

STAR ARTS EDUCATION  
Board Of Directors Meeting  
Saturday, October 17, 2015  
10:30a.m.- 1:00p.m.  
SAE Office  
7393 Monterey Road Gilroy, CA

Meeting called to order at 10:35 by Elaine Long.

Welcome

**1. Roll Call/Quorum**

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

Absent: Mark Masoni (Member At-large), Moira Casey (Vice President)

Quorum? Yes

Others Present: Linda West

**2. Public Comment**

A. None

**3. Adjustments to Agenda**

A. None

**4. Approval of Minutes**

A. MOTION: Rachel Giacalone motions to approve 9.19.15 minutes. Janine Mortan seconds. Motion approved unanimously.

**5. Treasurer's Report**

A. Expenses

- No new expenses

B. Current Balance

- Checking Account: \$10,989.99
- Savings: \$2,774.22
- Combined Balance: \$13,764.21
- Spending September: \$3,720.70

C. Grants and Donations

- Discussion: Looking at our September spending we need \$3,000+ a month to operate. We will need to begin more year-long fundraising and grant writing in order to survive.
- All Arts Connect gave a \$200 grant for Fall STAR scholarships
- Gilroy Foundation deadline for grant is Jan 31
- Rachel joined the Grants, Contracts, and Fundraising Committee
- TASK: Janine will contact Javier about the possibility of working part

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time as a grant writer.

- D. Consulting Account
- No new info to share

## 6. Executive Director Report

- A. Director & Officers insurance was not renewed. Marilyn will reapply. Insurance company wants us to have a mandated reporter training, workers rights posted, and \_\_.
- B. Discussion about new California law and required sick leave. Need to do more research.
- C. Pieology fundraiser went well. Marilyn will report how much money we made next month.
- D. Fall Workshop Day 1 went well. All Arts Connect gave a \$200 grant for Fall STAR Workshop.
- E. Marilyn wants to pay Teaching Artists \$18 an hour for workshops.
- F. Marilyn would like to begin having weekend workshops every month and continue to search for ways for STAR to provide arts experiences for all students.
- G. Holiday Workshop & Fundraiser Update
- 12 Days before Christmas Theme
  - Auction: desert, wine, & a tricycle with a bow!
  - \$30 Adult tickets.
  - Location: Old City Hall Ballroom.
  - Time: 12:00-2:00
  - TASK: Elaine will organize food for the event.
  - TASK: Marilyn will organize the show and tech support.
  - TASK: Marilyn & Janine will organize publicity for event.
  - TASK: Board will gather donations for auction.

## 7. Old Business

- A. 5 Year Plan Committee Report: (Janine)
- Discussion about big goals
  - Please view the working document as the committee continues to flush out big goals and the necessary steps in the next 5 years to reach those goals  
[https://docs.google.com/document/d/1KGNO0V8x78vdxadYIAVhKHd\\_juzUNhtFpnyEob2jxfY/edit?usp=sharing](https://docs.google.com/document/d/1KGNO0V8x78vdxadYIAVhKHd_juzUNhtFpnyEob2jxfY/edit?usp=sharing)
  - One of our 2016 goals is to find a working theatre space STAR can perform in.
  - The District (former Gas Lighter) is an available performance space downtown. Marilyn would like to see STAR perform there in the spring. Discussion about using space for a Spring Musical that

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we put on with Brownell Middle School. Discussion about safety and logistics of using The District.

- **TASK: The 5 Year Plan Committee will continue to meet and refine/flush out plan.**

B. Operations Committee Report (Estrella, Rachel)

- Operations Committee shared draft of Publicity Guidelines.  
[https://docs.google.com/document/d/1eqdyEBx58IZFpTias9\\_tD4OzRbMR65r0sBtblyOGOjw/edit?usp=sharing](https://docs.google.com/document/d/1eqdyEBx58IZFpTias9_tD4OzRbMR65r0sBtblyOGOjw/edit?usp=sharing)
- **MOTION: Diana Mugno motions to approve Publicity Guidelines. Rachel Giacalone seconds. Motion approved unanimously.**
- **TASK: Operations Committee will update google links for STAR.**

C. Board Attendance and Quorum Report

- Tabled

D. Setting up Paypal for tuition, videos, donations, etc

- Janine is researching how to use paypal on line.
- **TASK: Janine will have more info re upgrading our paypal, wix, and form builder memberships ready to vote on next month.**

## 8. New Business

A. Development Committee- Estrella & Diana

- Discussion about STAR's presence in San Benito County: SJB, Hollister

B. Policy and Procedures

- Hiring, Internships, Scholarships: This item has been tabled for the past few meetings. Marilyn had wanted to talk about our policies for these items. Discussion about how the Operations Committee we can support/answer questions and concerns.
- **TASK: Marilyn and Elaine will send a task list to the operations committee so they may address questions/concerns at next committee meeting.**
- **TASK: Janine will share the compiled job description doc with the operations committee, so they may continue working on a Policy and Procedure Handbook.**

## 9. Adjournment

**MOTION: Janine Mortan motions to adjourn. Rachel Giacalone seconds. Motion approved unanimously. Meeting adjourned at 12:24**

**Next Meeting is scheduled for: November 14, 2015, 10:30am (STAR Office)**