



*Nourishing the creative spirit in everyone*

**Board of Directors Meeting  
In Person Meeting  
Currents Back Door Studio  
July 26, 2021, 6:00 pm**

## **Minutes**

### **Welcome to smiley faces!**

**Present:** *Kris Horn, Val Blaha, Sally Dallas, Holli Wagner, Courtney Terry, Stephanie Sherman, Charles Hillsted, Gail Watson, Donna Sires, Cassie Sollars*

### **Approval of Previous Minutes (from May 2021)**

*Charles Hillstad motioned for approval of the May 2021 minutes as submitted. Seconded by: Holli Wagner. Vote outcome: Minutes approved.*

**Note: We will be forgoing most of our program committee reports as most committees in hiatus right now and we will be covering quite a lot in New Business**

### **Reports:**

#### **Financial Report... Cassie**

Kris – We checked on Cultural Coalition \$ from last winter, and we have \$900 coming in. (They haven't paid any organizations.) Will send checks in August (usually do it during the first quarter)

Val: asked a question about the projected Membership dues of \$4500 – what is that based on? Cassie will check into Membership #s for past 3 years (2020 was about \$2500); it's likely the \$4500 projected member income for 2021 is high, perhaps based on previous years. Previous years likely higher because of Art Harvest.

Some discussion about the Art Education teacher grants. Funding is based on Membership. \$1800 is the budget for 2021 teacher grants. Courtney: confirmed 6 \$300 Art Education Grants can be awarded for the 2021-22 school year.

**Action item:** *Courtney is working on the Art Ed grant application forms.*

Holli: It would be nice to see a report of our funding (details broken out by source), on a quarterly basis;  
Kris – Cassie has that info, and can start providing it.

Mystery – donation of \$509.10 from FB came in during 1<sup>st</sup> quarter 2021 – Cassie is still trying to figure out where it was from. Appeared to be before Steph and Sally's May birthday fundraisers.

Cassie: Membership – goal – to get donations mostly in before year end; 2020 some came in during 2021, but was recorded for 2020.

All of Holli's \$ - FB bday and Verizon – wants it to go toward website. Cassie: books are on a cash basis - \$ needs to be spent during the year; if you want it to go to something else, wait until taxes are done, take \$ out of retained earnings and designate \$ toward whatever specific thing we want. If we don't make \$, can't designate \$ forward. Aside: taxes are not done yet because of Covid – extension is good till November; Board can decide to allocate \$ toward specific projects, or can do it after taxes.

Financials not approved – roll forward

## **New Business:**

### **1. Organizational Handbook creation**

Org Handbook – work in progress. (See the draft table of contents.)

**Action item:** *Val will be reaching out during August to various BOD members for assistance with specific pieces.*

### **2. Committees (Who, purpose, timelines for work, etc.)**

Committees – Kris: need to clean up committee titles, and also make sure we are following the bylaws, including: every committee needs a chair, elected by committee members; every committee has a liaison to the BOD (ie – Terroir has a committee, and someone from the BOD should be on the Terroir committee); Chuck: should have a vice chair for the committees who can step in as needed, for contact, meetings, etc.; could just be a directive from the BOD; committee chairs should come give a report? Monthly, periodically, etc. We just need to work on the process for this.

Gail: no Paper Gardens committee? Or just no current chair? Deb and Nancy are reorganizing PG tasks into smaller tasks; will have a meeting to share what they are working on; Kris – has been waiting to hear from Deb about a meeting with PG committee members and partners;

**Action items:** *Kris: start list of committees and who is on them (chair, board liaison, etc.) and share with board to fill in. Also, find out plan for Paper Gardens – leadership, etc.*

### **3. Discuss strategy for board recruitment**

Kris, Sally and Gail are leaving the board as of March 2021, which means the board will have no east county representation.

Kris: Going forward, we should talk as a board about potential new members before asking people to submit applications. This is so we can make sure to be strategic, and add board members who fill gaps in region, affiliations, skills, artistic interests, etc.

Regions – east (Newberg, Dayton, Lafayette – Kris, Sally, Gail), north (Y/C/Gaston – no one currently), west (Sheridan, Willamina-Courtney), south (Amity, McMinnville – Cassie, Val, Holli, Steph, Chuck, Donna?)

Demographics/diversity – culture, gender, (added)

Affiliations – Cultural Center, others??

Skills – bookkeeping, fundraising, social media, need to be on a committee, others?

Artistic interest and/or involvement – fine art, literary arts, music, theater

Process:

- board members submit names, qualifications to board, based on criteria areas listed above
- board contacts them to invite them to apply

Discussion:

Chuck: Historical society – they asked some of the people leaving to write down the details about the programs. Suggests that everyone leaving could reflect and write down (or make a video?) re: some of their institutional knowledge. Holli: did some of this for some large corporations. A collaborative

document of some sort could be good (with active link, etc). Chuck: Orientation meeting could be useful for this (for new board members); have former members come back (or video) to answer questions, etc. Chuck: need someone with PR experience; also, should expand “art” – quilting, photography, tribal art, etc.

**Action items:** *Kris, Sally, Gail will come up with some names from East County, and maybe someone with connections with the Cultural Center; any board member can also bring forward names;*

#### **4. Membership**

*Executive committee created a timeline for the Fall Membership Drive (goal: mailing received by Nov 15):*

- Find a printer (envelopes, flier, form, letter) - Cassie
- Letter, flier, form – ready to print by Nov. 1 – Memb. Committee + Kris
- Membership list ready – ready by Nov 1 (to send to printer) – Val + Cassie
- work party around the start of the 2<sup>nd</sup> week of November – Memb. Committee

Cassie gave Val the received membership forms. Holli – what should go out for this year? Cassie – Membership committee can meet to discuss the focus of the flier, etc. Steph: President’s letter can highlight how we survived, met challenges, also, mention the scholarships, art grants, etc.

**Action items:** *Val will update the Membership spreadsheet, and will meet with Cassie re: process for future incoming membership data. Membership committee will work on talking points for letter (within a couple of months)*

#### **Old Business:**

Holli asked if we talked about the Mission at the ExComm meeting; Cassie: Vision/Goals built around the Mission; Holli: maybe it’s our charter that needs to be defined more clearly. Kris: needs our Vision to be better. Cassie: purpose (in by-laws) “shall be to advocate, Educate and promote the arts in Yamhill County”; “The goal of this organization shall be to promote enrichment in the arts through education and encouraging participation in the arts by all segments of the community”. Kris: doing the books for the various programs is an important component of what we do;

Cassie: most important is getting the org handbook, and board recruitment, etc. done... need these foundational things over the next 6 months, and then concentrate on grants, etc.

Kris: need to support the work of keeping Paper Gardens going; Val will share the David Bates article re: Paper Gardens (that Deb shared);

**Next Meeting: Monday August 23<sup>rd</sup>, 6pm.** Possibly outside at Chuck's house. Location TBD.