

STAR ARTS EDUCATION
Board Of Directors Meeting
June 28, 2014
10:00AM
Place: Home of Elaine Long, Gilroy, CA

Meeting called to order at 10:08 by Vice President, Elaine Long.

Proceedings

- I. A. Welcome
- B. Roll Call/Quorum

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

Absent: Javier Hurtado (President)

Quorum? Yes

Others Present: Deborah Africa (STAR Parent), Rosa & Gloria (Las Islas Garden)

- C. Additions to Agenda
Under item III.B.2 add b. Brown Paper Tickets & c. Tech. Requirements
MOTION: Estrella Esparza-Johnson motions to approve agenda. Moira Casey 2nds. Passed unanimously.

- D. Approval of Minutes
Approval of last month's minutes postponed until next meeting.

II. Reports:

- A. Executive Director-
 - 1. Non-Profit Status
 - California
 - Federal Form & fee

Notes: STAR Arts Education is now a nonprofit in the State of CA. Our Federal status as a nonprofit is "in process." It will cost \$850 to file with the IRS. We do not have the \$850 to spend right now. There is an audit process and we need to show three years worth of records.

Notes: Moira plans to look into applying for funding from IBM now that we have our nonprofit status.

2. Insurance

a.) General Liability

Notes: We have a certificate of liability insurance for all locations. Cost \$783 for the year. Paid upfront.

Notes: There was a discussion about needing background checks for staff. We set a goal by next summer everyone will have a background check on file with SAE.

Notes: Trustline clearance is a way to have a DOJ background check for daycare workers. This could possibly could work for SAE.

MOTION: Moira Casey motions that we require background checks for STAR Staff by summer 2015. Estrella Esparza-Johnson 2nds. Passed unanimously.

b.) Worker's Comp

Notes: Cost \$720. Will be paid in installments.

3. Staff – Heartland Payroll

Notes: Staff are set to be paid. Discussion about how Hartland Payroll provides reports about payroll.

B. Treasurer-Estrella Esparza Johnson

*Notes: Discussion about facilitating a relationship with Gavilan College as our ally. We need to obtain records from Gavilan College needed for IRS. **TASK: Elaine and Estrella are planning on going to Gavilan to get STAR Records for future use.***

Notes: SAE has a new personal banker at Wells Fargo named Linette. Linette was able to reverse 2 of the fees at Wells Fargo. Everything has been rectified between Marilyn's and STAR's accounts. Linette apologized for how the Wells Fargo relationship began.

Notes: Linette advised that at the minimal level we can require a letter from Gavilan that will outline fiscal facts about the program.

Notes: We can request volunteers from Wells Fargo for events.

*Notes: We missed this year's round of funding applications from Wells Fargo but there is a \$5000 video essay contest for Wells Fargo for Small Business. Deadline is soon. 1-2 minutes. **TASK: Estrela will find out more details about Wells Fargo video essay contest.***

*Notes: Estrella went to the Theatre Communications Group (TCG) Conference. There was a discussion about funding sources, partnership possibilities, and the benefits of thinking of STAR as a professional theatre company for children. Estrella recommends as a goal that we join. **TABLED: Discussion about possibly joining TCG.***

Notes: Estrella asked board members to look at their employer to see if they have any matching programs.

*Notes: We need to follow through with donation letters. **TASK Find out if...Barbara is writing donation letters? Have they been sent for the pizza funding raising? Can we put the donation letter on the google drive?***

III. Old Business

A. Directors and Officers Insurance

*Notes: Discussion about insurance specifically for the board. We are looking at two options right now: one costs \$810, the second costs \$1014. Discussion about how board members could split the cost of board insurance or the possibility of board members obtaining their own umbrella insurance. This is a liability gap right now. We have not yet budgeted for board insurance. **TASK: Look into is we could use grant money to pay for it? Elaine recommends we should have insurance by summer 2015.** TABLED: Further discussion tabled so to move onto fundraising events.*

B. Fundraising Events

1. STAR-B-QUE-“Celebrate the End of Summer”
SATURDAY, AUGUST 23 @ 4:00P.M.-8:00PM
 - a.) Menu
 - b.) Program
 - c.) Volunteers

Notes: Rosa from Las Islas Garden spoke about venue and logistical needs. The space is a great for a fundraiser. We need at least 2 porta-potties (Cast \$300). Chairs are donated.

*Notes. There was a discussion about menu. There will be 4-6 appetizers and wine tasting. We need a wine vendor to do a wine tasting. Marilyn’s family will be doing the BBQ: soda can chicken and tri-tip, beans, and a salad. **TASK: calculate cost for food and find a vendor for wine.***

Notes: Discussion about program. For activities we may have... karaoke, games (played with purchased “fun money”) silent auction/raffle. For performances we may have...Lanas dance company might perform,

STAR Kids can perform some numbers from guys and dolls, STAR Video film screening.

*Notes: Discussion about volunteer needs. **TASK: Marilyn will put together timeline for volunteers.** Flowers? We need 25 volunteers total for two different shifts: 2:30-6:30, 6:30-10:00. **TASK: Estrella will contact Wells Fargo about getting volunteers.***

*Notes: We set a goal to sell 250 tickets. Discussion about PR. Barbara will make a Facebook page for event. We need a press release. We should use advertisements from the show program to make an event program. Estrella knows someone who may be able to help with PR: Shana Marcus. **TASK: Estrella will contact Shana.***

MOTION: Moira motions that Estrella contacts a PR person with budget of \$250. Janine 2nds. Passed unanimously.

2. STAR Arts Gilroy: Musical "Guys and Dolls"
- a.) Ticket sales, concessions...

Notes: Goal to sell 300 tickets. Discussion about Brown Paper Tickets. It is a fair trade online ticketing company. Promotional stuff available based on level of membership.

MOTION: Janine Mortan motions that we use brown paper tickets for online and hard copy ticket sales for SAE events. Moira Casey 2nds. Passed unanimously.

Notes: We need to organize concession volunteers.

- D. Board Membership

*Notes: Deborah Africa introduced herself. She is interested in being on the board. She has grant writing experience. She will submit application. **TASK: Janine will email application to Deborah and CC Board.***

IV. New Business

- A. Fall STAR Arts 2014 programming
- B. Board Trainings-Conflict of Interest, Brown Act
- C. Grants and Fundraising

MOTION: Janine Mortan motions to table new business until next meeting. Moira Casey 2nds. Passed unanimously.

V. Public Comment:

Deborah Africa would like to see a discussion of how to support at risk kids at STAR. She asks that this discussion includes a plan of how STAR will train staff to help at risk youth.

VI. **Next meeting: July 12, 2014**

VII. Adjournment:

Moira Casey motions to adjure meeting. Elaine Long seconds. Passed Unanimously.