

STAR ARTS EDUCATION
Board Of Directors Meeting
March 14, 2015
Place: Old City Hall Restaurant, Gilroy, CA

Meeting called to order at 10:15 by President, Elaine Long.

Proceedings

1. Roll Call/Quorum

Present: Elaine Long (President), Moira Casey (Vice President), Estrella Janine Mortan (Secretary), Diana Mugno (Member At-large), Marilyn Abad Cardinalli (Exec. Director and Member Ex Officio)

Absent: Esparza-Johnson (Treasurer), Mark Masoni (Member At-large)

Quorum? Yes

Others Present: Katie Garcia (Artistic Director)

2. Public Comment- None

3. Additions/ Adjustments to Agenda-

Move Item 7D (Old Business: Intern-Leadership Program) to 7A

4. Approval of Minutes

MOTION: Diana Mugno motions to approve February 14, 2015 minutes. Moira Casey 2nds. Passed unanimously.

5. Treasurer's Report

A. Grants-

2014 Grants Received/To Be Deposited

- Gilroy Arts Alliance \$5010.18
- All Arts Connect \$5000

B. Current Balance-

Outstanding Bills

- Out & About
- Rent & Deposit for new STAR Office

C. Brown Paper Tickets-

Discussion about continuing to use brown paper tickets

6. Executive Directors Report

A. Office Rental-

- 1200 sq feet, four large rooms
- \$800 a month; \$9,600 a year; \$2000 deposit
- They pay water and heat

- MOTION: Moira Casey motions to approve the 1-Year lease at 7393 Monterey Street. Diana Mugno 2nds. Passed unanimously.
- MOTION: Moira Casey motions to accept an interest free loan for \$2000 from Elaine Long to be paid back by April 2016. Diana Mugno 2nds. Passed unanimously.

B. Move in Plan-

- **TASK: Moving Day-April 9 & 10-Pack, Purge, Move and Organize**

C. Performance and Practice Venues-

- Discussion about pros and cons of all proposed venues.
- Marilyn had to leave meeting at this time.
- MOTION: Diana Mugno motion to hold STAR Gilroy 2015 at Brownell for 4 weeks & to use Gilroy Arts Alliance space for STAR Video 2015. Janine Mortan 2nds. Passed unanimously.

D. Staff Hiring

- Production Director-** Greg Smith
- Activities/Technical Director-** Dana Scribner

E. Schedule: Spring STAR

- **Location-** Gilroy Arts Alliance
- **March 21-** TV Workshop
- **April 18-** Miss Dana Workshop
- **May 16-** Music & Dance Audition Workshop

E. Promotion/Marketing

- April Out & About-** March & April Ads

b. Constant Contact-

- Discussion about how STAR will utilize constant contact.
- Monthly Newsletters (in depth, will include interviews with staff, board members, STAR Kids, etc)
- Monthly Update (simply reminders of upcoming dates)
- Parent Communication (all paper notes sent home in the summer will also be emailed home)
- Easy to make lists that will help with parent communication

F. Silicon Valley Creates-

- Elaine & Marilyn are going to a seminar and will report back next month.

7. Old Business

A. Intern-Leadership Program (for 16 to 18 year-old)

- Katie described plans for a new Intern-Leadership Program
- **Jr. Interns-** STAR Kids until noon (ie participants will be cast in the show), afternoons will be spent helping with younger kids and completing an independent study project
- **Interns-** 17 year olds working; afternoons spent on independent study project, Interns are unpaid volunteers
- **Tuition/Pay-** Jr. Interns will be pay full tuition; Interns are unpaid volunteers; both will receive some sort of certification at the end of their internship
- **Supervision-** All interns will be given guidance from staff/assigned an advisor to help with their independent study project

B. STAR SJB Venue-Moira

- Moira has been waiting on Estrella to set up the meeting date.
- Diana can go in Estrella's place.
- Dana will also be invited.
- **TASK: Moira will set up a meeting on a Friday at 8AM.**

C. Parent Volunteers-Diana

- **TASK: Diana will update letter to parents and send it to STAR Staff for feedback.**
- Once finalized it will be sent out with registration documents.

D. Thank You Party

- 5-7 Tonight!
- Thank you to Estrella for sending the invitations!

E. Before and After Care

- Discussion about needs for before and after care

F. Meeting for Business Plan and Strategic Plan

- Discussion tabled because Marilyn had to leave early.

7. New Business

A. Lunch Program (Old City Hall Box Lunches)

- Discussion about setting up a pre-order lunch program for STAR Gilroy and STAR Video participants.
- Old City Hall can provide \$8 Box Lunches (Mon-Thurs)
- Questions-
Can STAR office manager could pick up and deliver lunches?
Pizza Fridays? Dutchman's? Cost?
- **TASK: Elaine will get a box lunch menu from Old City Hall Restaurant & price out lunch from Dutchman's Pizza.**
- **TASK: Janine will look through old documents and contact Barbara to figure out easiest system for pre ordering lunches.**

8. Adjournment-

Moira Case motions to adjourn the meeting. Diana Mugno 2nds. Passed unanimously. Meeting adjourned at 12:00 PM.

Next Meeting is scheduled for:

April 18, 2015

10AM

Old City Hall Restaurant