

STAR ARTS EDUCATION  
Board Of Directors Meeting  
Saturday, February 13, 2016  
10:00am.- 1:00pm.  
SAE Office  
7393 Monterey St. Gilroy, CA

Meeting called to order at 10:34 PM 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), Estrella Esparza-Johnson (Treasurer), Rachel Giacalone (Member At-large), Mark Masoni (Member At-large)

Absent: None

Quorum? Yes

Others Present: No

2. Public Comment: None

3. Adjustments to Agenda

- A. Add "MTI Broadway Jr. Student of the Month" under new business.
- B. Switch Treasurer's Report to item 6 and Executive Director to item 5.

**MOTION: Estrella Esparza-Johnson motions to approve adjustments. Diana Mugno seconds. Passed unanimously.**

4. Approval of Minutes

**MOTION: Estrella Esparza-Johnson motions to approve December 5, 2015 minutes with the amendment that we had a quorum. Diana Mugno seconds. Passed unanimously.**

5. Executive Director Report

A. Gilroy Foundation Grants

- Marilyn wrote the \$20,000 grant for a traveling stage
- Marilyn wrote the \$5,000 grant to expand the Dia De Los Muertos fall program
- Grants have not accepted because they were not postmarked in time

B. Gilroy Assistance League Grant

- \$5,000 grant for equipment
- Discussion about how to break up the traveling stage project into phases. Stand alone pipe and drape.
- Discussion about microphones. Discussion about pros and cons of body mics and floor mics.
- **TASK: Marilyn will write grant 4 floor mics, 2 body mics, amplifier, speakers and 1<sup>st</sup> phase of traveling stage project.**

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- TASK: Marilyn will talk with Kevin Boone about recommendation for brand of mics.

C. Gilroy Rotatory Grant

- Check received for \$1,000
- Thank you to Elaine who went to the rotary meeting to accept the check
- TASK: Estrella will deposit check
- TASK: Janine will send thank you

D. Summer 2016 Planning

- Discussion about pros and cons of raising tuition.
- STAR's summer camp tuition is significantly less than other bay area children's theatre camps which range from \$12/hr-\$17/hr.
- Last summer we charged \$725 for STAR Gilroy (which breaks down to \$5.18/hr), \$660 for STAR Video (which breaks down to \$4.71/hr), and \$420 for STAR SJB (which breaks down to \$4.00/hr).
- If tuition is raised to \$825 for a 4-week program that breaks down to be \$5.89/hr.
- Discussion about the positive PR that will be needed to accompany the tuition raise.
- Discussion about partnership with organizations that can help fund scholarships.
- MOTION: Estrella Esparza Johnson motions to approve April 18, 2016 as the deadline for early bird tuition rates for STAR Gilroy and STAR Video. Diana Mugno seconds. Passed unanimously.
- MOTION: Diana Mugno motions for the early bird tuition to be raised to \$750 for STAR Gilroy and STAR Video. Rachel Giacalone seconds. Passed unanimously.
- MOTION: Diana Mugno motions to raise tuition for STAR Gilroy and STAR Video to \$825. Janine Mortan seconds. Passed unanimously.
- MOTION: Janine Mortan motions to raise SJB Full Tuition to \$625, SJB Early Bird Tuition to \$550, and that the Early Bird Deadline is also April 18, 2016. Rachel Giacalone seconds. Passed unanimously.

6. Treasurer's Report

A. Expenses

- Average Monthly Spending: \$2,829.39

B. Current Balance

- Checking: \$16,192.10
- Savings: \$3224.46
- Combined: \$19,416.56

C. Grants and Donations

- TASK: Estrella will apply to the San Juan Bautista and Hollister Rotaries for a grant to pay for STAR SJB royalties.
- TASK: Estrella will apply to the San Benito County Community Foundation for a grant.

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- TASK: Estrella is working on a possible partnership with San Benito Arts Council
  - TASK: Estrella will to apply for a grant with Lulac to provide STAR SJB scholarships.
  - TASK: Janine will reach out to Kennedy's mom, Jaclyn Agnitsch, mom re Gilroy Garlic Festival. email: jaclyn@christopherranch.com
- D. Consulting Account
- No new info
- E. Event Template
- Event Report not yet drafted
  - TASK: Rachel and Estrella will work on Event Template
7. Committee Reports
- A. Grants, Contracts, and Fundraising Committee
- See notes above in Executive Director & Treasurer Report
- B. Finance Committee
- TASK: Rachel and Estrella will work on a survey to collect data that can be used for positive PR.
- C. Operations Committee –Estrella and Rachel
- Job Description (for Policy and Procedures Handbook) –Janine
  - Discussion about organization hierarchy
- D. Programming & Curriculum Committee
- No new info
- E. 5 Year Plan Committee –Janine and Marilyn
- Discussion about selling shows/performances for festivals as a way to fundraiser and publicize STAR.
8. Old Business
- A. Upcoming Fundraisers
1. May 14-Spring Fling  
Old City Hall is not available  
TASK: Estrella will contact FroYo
  2. Sept. 17<sup>th</sup>-STAR-B-Q  
Old City Hall is booked
  3. Dec.10<sup>th</sup>-Holiday Cheer Fundraiser  
Old City Hall is booked
- B. Policy and Procedures Handbook –Marilyn and Elaine
- No new info
- C. Paypal –Janine
- No new info
- D. Gilroy Chamber of Commerce dues-Elaine
- No new info
- E. Grants
- See notes above in Executive Director & Treasurer Report
- F. Gilroy Foundation-Marilyn
- See notes above in Executive Director & Treasurer Report

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- G. Others Grants?
    - See notes above in Executive Director & Treasurer Report
  - H. Summary of STAR Summit
    - Tabled
  - I. Theatre Bay Area-Estrella
    - Tabled
  - J. Board Recruitment- (Joe Cardinalli, Linda West)
    - **TASK: Janine will email Joe and Linda applications**
    - Discussion about needing to decide on a deadline for the board members yearly “Give or Get” \$150 donation. No decision on deadline.
9. New Business
- A. Election of Officers -2016
    - Tabled
  - B. MTI Broadway Jr. Student of the Month
    - Tabled

10. Adjournment

**MOTION: Janine Mortan motions to adjourn meeting. Estrella Esparaza Johnson seconds. Passed unanimously. Meeting is adjourned 1:07PM.**

Next Meeting is scheduled for: March 12, 2016 10AM (STAR Office)