

STAR ARTS EDUCATION-Board of Directors Meeting
Saturday, August 13, 2016- 10:30 a.m. to 1:00p.m.
SAE Office-7393 Monterey St. Gilroy CA.

Welcome-President Elaine Long

I. Roll Call/Quorum

II. Public Comment/Guests

III. Adjustments to the Agenda

IV. Approval of Minutes

V. Executive Director Report- Marilyn

A. Summer 2016- STAR Gilroy & STAR SJB

1. Productions-Aladdin Brownell & ETC Playhouse
-Enrollment, producers tables, donations, tickets sales, donations
-volunteers, STAR kids visits,
2. Nova Film Fest-ETC
3. Staffing evaluation: Training, evaluation, other concerns

B. Immediate Goals:

1. Planning for year round operation....needs...Managing Director, Office, Accounts Manager to assist Executive Director
2. Biggest Challenge- securing Performance Space
3. Meeting Scheduled with Dr. Kathleen Rose, Gavilan, September 30 & South Valley Principal, Brownell Principal
4. Administrative staff to meet Wed., Aug. 17 to determine calendar, workshops, staff recruitment & training....
5. Goals: Announce the summer show and begin enrollment in January: Implement payment plans, clearly defined trades, scholarship monitoring, charge a minimal fee for materials, insurance etc. Policies and procedures in place for interns, visiting star kids, "Keeping star kids and staff safe, recruitment and training of STAR Staff, volunteers.

VI. Treasurer's Report-Estrella

A. Current Balance

B. Grants/Donations

C. Pro Bono Accounting Consultant

VII. Old Business:

A. Upcoming Fundraiser: STAR-B-QUE, Sept. 17th, 2016

1. Time, Ticket Sales/Pricing: Schedule of events: Theme? Purpose? Silent/Dessert Auction, Entertainment – Tech. support -etc.

2. STAR parent involvement in fundraising.

3. Distribution of Flyers for STAR-B-Q-ETC, Newspapers, print, the District

B. Advertising/Promotions

1. Budget (?) for marketing promotions- Marketing personnel-

2. Video Promo

3. Social Media: Facebook, Constant Contact, twitter..

4. How did you hear about STAR?-Janine

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- C. Gilroy Chamber of Commerce
 - 1. Mixer-Diane / Elaine
- D. Grants
 - 1. SJB and Hollister Rotary – Estrella
 - 2. San Benito Co Community Grant – Estrella
 - 3. Gilroy Foundation – Marilyn
<http://gilroyfoundation.org/receive/grants.php>
 - 4. other grants and inspiration
https://www.wellsfargo.com/about/charitable/ca_guidelines
<http://turnaroundarts.pcah.gov/>
- E. Gilroy business License (no fee) Elaine
- F. Board member recruitment: Nancy Villarreal
- G. MTI Broadway Jr. – Free publicity....Marilyn
<http://www.mtishows.com/broadway-junior/recognition-program>

VIII. New Business

- A. STAR ARTS-Education & Enrichment- Year round programming
 - Leadership training, production staff
- B. Year round staffing: Identifying and paying an administrative team...
- C. Advisory Board: Carol Harris, Grant Writer

IX. Adjournment:

- A. Next SAE Board meeting scheduled on Sept. 10, 2016 @ 10:30a.m.