

**STAR ARTS EDUCATION**  
Board Of Directors Meeting  
Saturday, September 13, 2014  
10:00AM  
Place: Panera Bread, Gilroy CA

Meeting called to order at 10:13 by Secretary, Janine Mortan.

Proceedings

1. Roll Call/Quorum

**Present:** Estrella Esparza-Johnson (Treasurer), Janine Mortan (Secretary), Moira Casey (Member At-large), Marilyn Abad Cardinalli (Exec. Director and Member Ex Officio)

**Absent:** Elaine Long (Vice-President), Deborah Africa (Member At-large)

**Quorum?** Yes

**Others Present:** No

2. Additions/Adjustments

**MOTION: Estrella Esparza-Johnson motions to approve agenda. Janine Mortan 2nds. Passed unanimously.**

3. Approval of Minutes

Amendment of August 16, 2014 Meeting Minutes:

*"TASK: Moira (instead of Estrella) will extend invitation to Principal at SJB Elementary and the superintendent of ASJUSD to attend ETC's fundraiser in order to make a first connection/conversation."*

**MOTION: Moira Casey motions to approve the August 16, 2014 Meeting Minutes with the above amendment. Estrella Esparza-Johnson 2nds. Passed unanimously.**

4. Executive Directors Report

A. STAR-B-QUE Fundraiser Report

- See Draft STAR-B-Q Income Attached\*
- Approximate Income \$7,075
- **Approximate Total Profit \$5,050**
- Dessert Auction Profit \$440
- Silent Auction Profit \$1,241
- *There was a discussion about the STAR-B-Q. Good dry run. We need to*

*look at things that were successful: dessert auction, silent auction, beautiful venue. Things to be improved: food prep set up, find more ways to get food donated to cut cost, porta potties.*

- **Task: Quantify Abad and Loazya family contributions. If we had to pay for the venue or food we would not have made a profit.**
- **Task: Write thank you letters for all donations. Janine will send an email thread to board members to compile a list of items donated to STAR. Janine will update form thank you letter and prepare them to be sent out.**

B. Award Announcement

- STAR received the Gavilan College Community Spirit Award

C. Cash Flow: Ongoing Expenses

- **MOTION: Estrella Esparza-Johnson Motions that the finance committee will review scholarship policy, criteria and procedures and propose recommendations by the end of December 2014. Janine Mortan 2nds. Passed unanimously.**
- See Preliminary Report Attached\*
- Summer Tuition Income \$18504
- We have approximately \$4,000 cash on hand and \$9,000 on reserve.
- **TASK: Moira will craft a letter to reach out to STAR Families to see if any of them work for companies like IBM that giving programs.**

D. 501 © 3 application status

- Marilyn's goal to have it completed and submitted by December 31<sup>st</sup>.

5. Treasurer's Report

- **MOTION: Estrella proposes that we accept Marilyn's Cash Flow report as the treasures report for this moth. Moira Casey 2nds. Passed unanimously.**

6. OLD BUSINESS

A. Directors and Officers Insurance

- There was an error in the Limited Coverage we were quoted. We were quoted \$600,000 but after paying JR Olsen and Bonds Insurance Brokers, Inc. that they misquoted is and that the Limited Coverage is only \$500,000.
- **MOTION: Moira Casey motions that we request JR Olsen and Bonds Insurance Brokers Inc. consider an adjustment to their commission fee to make up for the misquote as a donation to STAR Arts Education. Janine Mortan 2nds. Passed unanimously.**

B. Review STAR SJB Goals and Focus

- We want to approach STAR SJB the same way we approached STAR Gilroy this summer-create a partnership with the schools.
- **TASK: Moira will invite Kyle Griffith (Principal of San Juan School) and Ruben Zapeta (ASJUSD Superintendent) to a meeting with Marilyn.**

C. Board Retreat and Training

- Possible Locations: St. Francis Retreat, Gilroy Hilton, Gilroy Arts Alliance, Marilyn's House, Eagle Ridge

- Date: December 6, 2014
- **MOTION: Estrella Esparza-Johnson motions that Elaine Long be committee chair for the retreat committee. Janine Mortan 2nds. Passed unanimously.**

7. NEW BUSINESS

A. Board Membership

- **TASK: Janine will email board manual to Mark Masoni and Sandy Medina Castro ([sandymedina24@gmail.com](mailto:sandymedina24@gmail.com)).**

B. Fall STAR Programing

- **TASK: Estrella and Marilyn will come up with a scope of work, definite objectives, and set work hours for administrative assistant for the October-December 2014 time period.**
- **MOTION: Estrella Esparza-Johnson motions that the board approves a 3 Month Contract for an Administrative Assistant for October, November, December 2014 for \$1,625 with an additional \$150 for travel expenses. Janine Mortan 2nds. Passed Unanimously.**

8. Public Comment

There was no public comment

9. Meeting adjourned at 12:26PM

**MOTION: Estrella Esparza-Johnson motions to adjourn meeting. Janine Mortan 2nds. Passed unanimously.**

10. Minutes submitted by Secretary, Janine Mortan.

11. Next Meetings:

October 25, 2014, 10AM @ Panera Bread in Gilroy  
November 15, 2014, 10AM @ Panera Bread in Gilroy  
Dec. 6 2014-Board Retreat-Time & Place TBD