;
 - Increase materials stipend from \$60 to \$80 per session.Vote: all in favor.
 - ii. Brenda requested that teachers be given an itemized statement along with their checks in order to make it easier to keep track of different types of income for taxes. Gretchen will create a ¼ page form to include with the teachers' checks.
 - b. Website: Artist pages
 - i. After some discussion, a motion was made by Brenda and seconded by Susan to:
 - Offer to members, for a one-time charge of \$10, to add a member's name and a link to their website to a web page listing SCMAC members on MountainArtCenter.org.
 - Offer to members, for a one-time charge of \$40, to create a web page for the member featuring up to 3 images of work, an artist statement, bio and link to the member's website on MountainArtCenter.org. A fee of \$40 will be charged to make changes to this page each time changes are requested.
 - The person creating the web pages will be paid \$40 for each page, and \$40 for each request of changes.Vote: all in favor.

- ii. Johanna will create the template page to be used for member pages in Wordpress.
- iii. Johanna will work on a redesign of the membership application form that includes these options.

c. Events

i. Fundraiser August 17:

- 1. Julie will confirm with Joy of Jazz, who has indicated she is available to provide music.
- 2. Stephanie has offered to coordinate raffle baskets.
- 3. Johanna proposed calling the event "Heart & Soul: a Celebration of Volunteers". She will make a flyer to go into the August mailing (next week).
- 4. SCMAC will provide BBQ, members are requested to bring potluck of side dishes & dessert. Beverages will be offered for a donation.
- 5. Funds will benefit the capital fund.

- ii. Ceramic workshops: Diana Feyt has not yet been rescheduled, Steve Allen still on for Aug. 24.

d. Conflict of Interest: New Board members completed Conflict of Interest forms.

6) Old Business:

- a. Electrical: Lighting in side gallery and bathroom are intermittent. Susan will contact an electrician to troubleshoot the problem and either fix it or submit an estimate, depending on the nature of the problem.

7) Motion to adjourn made by Tina, seconded by Laurus at 8:15 p.m.

Next meeting will be Monday, August 11, 6:30 pm at the Art Center.

Consent Agenda Items:

1) Treasurer's Report and Budget:

- a. Checking: \$32,284.51 (as of 7/8)
 - \$1595 restricted for scholarships
 - \$617.15 restricted for SCCMP (museum partnership)
 - \$6423 restricted for Ceram-A-Rama
 - \$23,649.36 available

- b. Money Market: \$44,025.49

- c. Yesterday Exhibit: brought in \$711 in gallery sales for June.

- d. Registered to receive donations from Amazon Smile Foundation (Amazon.com).

2) Chair Report:

- a. Website introduction to membership on June 22nd

- b. New fence installed with lock on gate to be opened only during big events (more than 50 people)

- c. Prepared classroom and yard for Art Camp

- d. Helped with first day of Art Camp in June and July

- e. July mailing with entry for new show and flyer for Doon Art

- f. Registered with Kathryn Pierno for SC Community Foundation grant workshop on 7/8
- g. Board Chair confirmed as custodian of record for Live Scan records which will be kept in a locked box in compliance with the law

Thanks to everyone who helped with these activities and events. Special Thanks to John for installing the fence, Fillmore for fixing sink holes in paving stones and fixing panels on the stage, Brenda Berg for making Art Camp a success, and Julia for continued work on new website.

3) Chair/Committee Reports

- a. Membership –
 - i. This month: 2 renewals, 6 new member, \$400 collected, 203 on the mailing list.
 - ii. Last month: 3 renewals, 1 new member, \$220 collected, 200 on the mailing list.
 - iii. We have added 16 new members since the beginning of the year. If we get 11 more by the end of the year we will have increased our membership by 20%.
- b. Curatorial (Susan) – Meeting help June 17. Discussed titles for next years shows, changed art display in the front windows, completed July mailing.
- c. Facilities (Noel) –
- d. Fundraising –
- e. Grants (Kathryn) –
- f. Publicity/Marketing –
- g. Music (Julie) –
- h. Ceramics (Jen) –
- i. Events –
- j. IT/website (Julia) –
- k. Education (Brenda/Rhea) – (attached)

Board Meeting: SCMAC Education Report

Brenda Berg, Youth Education Program Director

July 2014

Art Supplies: Purchased white glue, glue sticks and tempera paint for youth art classes. Purchased plastic boxes w/lids to organize and consolidate like-art supplies (colored pencils, crayons, water colors, etc. Have begun organizing art supplies in classroom drawers, cabinets and closet.

Summer Art Camp: Although the late afternoon class only had one student and was cancelled we had full classes for both morning and afternoon SAC Session I. We have been able to register more scholarship students than ever before, thanks to the extra New Leaf Community Day donation of **\$2,257**. Susan, Rhea and Brenda greeted parents on Monday, helped with registration, t-shirt distribution and filling out the Camper “Rules” agreement. Diedra Kmetovic is doing a great job as our assistant teacher and Lucy, Susan’s granddaughter, has volunteered as our beloved camp aide. Several campers enjoyed week one so much that they signed up for additional SAC classes.

NOTE: We still have more “Art is Smart” women’s t-shirts, adult sizes Medium and Large, for a \$20 donation to help offset t-shirt cost. Note: if everyone donated about \$30/ t-shirt, we would pay for all of the t-shirts.

2014-15 Youth Art Classes

Paying Teachers: Itemized checks or an itemized statement with the checks that has a breakdown of what teachers are being paid for classes, materials and any other miscellaneous payments would be greatly beneficial. Teachers are paid different amounts for different classes and materials fees. An itemized statement would help teacher's keep track of income for taxes and business records. We also need to know if materials fees paid and class payments are separate at the end of the year. Materials stipends should not be included as taxable income...

Fall Art Saturday classes have been populated with prospective teachers. Class contracts/descriptions will be due this month. Teachers' lesson plans/class descriptions will comply with grade appropriate State Standards for Art (available online at <http://www.cde.ca.gov/be/st/ss/vamain.asp>).

Considering raising registration fee from \$140/150 to \$150/160 in the fall, leaving materials fee at \$15.

Fall AAS classes are financially solvent and have been populated with prospective teachers. Class contracts/descriptions will be due this month. New guidelines for all classes beginning this fall will include the following:

Teachers must be familiar with their assigned school's handbook and school policies, available online through SLV school district's web site (<http://www.slv.k12.ca.us/schools.html>) and through the individual school's website.

Teachers' lesson plans/class proposals will comply with grade appropriate State Standards for Art (available online at <http://www.cde.ca.gov/be/st/ss/vamain.asp>).

3. Safety has become an ongoing concern at schools. Teachers work independently in a classroom environment without any kind of backup from school or Art Center. Gretchen has indicated that the program could support having one teacher and one assistant if we increase class size to 15 students. All AAS classes will increase enrollment to 15 students per class if approved by the individual schools this fall and a teaching assistant will be added as a teacher backup and classroom support. The increased class size from 10 to 15 would meet our grant stipulation of expanding our AAS Program in 2014-15.

In the 2014-15 school year, we will have 4 schools (SLV, BD, BC, SLV-MS, no HS) with 2 four-week sessions per school—fall, winter and spring. The projected teacher expense per 4 week session is \$320 per class. A **teaching assistant** would be paid \$15 per hour or \$120 for the 4 week session. Both teacher and assistant would total \$440 for a 4 week session. The additional 5 students would be an additional \$100 income, the remaining assistant teacher cost would be \$20. Material costs could go from \$60 per 4 week session to \$80 to accommodate the additional 5 students. We could also consider raising registration to \$25.

4. Teacher Evaluation: A letter accepting Cynthia Armstrong's in-kind donation for 8 hours of research and development at \$75 per hour totaling \$600 for her teacher evaluation packet, and thanking her for her research was written by Susan (edited by Brenda) and mailed. Cynthia delivered the binder to Brenda's house. On site teacher evaluations will begin in the fall. Rhea Giroux has volunteered to be one of the evaluators and support for teachers—thank you Rhea! Brenda will also act as one of the evaluators in the fall. Kathryn Pierno has also indicated that she might be available as an evaluator. Evaluators will meet to discuss the new evaluation process prior to school visits.

Teacher Interviews: Researched and developed questions for applying teacher's interview process, and legal questions that can be asked of applying teacher's references. Will continue to revise questions to

streamline interview process and, hopefully, bring consistency to the process.

Thank you to Rhea Giroux for being at my interview with our latest youth teacher applicant, Aliza Hubbs- Heckert. Note: I need to know where the live scan folder is, so that I can give prospective teachers the form needed to get the live scan done for the MAC.

Locking/combination file box has been purchased for teachers' applications and live scan results in order to insure teachers' and applicants' information remains secure and private.

Home School: We have not heard back from the local home school people and probably won't until the fall. **Nature Academy:** We have not heard back from Kathryn Pierno or Nature Academy. **.org Web Site:** Brenda will continue to update classes, youth and adult, as the need arises. **.net Web Site:** Brenda will populate new site with fall classes

Presto Reg: Brenda will continue to update classes, youth and adult, as the need arises. **Next Youth Ed. Committee Meeting** is planned for Monday, August 4th at 6PM at the Art Center.