

Wednesday, November 28, 2012
Friends of Multi Arts Center – Board Meeting
Prepared by Jason Wallace

In Attendance

Sissy Osteen, Mo Wassell, Joe Rackley, Jason Wallace, Bonnie Hammond, Judy Laine, Judy Ramsey, Denise Ferrell, Valerie Bloodgood, Charlotte Ownby, Katie Arroyo.

Agenda approved.

Previous Minutes approved.

Treasurer's Report (detailed report available separately)

- Nancy Andrews \$300 donation – purchase glass studio equipment
- \$50 in PayPal donations not yet in bank account
- Current balance \$26,150.96
- Expecting \$12-15,000 in bank at the end of the year.
- Metal sculptures have arrived. Discussions are in progress with city regarding installation.
- Discussed insurance claims regarding board member who was injured while volunteering over the weekend. The claim has been filed with our insurance carrier.
- Treasurer's Report approved

Director's Report

- Gallery Sales (as of 11/27/2012)
 - Total Sales: \$4,446.38
 - Taxes: \$389.05
 - 35% to Multi Arts Center: \$1,556.23
 - Payable to Artists: \$2,890.14 (25+ artists)
- Provided spreadsheet of all Fall 2012 courses, includes every class offered (and cancelled classes), all students, gross revenue, teacher pay, maintenance fee, net total income.
- Discussed volunteer & staff procedures for staffing the building on Sundays, and when classes are not in session. Considering including work study students when staff is unavailable.
- Joe questioned who has keys to the center. Joe also asked whether previous staff has retained and is using their old keys to enter the building – Bill is not aware of this happening.

Committee Reports

- Membership
 - We might ask all teachers to to be Friends members (Valerie's recommendation: April 2013).
- Gallery

- POS is working (Detailed inventory included)
 - Requested and approved: removal of 3% convenience fee.
- Public Relations
 - Produced November Newsletter.
 - Constantly updating PR for Gift Gallery.
- Fundraising
 - Found “NEA Our Town Grant Program”, provides: \$25,000 to \$200,000. Due January 14, 2013. Probably too late for this year, encouraged for next year.
- Web
 - Updated photo for top of the page.
- Bylaws
 - Proposed changes for 2013:
 - Options for removing a board members
 - Make operating procedures match the bylaws referring to Vice President and Past President
 - Changes HR Committee from having 6 members to only having 3 members: President, Vice President, Past President
 - Changes were approved.
- Events
 - Thanks to all who participated with opening of Gift Gallery!
- Other committees
 - (nothing to report)

Old Business

- Policies & Procedures document under construction.
- Discussed proposed Facility Rental / Use Policy

New Business

- No new business

Next Board Meeting: Board Event December 21