

STAR ARTS EDUCATION
Board Of Directors Meeting
Saturday, Sept. 19, 2015
SAE Office
7393 Monterey Road, Gilroy, CA

Meeting called to order at 10:34 by Elaine Long.

Welcome

1. Roll Call/Quorum

Present: Elaine Long (President), Moira Casey (Vice President), Janine Mortan (Secretary), Estrella Esparza-Johnson (Treasurer), Rachel Giacalone (Member At-large)

Absent: Marilyn Abad Cardinalli (Exec. Director and Member Ex Officio), Mark Masoni (Member At-large), Diana Mugno (Member At-large)

Quorum? Yes

Others Present: No

2. Public Comment: None

3. Adjustments to Agenda

Switch Treasure's Report and Executive Director's Report.

4. Approval of Minutes

MOTION: Estrella Esparza Johnson motions to approve 7.8.15 minutes. Moira Casey seconds. Motion approved unanimously.

5. Executive Director Report

A. Fall and Winter Planning

1. Amended Fall Workshop:

- Katie will lead a calavera face painting workshop
- Oct. 16 & 17, 2015 (2 hours each day)
- After school on Friday
- 10-12 Saturday Morning
- \$20 per day

MOTION: Janine Mortan motions to approve the amended fall workshop. Rachel Giacalone seconds. Motion approved unanimously.

2. STAR Holidays at Old City Hall

- Lunch and Matinee, December 12, 2015

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- Old City Hall has been booked.
- Will serve as a workshop and fundraiser.
- Anita is leading the workshop workshop.
- Who will perform? What will they perform? When and where will the workshops be held?

MOTION: Estrella Esparza Johnson motions to approve the concept of the holiday event with the condition that the board is provided with information about logistics, content, and plan for enrollment for the workshops. Janine Mortan seconds. Motion approved unanimously.

B. Fundraiser

1. Pieology

- Oct 14, 5-9PM
- STAR will get 15% of the proceeds
- STAR needs to advertise event.
- Flyer is being made.

6. Treasurer's Report

A. Expenses

- Monthly: \$3,573.56
- Average: \$5,755.46

B. Current Balance

- Checking: \$11,784.58
- Savings: \$2,624.17
- Total: \$14,408.75

C. Grants and Donations?

- No new grants.
- Janine still needs information in order to thank summer donors.

D. Consulting Account

- Estrella spoke with nonprofit accountant.
- She will get an analysis soon.
- Discussion about how to thank accountant for her help.

E. Discussion

- Estrella is happy that we have made good progress in book keeping systems.
- Money in the bank is only to cover rent.

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- Estrella recommends we come up with a funding formula for tuition. Need more grants to make up for our cheap tuition.
- Currently STAR charges between \$4 and \$5 an hour for summer programming. Bay Area Children's theatre charges approx. \$17 an hour for after school musical theatre programming. Berkeley Rep charges approx. \$12 an hour for musical theatre workshops.

7. Old Business

A. Five Year Plan Meeting

- Meeting is scheduled for Wednesday, October 7, 2015, 4:00pm, SAE Office
- **TASK: Elaine will get a definite RSVP from Anita.**

B. SAE Committee Structure

- Do we need a publicity committee? We need to set standards and systems for publicity, media attention, promoting tickets selling, constant contact.
- Discussion about needing committee reports at every meeting.
- We currently have 5 committees. 1-Executive Committee; 2-Grants, Contracts, and Fundraising Committee; 3-Finance Committee; 4-Operations Committee; 5-Programming & Curriculum Committee. See list of committee members at the end of this document.
- Decision that Operation Committee can work on creating protocol for publicity.
- **TASK: Estrella, Elaine, and Rachel (as operation committee members) will meet to create a standard checklist for staff handing publicity. Checklist will include a:**
 - ✓ style sheet/flyer requirements
 - ✓ social media requirements
 - ✓ estimated hours spent
 - ✓ where/who publicity needs to go to
 - ✓ constant contact content
- Discussion about the need to refine job descriptions so we can be better prepared to staff programming in the future.
- **TASK: Janine (as a member if the programming and curriculum committee) will begin to compile all old job descriptions to review.**
- **TASK: Future work for the Operations Committee is to iron out volunteer and intern application process.**

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A. Board Recruitment

- Discussion about board meeting attendance (and last month's lack of quorum due to low attendance).
- Discussion about possibly making board members who cannot regularly attending non-voting "advisory members" or creating an "advisory committee" for non-voting members of the board.
- Board decided that there is no need a non-voting advisory position on the board or to create an advisory committee. All current committees serve the purpose of advising the board. If a board member resigns, or if someone comes to the board looking to volunteer as a committee member, they may join any of the committees (with the exception of the executive committee).

B. Grants, Contracts, Fundraising Committee (Action Item) **(tabled)**

1. San Benito County: SJB, Hollister

C. Policy and Procedures **(tabled)**

- 1-Hiring
- 2-Internships
- 3-Scholarships

9. Adjournment

**MOTION: Moira Casey motions to adjourn. Rachel Giacalone seconds.
Motion approved unanimously. Meeting adjourned at 12:46**

Next Meeting is scheduled for: Saturday, October 17, 2015, 10:30am (STAR Office)

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EXECUTIVE COMMITTEE

Officers:

1. Board President – Elaine Long
2. Vice Chair – Moira Casey
3. Secretary – Janine Mortan
4. Treasurer – Estrella Esparza Johnson

Grants, Contracts, and Fundraising Committee

Janine Mortan
Estrella Esparaza-Johnson
Marilyn Abad-Cardinalli
Elaine Long

Finance Committee

E. Espraza-Johnson (Chair)
Marilyn Abad-Cardinalli
Rachel Giancalone

Operations Committee

Marilyn Abad-Cardinalli
Katie Hipol
Estrella Esparza-Johnson
Elaine Long
Rachel Giacalone

Programming & Curriculum Committee

Janine Mortan
Javier Hurtado
Marilyn Abad-Cardinalli
Katie Hipol
Anita Reyes