

STAR ARTS EDUCATION
Board Of Directors Meeting Minutes
May 9, 2015
10:00am-12:00
SAE Office 7393 Monterey Road
Gilroy, CA

Meeting called to order at 10:13 by Elaine Long.

Welcome

1. Roll Call/Quorum

Present: Elaine Long (President), Janine Mortan (Secretary), Diana Mugno (Member At-large), Marilyn Abad Cardinalli (Exec. Director and Member Ex Officio), Mark Masoni (Member At-large)*

*Mark Masoni arrived at 11:19

Absent: Esparza-Johnson (Treasurer), Moira Casey (Vice President)

Quorum? Yes * All motions occurred after 11:19.

Others Present: Katie Garcia (Artistic Director), Rachel Giacolone

2. Public Comment

Welcome Miss Rachel!

3. Additions/ Adjustments to Agenda

None

4. Approval of Minutes

MOTION: Diana Mugno motions to approve 4.18.15 minutes. Janine Mortan seconds. Motion approved unanimously.

5. Treasurer's Report- Marilyn

A. Grants, Donations-

Discussion about the success El Teatro Campisino's recent fundraiser
Discussion about the benefits of being located in Santa Clara county and opportunities for fundraising in Silicon Valley
Diana Mugno made a \$2,000 donation in honor of Robert Mugno.

B. Expenses-

Royalties for Annie cost approx. \$1600
\$400 a show (based on a 250 seat house), plus materials, fees, and taxes
Discussion about upcoming expenses

C. **Current Balance**

Unable to discuss because Estrella is absent

D. **Quick Book**

Unable to discuss because Estrella is absent

6. **Executive Directors Report**

A. **Enrollment**

Approx. 25 kids have enrolled in STAR Gilroy.
One child has enrolled in STAR Video.

B. **May 16th Workshop**

Miss Rachel will teach the audition workshop.

C. **Staff/hiring-Katie G.**

Interviews for summer staff are currently being held.
Offer letters will go out soon.

Discussion about permanent staff positions that are currently filled and need to be filled: *Artistic Director*- Katie Garcia, *Technical Director*- Dana Scribner, *Office Manager*- Need to be filled, *Development Officer*- Need to be filled

There was a discussion about need for a *Coordinator* role who would act as the “leader of the leaders” and also take on the mentorship of STAR Interns.

D. **Training Week: CPR, Leaders, Interns**

Discussion about staff interviewed and interns who have applied.
CPR has yet to be scheduled.

E. **Dream Catcher: 5 year Artistic plan**

This will help create a business plan
Discussion about ideas (including Miss Dana’s Theatre Arts 4 Tots idea) that will be fleshed out at dream catcher meeting.
Discussion about possible partnerships.

6. **Old Business**

A. **STAR SJB-Marilyn**

Marilyn has been unable to get a hold of the Principal at San Juan School.

B. **Parent Volunteers-Diana**

Letter is now included in the registration packet.

C. **Before and After Care**

Marilyn is still looking for someone to fill the split shift position.

D. Sponsorship Packet-Janine

MOTION: Diana Mugno motions to approve sponsorship packet. Mark Masoni seconds. Passed unanimously.

E. New Office-

1-Supplies, Utilities

2-Hours

We are waiting to set hours until after we hire an office manager.

3-Internet, Phone

Internet will be in next week.

Office Phone Number: **408-767-2742**

F. Outreach and Scholarship Program

Discussion about San Benito Rising Stars.

Partial scholarships are currently available.

G. Fundraising

TASK: Mark will mock up a trifold version of the sponsorship document.

TASK: Rachel will make a mock up of a rack card.

Discussion about STAR-B-Q tabled.

7. New Business

A. Join Gilroy Downtown Business Association

TASK: Elaine will look into fees.

B. Board Recruitment

MOTION: Mark Masoni motions to accept Rachel Giacalone application to serve on the SAE Board of Directors. Janine Mortan seconds. Passed unanimously.

9. Informational Items

None

10. Adjournment- Meeting Adjourned at 12:01

Next Meeting is scheduled for:

June 13, 2015 4PM-7PM, Marilyn's House (Dream Catcher Potluck)

June 17, 2015 6PM, STAR Office