

STAR ARTS EDUCATION
Board Of Directors Meeting
Sunday, January 10, 2016
10:30am.- 1:00pm.
SAE Office
7393 Monterey St. Gilroy, CA

Meeting called to order at 11:10 PM by Elaine Long.

Welcome

1. Roll Call/Quorum

Present: Marilyn Abad Cardinali (Exec. Director and Member Ex Officio), Elaine Long (President), Janine Mortan (Secretary), Estrella Esparza-Johnson (Treasurer),

Absent: Mark Masoni (Member At-large), Diana Mugno (Member At-large), Rachel Giacalone (Member At-large)

Quorum? No

Others Present: Linda West

2. Public Comment: None

3. Adjustments to Agenda

- A. Add "Board Recruitment" to New Business

4. Approval of Minutes: Tabled until next month when we have a quorum

5. Treasurer's Report

- A. Expenses- No new expenses
- B. Current Balance
- C. Grants and Donations- No Updates
- D. Consulting Account- No Updates
- E. Additional Comments
 - Need for an event report.
 - **TASK: Estrella will work on template for event report.**

6. Executive Director Report

A. Holiday Fundraiser

- We made a profit of \$1,498.45 (fee for credit card machine has not yet been deducted).
- Thank you to Old City Hall for the generous \$500 donation and for the use of her space.
- Thank you to Estrella & Ron for writing the Holiday STAR script.
- We have some wonderful STAR Kids who are happy to perform for our fundraiser events.
- Discussion about factors that will effect the success of our future fundraisers: time of year, capacity to present/put on event, how much in advance we plan for event, who is available to work events, budget.

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- B. Summer Planning
 - Deadline for open enrollment?
 - Deadline to post job descriptions?
 - Deadline to hire summer staff?
 - Staff contract language?
 - Enrollment goals?
 - C. 2016 Fundraisers
 - Add a “Spring Fling Fundraiser” May 14- Lunch
 - “STAR-B-Q Fundraiser” September 17- Outside
 - “Holiday Cheer Fundraiser” December 10- Brunch
 - **TASK: Elaine will contact Old City Hall about booking space for fundraisers.**
7. Committee Reports
- A. Grants, Contracts, and Fundraising Committee
 - **TASK: Marilyn will apply to all three Gilroy Foundation grants**
 - Gilroy foundation grants are due January 31
 - Hoping to get Gilroy Foundation \$5000 grant this year
 - Hoping to partner with Brownell for the grant
 - Thank you to Gilroy Rotary for the \$2000 grant!
 - **TASK: Apply to SJB and Hollister Rotary**
 - **TASK: Janine will update 2016 Sponsor Page (STAR Holiday Fundraiser donations will be thanked on the 2016 page).**
 - **TASK: Janine will get Gilroy Rotary Logo for thank you page.**
 - B. Finance Committee- No updates
 - C. Operations Committee –Estrella and Rachel
 - Job Description (for Policy and Procedures Handbook) –Janine
 - Discussion about needing to be clear that our staff are “teaching artists”
 - **TASK: Janine, Estrella, and Rachel will have job descriptions ready to review by next meeting.**
 - D. Programming & Curriculum Committee- No updates
 - E. 5 Year Plan Committee –Janine and Marilyn- No updates
8. Old Business
- A. Holiday Fundraiser-see executive director report
 - B. Policy and Procedures Handbook –Marilyn and Elaine- No updates
 - C. Paypal –Janine- No Update
 - **TASK: Janine will have paypal info by next meeting.**
 - D. Gilroy Chamber of Commerce dues-Elaine
 - \$125 dues
 - Discussion about benefits of membership: recognition on chamber of commerce facebook page, articles in chamber of commerce newsletter, ribbon cutting

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- Vote tabled until next month when we have a quorum
- **TASK: Estrella will look into Theatre Bay Area membership fees**

E. Grants – See notes in Committee Reports

1. Rotary-Marilyn
2. Gilroy Foundation-Marilyn
3. Others?

9. New Business

A. Election of Officers -2016

B. Board Recruitment

- Linda West & Joe Cardinalli would like to be on the board.
- **TASK: Janine will email application to Linda & Joe.**
- Election postponed until next month when we have a quorum.

10. Adjournment: Meeting adjourned at 12:45

11. STAR Summit: Notes from STAR Summit on following page.

Next Meeting is scheduled for: February 13, 2016 (STAR Office)

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STAR Summit Minutes

A. 2016 Calendar

1. Discussion and quick review of set summer dates

B. 2016 Goals & Beyond

1. Become a year round program- workshops
2. More grants
3. More earned income
4. More financially independently
5. More fundraisers
6. More support for staff and students
 - Discussion about possible year round training
 - Discussion about raising our standards for teaching artists
 - Estrella: “We want to empower staff by giving them more professional training”
7. More professional environment
 - Discussion about need to improve contract language, break schedule, camp schedule, job descriptions...
 - 2:30 early release on Wednesday so staff can have collaboration time
8. Continue to build on what’s working
 - Discussion about keeping the even balance of production time and workshop/unit time
9. Strengthen internship program

C. Katie’s Summer Goals

1. Improve “character development” in production cycles
2. More tech instruction (eventual goal: STAR Tech)
3. Get STAR Kids to start to see themselves not only as young actors, but also as young designers, stage managers, directors....
4. Improve safety & security practices
5. Begin requiring rehearsal reports & use google docs with staff
6. Aladdin Jr!