

Attendance: Ramon, Lisa, Matt, Kimberly, James, Chris, Randy, Buzz

A. One Positive Thing

1. Finally able to give James a positive answer
2. Operations for the month of January reflect that we are expanding in the right direction.
3. Kudos to James for keeping us in the loop with such great detail and documentation.
4. Moving forward, despite some struggles this month, many things are getting cleaned up.
5. Moving forward in a productive, positive way.
6. Struggles of the last month in the grand scheme are pretty minor and thanks to James' leadership, it's pretty liberating to see policies put in place and working.
7. James' has the employees' backs, as experienced first-hand and that is a good thing.
8. Gallery opening was really good, well attended.

B. Approval of January Minutes

1. Matt motioned to approve with corrections from James to D.6. name spelling corrections; and from Randy to E.1.b monthly to quarterly.
2. Chris seconded, all in favor.
3. Motion passed; Minutes approved.

C. Committee Reports

1. Operations: (Buzz) –
2. Studios/Resident Artists: (Lisa) – lots of chatter about refrigerator note; Victoria moving out (Victoria complaining that she made a lot of money for WSS that they owed her.) James confirmed that all of her invoices have been paid. Lisa corrected some of the gossip that was incorrect. Negative chatter does not seem to have gotten to the new residents.
3. Galleries: (Richard) – not in attendance
4. School of Art: (Maureen) – not in attendance
5. Fundraising: (Chris) – did not meet this last month.
6. Events: (Jessica) – not in attendance
7. Marketing: (Chair Open)
8. Finance: (Randy) – discussed, end of lease coming up in 3 years

D. Executive Director Report

1. Facilities –
 - a. Heater went out above 3D studios, had that fixed and had them look at all the rest.

- b. Fire Extinguishers are out of date, some by several years – have been updated up to 90%; fixing some exit signs also and adding extinguishers in all 3D studios. Signs with extinguisher locations are also now up.
- 2. Galleries – new hanging system is up! Works great – gallery committee loves it
- 3. HR. –
 - a. New Intern: Angelo Mendez started last week and helped with 2nd Friday. College student majoring in fine art. (College of DuPage is footing half the bill).
 - b. Motion to enter Executive Session by Matt.
 - c. Seconded by Ramon.
 - d. All in favor; Executive Session begins at 7:24pm
 - e. Motion to return to Regular Session
 - a. Lisa seconded, all in favor.
 - b. Return to Regular Session at 7:48pm
 - c. Kim the new bookkeeper has been great – lots of backlog caught up, lots of clean up with invoices, etc.
- 4. School of Art
 - a. Patio art, outreach with flyers
 - b. Partnering with Geneva Wine Sellers
 - c. Ana has artists set up doing demonstrations for all events coming up!
- 5. Events
 - a. 2nd Friday well attended
 - b. Eventbrite for ticketing – takes a percentage of sales; Buzz suggested we charge at the door (discuss with Chris for alternative options)
- 6. Clay Lab
 - a. Semesterly clay order in/trying a new glaze
 - b. Noise with new wheels – got some free belts and under warranty
 - c. Registration has increased with higher capacity ability
- 7. Fundraising
 - a. With Richard's help put together a CRM system to track grants, donations, etc.
 - i. Got a grant for a Salesforce for one year use (renewable) with 10 licenses for use
 - ii. Got all tax letters out to donors
 - b. Ramon suggested grants for teachers – Mika? (AAA buying them) – since we have certified teachers, may be able to apply – grants cover range of options including art supplies
- 8. Studios
 - a. #6A – Rebecca out soon; have waiting list
 - b. #8 – No interested parties currently (Victoria leaving)
 - c. #22 – Sue Bronsky moving out (wanted a smaller studio) – will be filled by new artist Maria Simeonova
- E. Treasurer's Report
 - 1. In the past we have looked at July first through current month's date – going forward will look at only the previous month and previous year same month for comparison.

2. Discussion of Financial statements and explanation of Profit and Loss Comparison and Balance Sheets
 3. Quarterly report will include cumulative to YTD as well as Monthly
 4. Ramon moves to approve January financials
 5. Matt seconded; all in favor
 6. January financials approved
- F. President's Report
1. Termination of License Agreements
 - a. Supporting James so that he is not in the position of being the "Bad Guy" in all cases.
 - b. Going forward James would send reasons for termination to Board Committee (Operations).
 - c. Committee can make a determination. (Which helps James build a positive culture.)
 - d. Board will need to make a policy/guideline for what will come before the Committee – should be very broad so can be used as a conflict resolution tool. How much discretion does this group have? Can they arbitrate without coming to the Board?
 - e. Right now, the way the agreement is written, there is a section of rules and regulations that is very specific – a couple of them are worded as terminable behavior, but not others. Randy is working on a restructuring of the Agreement with attached Rules/Regulations, flexibility for changing those, and terminable events will go to the Board for determination. With this, can avoid changing the By-Laws. Board is in agreement for these changes.
 - f. Due to recent health issues, Ramon would like to request we appoint a Vice President.
 - i. Requesting nominees to vote on next month.
 - ii. One of VP's roles is to recruit new members.
 - iii. Ramon will send out an email request to the entire Board with the intent of nominating and voting in March.
 - g. Head Shots/Bio – up on website and post via social media
 - i. James reached out to RA photographers – waiting on pricing
 - ii. Matt also has a recommendation
 - ii. Kimberly also has two options we can compare.
- G. Adjournment
1. Motion to Adjourn by Ramon
 2. Lisa seconded, all in favor
 3. Meeting adjourned at 8:40pm

Submitted by KALH 2/16/22