

STAR ARTS EDUCATION

Board Of Directors Meeting
Saturday, March 12, 2016
SAE Office
7393 Monterey St. Gilroy, CA

Meeting called to order by Elaine Long at 10:15 AM

WELCOME

1. Roll Call/Quorum

Present: Marilyn Abad-Cardinalli (Executive Director and Member Ex Officio), Elaine Long (President), Mark Masoni (Member-at-large), Diana Mugno (Member at Large)

Quorum? Yes

Others Present: No

2. Public Comment: No

3: Adjustments to Agenda- Switch Executive Director's Report and Treasurer's Report

4. Approval of Minutes: Diana Mugno moved to approve. Elaine Long seconds. Motion approved unanimously

5. Executive Director's Report

A. Summer planning

a. Discussion of hiring Anita as Office Manager of SAE and duties involved

B. Pre-enrollment fee?

C. Venue Status:

-Summer session will take place at Brownell

-Contact: Mrs. Mukai

TASK: Royalty for Disney's Aladdin - Marilyn to submit Monday 3/14

Gilroy Assistance League- Grant submitted for portable stage

-Results mid-April

5. Request to adjust Early Bird Payment

-Move end date of discount to April 30th, 2016

-Propose to raise early bird for STAR to \$750, \$825 after 5/1

-Propose to raise STAR VIDEO to \$685 early bird, \$760 starting 5/1

Diana Mugno motions to approve changes to enrollment fee and early bird special for STAR Gilroy and STAR video. Rachel Giacalone seconds. Motion approved unanimously.

STAR SJB

- Discussion of continuing STAR SJB as Subsidized program
- Discussion of resources available to the program

Rachel Giacalone motiona to approve Star SJB early bird end to May 31st. Mark Masoni seconds. Motion approved unanimously.

6)Spring Audition Workshop

- Offered for free for students who have enrolled early.
- 3 Hour Saturday workshops (table reading, dance, sing)
- Dates for workshops?
- Offer “rebate” to apply toward STAR tuition?

7. Update website for summer enrollment

- Information needs to be updated with new fees
- STAR enrollments going to one dedicated GMAIL account
STAR.enrollment@gmail.com
- PayPal account set up?

8. Community Use of Star Studio

- Discussion of setting fees for usage of space by patrons
- Discussion of reaching out to those displaced by Music Tree closure to use space
- Hoping to cater to community growth
- **TASK: Marilyn and managing director to create contract for individuals who use space**

9. Marketing Plan:

- Working to get website up to date before pushing advertisement
- Contact with Out and About?
- Bay Area parent- “Destination Summer Camp”, \$350 for full page AD and camp fair
- Applications need to be made for camp participants and camp supervisors
- Get STAR “Market Ready” with a table and set up showing program
- **TASK: Elaine to call Janine and coordinate PayPal account with Katie**

Mark Masoni motions to approve purchase of Bay Area Parent “Destination Summer Camp” option. Diana Mugno seconds. Motion approved unanimously.

6. Treasurers Report (tabled)

7. Committee Reports (tabled)

8. Old Busniess

- a) Election of Officers -
 - Need to elect Vice President
 - Discussion about generating interest with parents of the camp

- Recruit new officers- Linda West?

Elaine Long appoints Dianna Mugno as acting interim VP. Board unanimously approves.

B. Policy and Procedures- (Tabled)

C. PayPal

- Option to pay through to PayPal needs to be in place by next meeting
- PayPal kit available at SAE Office
- TASK: Elaine to ask Janine to contact PayPal to get “button” option on STAR website

Mark Masoni motions to approve account set up for website. Diana Mugno motions to approve. Board unanimously approves.

D. Gilroy Chamber of Commerce

- \$150.00 for one year membership
- TASK:Dianna Mugno to create business card to be handed out at events/look into application process
- TASK: Elaine to call about application to become member

E. Grant (tabled)

F. Upcoming Fundraisers

- Creating booster club to organize events?
- Christopher booth at Gilroy Garlic festival?
- Discussion about what we need to do to gain more volunteers and having structure of annual events

G. Summary of Star Summit- (tabled)

H. Theatre Bay Area (tabled)

New Business:

- A. Give or get: Discussion about keeping with \$150.00 yearly member donation obligation
- Do we need to set a due date for membership donations?
 - How do we track monetary donations? Prorated or all at once?
 - TASK: Janine to let us know dates that member contracts were signed for the board.

Mark Masoni motions to that board member give or get donation is set by the date you became a board member for yearly compensation of \$150. Rachel Giacalone seconds. Board unanimously approves.

9. Adjournment

MOTION: Rachel Giacalone motions to approve, Mark Masoni seconds. Motion approved unanimously.
Meeting adjourned 12:13PM.

Next Meeting is scheduled for: Saturday April 9th, 2016 10:00AM