

STAR ARTS EDUCATION- Board of Directors Meeting
Saturday, December 3, 2016 -10:00 a.m.–no host Breakfast/Meeting
Old City Hall Restaurant, Gilroy CA.

Welcome

1. Roll Call/Quorum
 - a. Meeting called to order at 10:20AM.
 - b. Present: Elaine Long, Estrella Esparza-Johnson, Diana Mugno, Joe Cardinalli, Janine Mortan, Nancy Villarreal, Marilyn Abad-Cardinalli
 - c. Absent: Rachel Giacalone, Mark Masoni
 - d. Quorum: YES
2. Public Comment
 - a. None
3. Adjustments to Agenda
 - a. None
4. Approval of Minutes
 - a. **MOTION: Joe Cardinalli motions to approve September 10, 2016 minutes. Diana Mugno seconds. Passed unanimously.**
5. Executive Director Report-Marilyn
 - a. Update Gavilan Community Ed. 2017
 - i. Fees: \$99 per workshop or all 3 for \$250
 - ii. Staff Needed: 4 teaching artists, 1 management staff
 - iii. Class Size: Min 15-Max 35
 - iv. Status: Gavilan College Community Ed will handle enrollment. Waiting for approval from Susan Sweeny of Community Ed for the rate of \$40 per participant/class.
 - v. Master classes will be used to train teaching artists
 - vi. Workshops can serve as a “student teaching” experience for new potential STAR Staff.
 - b. Studio Rental
 - i. Improvisation “Meet Up Group” Lynne Oneal
 - ii. Charging \$10 per person
 - iii. Nancy will open and close the office
 - c. Gilroy Foundation Grant due January 31- Emily Martinez-Stein
 - i. Pottery Fundraising Event in February
 - d. Update on Custodian of Records Safe- Fingerprinting and Background Checks
 - i. Marilyn found a safe
 - e. Report Fall/Winter Workshops 2016
 - i. Not successful
 - f. Moving checking & savings to Union Bank.
 - g. Preliminary 2017 Budget
 - i. Need approved by January
6. Treasurer’s Report-Estrella (Tabled bc no connection)
 - A. Expenses
 - B. Current Balance
 - a. Approx. \$16,000
6. Old Business
 - a. Upcoming Fundraiser-Holiday Cheer, Dec. 10th, O C Hall-Marilyn
 - i. Ticket sales/orders

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1. Discussion about sales
 2. **TASK: Janine will update website with info about the fundraiser & workshop**
 - ii. Silent Auction Items
 1. Discussion about collected items for silent auction
 2. Discussion about live auction options
 - iii. Thank you-Certificates & recognition to
 1. AACF
 2. Mrs. Mukai
 3. Greg Light
 4. **MOTION: Joe Cardinalli motions that we recognize these three people and that we continue to recognize big donors and supporters in this way. Estrella Esparaza-Johnson seconds. Passed unanimously.**
 - b. Gilroy Business License (update)-Elaine
 - i. Elaine is donating \$250 processing fee
 - ii. No yearly fee for nonprofits
 - c. Gilroy Chamber of Commerce –Diana
 - i. We are officially members.
 - ii. Diana is donating the yearly membership fees
 - iii. We have a sticker in our window now
 - iv. Diana is planning a ribbon cutting event
 - v. Perks: can use COSCO membership, use of bulk mailing permit, we can put flyers in the newsletter, we can put flyers in their office
 - vi. Fundraising Perks: pairs us with for profit organizations who can help us raise money, they will let us know about grants that come up for theatre groups
 - vii. Events: mixers (good opportunity to network)
 - viii. **TASK: everyone should check out the website www.gilroy.org**
 - ix. Plaque- Diana will pick it up
7. New Business
- a. Location for the -STAR STAFF Summit, Saturday, January 7, 2017, 10AM
 - i. For any people who are interested in working at STAR
 - ii. Marilyn will explain the upcoming season
 - iii. Discussions about possible master classes
 - iv. Discussion about new policies and procedures
 - v. Discussion about the STAR Way
 - vi. **TASK: Janine will send Marilyn the Actor's Building Block pdf to Board**
 - b. Board Meetings (2nd Saturday of each month) – January 14, 2017-

Adjournment

MOTION: Joe Cardinalli motions to adjourn meeting at 11:43. Elaine Long seconds. Passed unanimously.

Board member should arrive at 9AM next Saturday to help set up the fundraiser.