

STAR ARTS EDUCATION
Board Of Directors Meeting
October 25, 2015
Place: Old City Hall Restaurant, Gilroy, CA

Meeting called to order at 10:22 by Vice President, Elaine Long.

Proceedings

1. Roll Call/Quorum

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

Absent: None

Quorum? Yes

Others Present: Mark Masoni

2. Public Comment

- *Mark is interested in applying to be on the board.*
- *Moira may be leaving board next fall.*

3. Additions/Adjustments

Addition: Under 7. D Old Business/Board Membership add items

1. New Board Membership
2. Board Vacancies

MOTION: Estrella Esparaza Johnson motions to approve agenda with the above additions. Moira Casey 2nds. Passed unanimously.

4. Approval of Minutes

MOTION: Estrella Esparaza Johnson motions to approve September 13, 2014 meeting minutes. Moira Casey 2nds. Passed unanimously.

5. Executive Director's Report

A. Nonprofit Update

- *There was a discussion about federal nonprofit application status.*
- Important Discussion Notes: Marilyn needs ALL Board Member's home addresses to complete the form. SAE is identified as an "Education and Arts" nonprofit. Marilyn has a goal to submit form by October 31st, 2014.

- **TASK: Janine will email complete list of all SAE Board Member's home addresses to Marilyn.**
- **TASK: Marilyn will submit federal nonprofit application by December 31st, 2014.**

B. 2015 Facilities & Events

- *There was a discussion about possible facilities for the 2015 season.*
- Important Discussion Notes: Marilyn spoke with Kevin Heath about using the Gilroy Interim Center for the Arts for 2015 STAR sessions. Kevin has the dates for the STAR 2015 season tentatively reserved.
- **TASK: Marilyn and Elaine will research other downtown locations**
- *There was a discussion about a possible film festival in 2015 and who could partner with SAE for this event.*

6. Treasurer's Report

A. Cash On Hand

\$973.78 Savings
\$3,091.75 Checking

B. Ongoing Monthly Expenses

\$284 Office
\$50 Phone
\$15 Constant Contact
\$250 Insurance (estimate)
\$125 Heartland Payroll (estimate)
\$724 Total (per month)

C. \$5000 Mini Grant Discussion

SAE needs to get reimbursed with grant money from Gilroy Arts Alliance.

TASK: Marilyn will submit the following items to the Gilroy Arts Alliance as production costs

\$1,150 Out & About Magazine
\$783 Farmers Insurance
\$810 Directors & Officers Insurance
\$810 Studio3Dance
\$266.60 Workers Comp
\$467.40 Hartford Insurance
\$550 Strike Staff
\$? Royalty

7. Old Business

A. Fundraising

1. Update on STAR-B-QUE

- *There was a discussion about streamlining thank you letter process and donations that have been collected.*
- **TASK: Marilyn Will add additional donations that have come in on**

the final report.

- **TASK: Janine will send out letters thank you letters to all 2014 donors.**
- **MOTION: Estrella Esparaza Johnson motions to approve funds necessary for the Secretary to mail thank you letters to all 2014 donors. Deborah Africa 2nds. Passed unanimously.**

2. Grants (incl., Gilroy Foundation)

- *There was a discussion about the next steps needed to apply for the Gilroy Foundation grant and other grants.*
- **Task: Elaine will make an appointment with Gilroy Foundation**

3. GoFundMe

- *There was a discussion about how to reach out to STAR Alumni as a resource and crowd funding.*
- Important Discussion Notes: SAE would like to use GoFundMe to fund scholarships. We will try to use video on our GoFundMe page.
- **MOTION: Estrella Esparaza-Johnson motions to approve Elaine Long as the point person for our GoFundMe campaign and to give Elaine access to all materials necessary. Deborah Africa 2nds. Passed unanimously.**

B. Retreat

- The SAE Board Retreat is set for December 6, 2014 from 10:00AM to 4:00PM at the Old City Hall Restaurant in Gilroy.
- Important Notes: Marilyn will arrange for a facilitator.
- **MOTION: Janine Mortan motions to create a retreat committee to help Elaine. Deborah Africa 2nds. Passed unanimously.**

C. Directors and Officers Insurance

- Done and paid for!

D. Board Memberships

1. New Board Membership

- **MOTION: Janine Mortan motions to accept Mark Masoni's application to be a member of the SAE Board of Directors. Estrella Esparaza-Johnson 2nds. Passed unanimously.**
- Mark gave \$153 as his personal board donation and "Give or Get"

2. Board Vacancies

- We currently have a vacancy for the president of the board.
- **MOTION: Estrella Esparaza-Johnson motions to elect Elaine Long as president . Moira Casey 2nds. Passed unanimously. Elaine Long accepts the position as board president.**

3. New Vacancies

- Discussion of new vacancies is tabled until next month's meetings.

8. New Business

MOTION: Janine Mortan motions to table new business. Estrella Esparza-Johnson 2nds. Passed unanimously.

9. Meeting adjourned at 12:20PM

MOTION: Estrella Esparza-Johnson motions to adjourn meeting. Elaine Long 2nds. Passed unanimously.

10. Minutes submitted by Secretary, Janine Mortan.

11. Next Meeting is scheduled for:

Nov. 15, 2014, 10:00AM, Old City Hall Restaurant in Gilroy