

STAR ARTS EDUCATION  
Board Of Directors Meeting  
June 17, 2015  
SAE Office 7393 Monterey Road  
Gilroy, CA

**Meeting called to order at 6:17 by Elaine Long**

**Welcome**

**1. Roll Call/Quorum**

**Present:** Elaine Long (President), Estrella Esparza-Johnson (Treasurer), Janine Mortan (Secretary), Diana Mugno (Member At-large), Marilyn Abad Cardinalli (Exec. Director and Member Ex Officio), Rachel Giacolone (Member At-large), Moira Casey (Vice President)

**Absent:** Mark Masoni (Member At-large)

**Quorum?** Yes

**Others Present:** No

**2. Public Comment:** None

**3. Additions/ Adjustments to Agenda:** None

**4. Approval of Minutes**

**MOTION: Estrella Esparza-Johnson motions to approve 5.9.15 minutes. Diana Mugno seconds. Motion approved unanimously.**

**5. Treasurer's Report**

**A. Grants, Donations:** No new information to share

**B. Expenses:** Staples (supplies for training), MTI (Royalties & Show Kit), Facebook, Constant Contact, UPS

**C. Current Balance:** \$21, 153.30

**D. Quick Book:**

- Great Software-offers easy way to report, has an app, nonprofit support, connects to paypal
- Desktop version is more expensive
- Version online is cheaper, can have 5 users, but you can't print forms
- Monthly rates for online: \$12.95 a month, \$26.95 a month, \$39.95
- Annual rates are discounted
- **TASK: Board will review [www.quickbooksonline.com](http://www.quickbooksonline.com)**

**6. Executive Directors Report**

**A. Gilroy STAR Hires (contracts):**

- Discussion about summer hires
- Discussion about contract language

- Discussion about the development of internship program (junior interns, senior interns, and graduate interns)
  - Discussion about a need for a volunteer application & protocol
  - **TASK: Janine will create volunteer application & release**
  - **TASK: Estrella and Moira will research live scan location & protocol**
- B. Training**-Javier Hurtado, Interim Managing Director
- C. STAR Gilroy & Video**
- **Venue Brownell**- Kids will have access to summer lunch
  - Discussion about Annie Jr. set and use of space
- E. STAR SJB status**
- Only 4 kids enrolled; we need 15
- E. Summer Schedule:** calendar posted online
- F. Facility Update:** venues posted online

## 7. Old Business

- A. STAR SJB-Moira / Marilyn**
- Deadline for minimum enrollment June 24th
- B. Parent Volunteers Report-Diana**
- No new volunteers
  - Linda West is interested in becoming a board member
- C. Before and After Care:** see website for rates
- D. New Office-**
- 1-**Supplies, Utilities-** we're getting settled, utilities set
  - 2-**Hours-** by appointment only
- E. Outreach and Scholarship Update:** see website for application, STAR SJB scholarships available, Diana & Estrella will do outreach re STAR SJB this week
- F. Fundraising**
- 1-**Sponsorship Document**-Mark (tabled)
  - 2-**Rack Card**-Rachel
  - TASK: get psd file for STAR Logo**
  - TASK: Rachel will make edits discussed**
  - 3-**STAR-B-Q-Marilyn**- Discussion about needing a new venue
- G. Downtown Business Association**-Elaine, no new information

## 8. New Business

- A. Activity Hero** (tabled)

## 9. Adjournment

**MOTION: Janine Mortan motions to adjourn. Diana Mugno seconds. Motion approved unanimously.**

**Next Meeting is scheduled for:**

Wednesday, July 8 6PM at the STAR Office