

Island Arts Council
Operations Handbook / Orientation Outline for New Members

(Revised 01/01/2026)

...with on-going name revisions inserts to committees

Mission: To promote awareness, understanding and appreciation of the literary, culinary, visual and performing arts in the island community in order to enhance the quality of life in our area.

To further such purpose, the Island Arts Council will:

- Champion the arts in Pleasure Island
- Support practicing artists and local art organizations
- Encourage economic development through the arts
- Facilitate the development of our community into a regional arts destination.

Organization Structure

Board of Directors

The Board of Directors shall be composed of not less than 5 and not more than 15 Individual Members of the General Membership and any honorary, ex-officio or emeritus directors as may be approved by the Board.

The term of office for the Board of Directors is two (2) consecutive 3-year terms. Membership on the Board is further outlined in the organization's bylaws.

Executive Committee

The Executive Committee shall be composed of the ex-officio immediate past Chair and the current officers of the Board of Directors: Chair, Vice Chair, Secretary, and Treasurer.

The Executive Committee may contribute to and recommend agenda items. The committee will prepare an organizational chart, mission statement, and operations handbook to be available to all members incorporating the policies and practices that guide the Island Arts Council. The committee will recommend policies to encourage openness and to serve varied interests in the community and develop long-range strategies for planning and operational affairs of the Island Arts Council in concert with any existing Executive Director and *Committee Leads*. The Executive Committee shall meet periodically, as deemed necessary by the Chair. The Secretary shall keep a record of all meetings.

Nominating & Membership Committee

The Nominating & Membership Committee shall review the needs of the Island Arts Council throughout the year with regard to membership of the BOD and shall propose the slate of nominees for elections, as outlined under Article VI, after seeking suggestions from the BOD and the general membership. With membership and recruitment goals, the committee shall organize socials periodically throughout the year.

Finance & Grants Committee

The Treasurer is the designated Chair of the Finance Committee. The committee shall consist of 3-5 members of the Island Arts Council for fiscal oversight and accountability of the accounting process in such way to provide fiscal audits. The Finance Committee shall review the finances of the Island Arts Council on a regular basis, make recommendations to the Board of Directors, review the books and records at the end of each fiscal year, and recommend policies regarding investments and shall seek an advisor or advisors to the Board.

Community Outreach & Special Projects Committee

The committee is responsible for developing programming, events, and activities to serve artists and audiences throughout the community. Specific activities of the committee shall be carried out by task teams with the support of the Board. The committee shall build relationships with other organizations in the community to help create opportunities for artists, develop venues for arts events, and identify fundraising opportunities.

Current Events/Workshops:
(2026)

- Art in the Yard
- Mosaic Totems
- Pop-up Shows/Exhibitions
- Community Clay Healing Arts for cancer patients
- Veterans Art Therapy
- Juried Art Show - Rooted in History
- Casino Night fundraiser
- Socials
- Poetry Readings

Communications & Marketing Committee

The committee shall carry out the marketing and promotional activity of the Island Arts Council. This will include social media, emails, brand management, and design graphics.

Additional Committees

The Chair may appoint ad hoc committees or task teams from the Board of Directors and General Membership as circumstances warrant, or as directed by the Board or the General Membership.

Committee Operations

- Committee Chairs are responsible for organizing their teams and purpose..
- A Marketing creative should be approved by a designated Marketing Leader
- Fees should be collected and managed by the Treasurer
- Each committee should provide an annual budget to the Treasurer.
- Committee Chairs work with the Treasurer to manage their budgets and request additional funds.
- Committee Chairs will update the Board of Directors of changes to their programs and fees. If the changes have an impact on the Board mission or financials, the changes must be approved at quarterly meetings or, with advanced notice, a special called meeting of the Board.
- Committee Chairs should maintain committee charters and provide it to be included in the Island Arts Council Handbook.

Types of Membership - General Membership (Voting at General Membership Annual Meeting and Special Meetings)

Individual (1Vote Per person)

Artists

Art Patron

Businesses and Organizations (1 Vote Per Organization)

Revenue Streams:

- Membership Fees
- Event registration fees
- Tier & Event Sponsorships
- Sale of IAC Merchandise
- Proceeds from Fund Raising events
- Art Auctions
- Grants from local, regional and national funding organizations
- Patrons of IAC
- General Donations
- In Honor or In Memory Donations
- In-Kind Sponsorships

Expenditures from the revenue stream include but not limited to the following:

(Ongoing and new events expenditures encompass marketing/p.r./print ads)

- Art in the Yard
- Workshops

- Poetry Reading
- Popups & Galleries/Exhibits

Special projects we have supported

- Art in the Yard
- Poetry Reading
- Venus Flytrap for CB Centennial
- Afloat, buoy project
- Sponsorship of other non-profit or Island Town events
- Grants to island art-based organizations (new and existing)
- Grants to local schools for art and music programs
- Grants to individual artists
- Call for New art programs and/or event for the island
- Launched Mural project
- CB Street Arts Festival
- Popup Galleries hosted by local businesses
- Rotating art exhibits hosted by local businesses

Addendum A

**2026 Island Arts Council Organization Structure
(Revised 01/01/2026)**

2026 Board of Directors & Term Sheet

Consists of up to 15 members

Officers

Chair: Barb Buckley

Chair Emeritus/At Large Member: Chris Higgins

Vice-Chair: Carol Geary

Treasurer: Beth Carter

Secretary: Rhonda Lee / Vice Secretary: Leslie Santilli

At Large Members (alphabetically listed by last name):

Melinda Bomar

Katherine Collins

Jerry Hall

Camille Perotti

Jackie Piatowski

Ellen Pieciul

Jaci Ponzoni

Cathy Spiegel

Doreen Turgeon

2026 IAC Board of Directors Term Sheet

yellow highlighted area indicate term ends this year and eligible for a 2nd three year term with BOD and membership vote at annual meeting

Name alphabetical by last name	1st term	2nd Term	Termed Out Honorary Year non-voting
Bomar, Melinda	1/1/26 - 12/31/27	1/1/28 - 12/31/30	1/1/31 - 12/31/31
Buckley, Barb	1/1/26 - 12/31/28	1/1/29 - 12/31/31	1/1/32 - 12/31/32
Carter, Beth	1/1/26 - 12/31/26	1/1/27 - 12/31/29	1/1/30 - 12/31/30
Collins, Katherine	1/1/26 - 12/31/27	1/1/28 - 12/31/30	1/1/31 - 12/31/31
Geary, Carol	1/1/26 - 12/31/26	1/1/27 - 12/31/29	1/1/30 - 12/31/30
Hall, Jerry	1/1/26 - 12/31/26	1/1/27 - 12/31/29	1/1/30 - 12/31/30
Higgins, Chris	1/1/26 - 12/31/27	1/1/28 - 12/31/30	1/1/31 - 12/31/31
Lee, Rhonda	1/1/26 - 12/31/27	1/1/28 - 12/31/30	1/1/31 - 12/31/31
Perotti, Camille	1/1/26 - 12/31/27	1/1/28 - 12/31/30	1/1/31 - 12/31/31
Piatowski, Jackie	1/1/26 - 12/31/26	1/1/27 - 12/31/29	1/1/30 - 12/31/30
Pieciul, Ellen	1/1/26 - 12/31/26	1/1/27 - 12/31/29	1/1/30 - 12/31/30
Ponzoni, Jaci	1/1/26 - 12/31/28	1/1/29 - 12/31/31	1/1/32 - 12/31/32
Santilli, Leslie	1/1/26 - 12/31/28	1/1/29 - 12/31/31	1/1/32 - 12/31/32
Spiegel, Cathy	1/1/26 - 12/31/28	1/1/29 - 12/31/31	1/1/32 - 12/31/32

Name alphabetical by last name	1st term	2nd Term	Termed Out Honorary Year non-voting
Turgeon, Doreen	1/1/26 - 12/31/28	1/1/29 - 12/31/31	1/1/32 - 12/31/32

Officers Position Responsibilities

Chair: Barb Buckley

Board Responsibilities:

- Preside over meetings with Vice Chair, Secretary, and Treasurer
- Provide strategic vision
- Ensure governance over By-laws/Mission
- Mediate discussions
- Committee Chair Coordination
- Sign Contracts and Checks

Treasurer: Beth Carter

Board Responsibilities:

- Fiduciary/Budget/Tax
- Preside over General Member Meetings with Chair, Vice Chair, and Secretary
- Ensure financial regulatory requirements are met
- Provide guidance to Committee Chairs for project budgets
- Sign contracts and checks
- Submit required tax reports

Vice-Chair: Carol Geary

Board Responsibilities:

- Perform duties of the Chair when needed
- Assume to to be nominated for Chair upon expiration of Chair’s term

Secretary: Rhonda Lee

Board Responsibilities

- Managing Board of Directors and Executive Committee meetings by preparing agendas and recording official minutes, ensuring accurate and accessible records, maintaining bylaws and other governance documents, and helping the board adhere to legal and procedural requirements

Ex-Officio Chair/At Large member: Chris Higgins

2026 Chair Nominating & Membership Committee

Members at Large: These members provide support to the council events, guidance on matters relevant to the organization mission and objectives, and serve as task force/sub-committee leaders.



¹ 2026 Committee chairs (each chair selects their committee's task force subcommittee chairs from membership):

Executive: Barb Buckley

Nominating & Membership: Chris Higgins

Communications & Marketing: Rhonda Lee

Community Outreach & Special Projects: Carol Geary

Finance & Grants: Beth Carter

Committee Chairs -Each committee will be given an annual budget that they manage. Funds that are raised from their programs will be included in the overall organization's budget. Chairs of the committees may request additional funds from the Board.

2026 Committee Chairs and Members (*updating members during the year*):

- **Executive Committee:** Barb Buckley
 - Policies: Inclusive of Officers

- Operation: Inclusive of Officers
- Strategic Planning: Inclusive of Officers
- Mission: Inclusive of Officers
- **Finance & Grants Committee: Beth Carter**
 - Accounting/Budget/Operational:
 - Beth Carter
 - Ellen Pieciul
 - Cathy Spiegel
 - _____
 - _____
 - Sponsorship Tier & Event Sponsors:
 - Camille Perotti
 - Doreen Turgeon
 - Trent Taylor
 - Ellen Pieciul
 - Katherine Collins
 - Carol Geary (for Rooted in History Sponsors)
 - Fundraisers* (see Events below)
 - Grant requests/giving:
 - Chris Higgins
 - Barb Buckley
 - Karen Dodez
 - Beth Womble
 - Jaci Ponzoni
- **Nominating & Membership Committee: Chris Higgins**
 - Membership recruitment & New member orientation:
 - Chris Higgins
 - Barb Buckley
 - _____
 - _____
 - Socials:
 - Cathy Spiegel
 - Sara Catoe
 - Felice Kite
 - Carol Geary
 - Camile Mayer
 - Nancy Donaton
 - Diane Aufiero
 - Carla Cardwell
 - Camille Perroti
 - Nominating BOD and Officers:
 - _____
 - _____
 - _____
- **Community Outreach & Special Projects Committee: Carol Geary**
 - Gallery Shows:
 - Rooted in History:
 - Carol Geary
 - Trent Taylor
 - Felice Kite
 - Cathy Spiegel
 - Julie Shed
 - Carla Caldwell
 - Sarah Catoe
 - Lauren Stumberg
 - Jack Pelster-Wiebe
 - _____
 - *For Love of Art/Uncle Vinny's Fundraiser:
 - Camille Perotti

- Carol Geary
 - _____
- Community Events:
 - *Casino Night *Fundraiser*:
 - Camille Perotti
 - Leslie Santilli
 - Chris Higgins
 - Della Marshal
 - Jack
 - Carol Geary
 - Melinda Bomar
 - Carla Cardwell
 - Sara Catoe
 - Art in the Yard:
 - Beth Carter
 - Camille Perotti
 - Ellen Pieciul
 - Sheila Amato
 - Cathy Spiegel
 - Rhonda Lee
 - Kathleen VanKueren
 - Barb Buckley
 - Doreen Turgeon,
 - Felice Kite
 - Pop-up galleries (2 per year):
 - Cathy Spiegel
 - Nancy Donaton
 - Bruce Troutman
 - Camille Perotti
 - Trent Taylor
 - _____
 - Poetry:
 - Kim Conway
 - Joanne Durham
 - _____
 - “Island Beach House” Gingerbread House Competition:
 - Barb Buckley
 - Chris Higgins
 - Carla Cardwell
 - Leslie Santilli
 - Sara Catoe
 - Renee Whitley
 - _____
- Community Workshops:
 - Mosaic Totems:
 - Sandra Bruer
 - Beth Carter
 - Cathy Spiegel
 - Leslie Santilli
 - Chris Higgins
 - Barb Buckley
 - Community Clay Healing Arts:
 - Carol Geary
 - Melinda Bomar
 - Della Marshal
 - Julie Shedd
 - Carla Codwell
 - Sarah Catoe
 - Melinda Bomar

- American Legion Art Therapy:
 - Cathy Speigel
 - Chris Higgins
 - Leslie Sangtilli
 - _____
 - _____
 - CB Farmers Market Lake Tent:
 - Katherine Collins
 - _____
 - _____
 - _____
- **Communications & Marketing Committee: Rhonda Lee/Katherine Collins**
 - Graphic Design:
 - Leslie Santilli
 - Rhonda Lee
 - Jack Pelster-Wiebe
 - Chris Higgins
 - Lauren Stumberg
 - Event flyers:
 - Leslie Santilli
 - Jack Pelster-Wiebe
 - Rhonda Lee
 - Melinda Bomar (will learn Canva)
 - Chris Higgins
 - Social Media:
 - Jack Pelster-Wiebe
 - Chris Higgins
 - Beth Carter (Art in the Yard)
 - _____
 - Monthly newsletter (sender as “Barb”):
 - Chris Higgins
 - Katherine Collins
 - Emails/notifications (sender as “Barb”):
 - Chris Higgins
 - Katherine Collins
 - Billboard:
 - Rhonda Lee
 - Leslie Santilli
 - _____
 - Signage/Banners/Feather Flags/Posters:
 - Rhonda Lee
 - Leslie Santilli
 - _____
 - Website:
 - Chris Higgins
 - Rhonda Lee
 - Melinda Bomar
 - Truman Freshour??
 - _____