

STAR ARTS EDUCATION  
Board Of Directors Meeting  
Saturday April 9, 2016  
10:00am.- 1:00pm.  
SAE Office  
7393 Monterey St. Gilroy, CA

Meeting Called to order at 10:20AM

Welcome

1. Roll Call/Quorum

Present: Marilyn Abad Cardinalli (Exec. Director and Member Ex Officio), Elaine Long (President), Janine Mortan (Secretary), Rachel Giacalone (Member At-large), Mark Masoni (Member At-large) arrived at 10:35AM

Absent: Diana Mugno (Member At-large), Estrella Esparza-Johnson (Treasurer),

Quorum? Yes (All motions made after 10:35AM)

Others Present: Joe Cardinalli

2. Public Comment: None

3. Adjustments to Agenda

A. Move Executive Director's Report to before Treasurers Report

4. Approval of Minutes

A. **MOTION: Rachel Giacalone motions to approve the minutes from March 12, 2016. Mark Masoni seconds. Approved unanimously.**

5. Executive Director Report

B. Anita Reyes is working as managing director and processing tuition.

C. We are using Paypal to process tuition.

D. Website Updates

a) **TASK: Katie and Anita will make it clear to parents that we accept checks (if they do not want to use Paypal) and STAR Office Hours. Janine can update website after Katie and Anita determine hours.**

E. Discussion about switching from Hartland Payroll to having Licha at ETC process. Discussion will continue next month when Marilyn has more information.

b) Pros- Licha would charge less

c) Cons- Hartland can help us with background checks & fingerprints

F. Discussion about internships and possible interns.

a) Discussion about charging a fee for senior internships.

b) Decision to continue to keep senior interns as unpaid (no fee) and no CPR training.

c) **TASK: Janine will change senior internship description to reflect change (no CPR training offered).**

d) Discussion about creating a certificate of participation and a graduation tassel or pin to be given to graduating interns.

G. Before & After Care

a) Discussion about fees and improving how we bill before and after care

b) Proposed fees for 2016 summer programs: \$150 prepaid for full

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session OR \$15/hr drop in.

- c) MOTION: Rachel Giacalone motions to approve the before care fees of \$150 prepaid for full session OR \$15/hr drop in. Mark Masoni seconds. Passed unanimously.
- d) TASK: Janine will update website with new before and after care info.
- e) TASK: Marilyn will include before and after care info in next constant contact.

H. Bay Area Parent, Out & About, Gilroy & Morgan Hill Today

- a) TASK: Elaine is meeting with Gilroy & Morgan Hill Today
- b) \$375 add put in Bay Area Parent. Will not continue next month.
- c) Holding off on Out & About
- d) TASK: Rachel will write a press release.

I. Facilities Income Strategies

- a) Discussion about renting STAR Studio as possible rehearsal space for outside organizations. Discussion about rates. Discussion about insurance.
- b) MOTION: Mark Masoni motions to give Marilyn authority to develop and implement a cost structure and contract so we can share the STAR Studio as a space for outside art groups (as long as our insurance covers it). Rachel Giacalone seconds. Passed unanimously.

J. New Programming

- a) Katie would like to develop a Mommy & Me program
- b) TASK: Katie needs to make a plan and cost structure for the program.

K. STAR Staffing

- a) Hiring staff for a 30 kid minimum cast

L. STAR Scholarships & Tuition Trades

- b) Scholarships we have traditionally offered have been a \$100 discount for families who qualify for free and reduced lunch.
- c) Discussion about tuition trade that can be done in addition to the \$100 scholarship. Trades need to be determined on a case-by-case basis. Trade will be based on approximately \$10/hr rate. Discussion of a wish list of possible tuition trades.
- d) Wish List and Possible Trades Include: Parent Volunteer Coordinator, Before & After Care Facilitator, Box Office Manager, Program Design, Costume Design & Construction, Set Design & Construction....
- e) MOTION: Rachel Giacalone motions to approve the policy for tuition trade. Janine Mortan seconds. Passed unanimously.

6. Treasurer's Report- **Tabled**

- A. Expenses
- B. Current Balance
- C. Grants and Donations
- D. Consulting Account
- E. Event Template

7. Old Business

- A. Election of Officers- Elaine
  - a) Diana Mugno will continue as Acting Vice President
- B. Paypal -Janine
  - b) Katie & Anita are now in charge of getting paypal button on the STAR

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website. Janine will support as needed.

- C. Gilroy Chamber of Commerce - Elaine
- a) Mixer – Diana - **Tabled**
  - b) SAE Business Cards
    - **TASK: Marilyn will takeover making business cards.**
- D. Grant- **Tabled**
1. Gilroy Assistance League (portable stage)- Marilyn
  2. SJB and Hollister Rotary – Estrella
  3. San Benito Co. Community Grant – Estrella
- E. Upcoming Fundraisers
- a) FroYo- Estrella- **Tabled**
  - b) Christopher Booth at Garlic Festival (Jaclyn Agnitsch)
    - Janine is in contact with Jaclyn. STAR can work a booth. Janine will have more information next meeting.
    - **TASK: Janine will contact Jaclyn to get more information about the logistics of volunteering.**
  - c) STAR “Booster” Club (for parental involvement in fundraising, etc.)
    - Discussion about the need for a more formalized way to utilize parent volunteers.
  - d) Volunteers Procedure, ie. Background Checks, Insurance, etc.
    - Discussion about improving volunteer coordination
- F. Yearly deadline for board members “Give or Get” donations - \$150
- a) Tracking- Treasurer’s responsibility
  - b) Prorated? Yes!
  - c) **Mark Masoni gave his \$150 give or get**
- G. Summary of STAR Summit
- H. Theatre Bay Area-Estrella- **Tabled**
9. New Business
- B. Board Recruitment- (Joe Cardinalli, Linda West)
- a) Joe Cardinalli is applying to be on the board. He has been involved with STAR since it’s beginning and sits on many other boards.
  - b) **MOTION: Rachel Giacalone motions to elect Joe Cardinalli as a new member at large for STAR Arts Education Board of Directors. Mark Masoni seconds. Passed unanimously.**
  - c) **Joe Cardinalli gave his give or get of \$150.**
- C. MTI Broadway Jr. Student of the Month- **Tabled**
10. Adjournment
- MOTIONS: Rachel Giacalone motions to adjourn the meeting. Joe Cardinalli Seconds. Passed unanimously. Meeting adjourned at 12:02PM.**

Next SAE Board meeting scheduled at May 14, 2016, 10:00am