



FAIRFIELD-SUISUN CITY VISUAL ARTS ASSOCIATION

www.fsvaa.com

BOARD MEETING MINUTES – JANUARY 2018

I. FSVAA Regular Board Meeting was held on Tuesday, January 16, 2018

Meeting was called to order at 7:03 pm by Dennis Sheil, President, in the Solano Town Center Gallery, Fairfield.

In Attendance: Dennis Sheil, Dennis Ariza, Marci Cervantes, JoRené Danel, Robin Rossi, Lucy Foldhazi, Ken Chew and Doug Cooper

Absent: Janet Barnes

Guests: Cherol Ockrassa, Adrienne Emmering, Nathan Groves, Anjelica Lapid, Meiling Albert
(FSVAA members)

Quorum achieved with eight (8) Board members present.

Dennis Ariza motioned to approve the minutes of November 2017 and Doug Cooper seconded the motion; motion carried – minutes were approved.

II. Finance Report (Marci Cervantes)

- A. Marci Cervantes distributed the Profit & Loss Statement dated December 2017. Report shows a net income for the month of December was -\$1,629.44. The Profit & Loss Statement for 2017 shows a total net income of \$30,394.71. 2017 was not a normal year because of the large donation we received.
- B. Per Dennis Ariza, to obtain the grant we need to have a budget, set project expenses and have it in writing. Per Dennis Sheil, we need input from everyone to make a list of annual budget items; such as marketing, maintenance, advertising (*postcards*), storage, and shows to name a few to be listed in this budget. We need to include scholarships in the budget. To further discuss and to prioritize the budget and get everyone's input, we will hold a special Board meeting on Wednesday, January 31 at 7 pm. The average year's income is \$3-5,000 per Ken Chew.
- C. We will need Marci Cervantes to breakup QuickBooks into three separate reports: FSVAA, Lawler House Gallery, and the Solano Town Center Gallery. Marci stated she has already started working on this.

III. Membership (JoRené Danel)

- A. JoRené Danel reported that there are seven members that haven't paid their dues since the Juried Art Show in 2016. We have 101 members (*minus these seven*).
- B. Dues: Per Dennis Sheil, all dues should be due at one time, on one date. Dues should be \$50 for both galleries, payable by January 1 of each year. Dues must be current to enter any shows. After 30 days delinquent, an email will be sent by JoRené Danel and if still past due after that, a letter from the President, Dennis Sheil.
Vote: Dennis Ariza motioned to accept that the annual dues (*for both galleries*) will be payable on January 1 of each year with a 30-day grace period and Doug Cooper seconded the motion; motion carried – Dennis Sheil will send out emails to all members advising them of the change.
- C. Per Dennis Sheil, it has been proposed to no longer differentiate Lawler House Gallery from Solano Town Center Gallery; members should be able to participate in either one or both. With that change in our structure, cost will be approximately \$50/year for both galleries and an entry fee of \$10 per piece to enter art into each show. It won't be a financial gain for the organization but will give members an opportunity to exhibit at both galleries. Some members do not document at STC Gallery.
- D. Vote: Dennis Ariza motioned to join the two galleries; Robin Rossi seconded the motion; motion carried. Members of FSVAA will have access to both galleries and everyone will pay \$10 per piece at each gallery.
- E. Cherol Ockrassa suggested that since some members have a financial hardship, there should be a way to have a fund specifically for hardships. Dennis Sheil suggested that we set guidelines for this at another meeting – this has been tabled for now.
- F. Vote: Robin Rossi motioned to set the dues to \$50 and the ability for members to exhibit in both galleries with an entry fee of \$10 per piece; student and family costs will remain the same; Dennis Ariza seconded the motion; motion carried.

IV. Solano Town Center Gallery (Dennis Ariza)

- A. Dennis Ariza reported that the new Art Gallery sign is now up; he also installed the new LED lights for the light board, which were less expensive than shop lights. The new signs over the light boards are being made by David Henry and the light will shine through the lettering; a colored logo is included.
- B. Juried Art Show: Per Dennis Ariza, this show is a money losing show. We need to set an amount for the budget for the November-December period. Dennis Sheil mentioned that the jurors were very impressed with the art, the way the show was run; we credit Janet Barnes for it all.
- C. Docent Book: We need to remind docents to sign the sheet to acknowledge they have read it. Per Dennis Ariza, we are going back to counting money. Lucy Foldhazi will revise the docent manual with instructions on how to handle cash transactions.
- D. Armijo Art Walk: Per Dennis Ariza the STC and LH Galleries will be showing one student's art work down the middle aisle, March 15-18, during the Student Art Show. We will need 4-5 screens at each place. Armijo Art Walk will be publishing a directory, and this will bring people to both galleries.

V. Lawler House Gallery (Robin Rossi)

- A. Per Robin Rossi, it was previously discussed about extending the business days and hours at the Lawler House Gallery, possibly during the spring and summer. This topic was tabled for now.
- B. Per Dennis Sheil, we need to be ready by the next show at the Lawler House Gallery to have the merging of the galleries and the new dues in place.

VI. FSVAA (Dennis Ariza)

- A. Social Media: Per Dennis Sheil, four people are interested in this position and they are all in the Association. We can discuss this further at the next meeting.
- B. Committees: Per Dennis Ariza, he is putting together a list of people that signed up for different committees. We will need to set up a separate meeting so each member in each committee can select a committee leader. These leaders can come to the Board meetings to give reports. Per JoRené Danel, we need to add a Reception committee to our membership application. She suggested that we should have the organization pay for refreshments and not the artists. Doug Cooper stated that we can request a food tray from the Nuggett but we need to provide a letter requesting a food tray for our reception. Lucy Foldhazi will gather information from Dennis Ariza and Doug Cooper and type a donation request letter.
- C. Docent Policy: Per Dennis Sheil, we need to come up with a docent policy with accountability. JoRené Danel recommended that members should docent once a month at either gallery. There was a suggestion that at the next show we have printed docent calendars available for members to sign up to docent prior to receiving payments for membership and entry fees. Lucy Foldhazi volunteered to type up the docent calendars for both galleries. Dennis Sheil will write out a policy to send out to all members announcing the merger of the two galleries, change in dues, and sign up to docent prior to entering art in an exhibit. If a member hasn't served as a docent for two months, they won't be able to exhibit (*but this will be waived for this show*). Each member must docent one shift each month at either gallery.
Vote: Doug Cooper motioned to have the following five policies implemented as a Policy for Docenting: (1) sign up to docent when entering art (2) hard copies of docent schedule will be made available (3) schedule to docent prior to dropping off art at intake (4) suggest that they have multiple dates they are available to docent (5) must docent in last two months prior to a show. Dennis Ariza seconded the motion; motion carried.

VII. Student Art Show (Dennis Ariza)

Dennis Ariza reported that we have received quite a few donations for the Student Art Show from individuals and businesses: \$100, \$200, \$50, \$50 gift certificate, \$2,000 grant (*from the Solano Community Foundation*). We will use donations for refreshments, to buy food and possibly increase prizes, if needed.

VIII. New Business

- A. Purchase of the Lawler House: The first deadline is January 22, to get paperwork to the City; Dennis Ariza says he has it ready. The Lawler House building must be sold by June 1; whoever buys it keeps the gallery and the museum. JoRené Danel recommended that we contact all the members and give them all this information, so they will be informed. We should vote as a Board whether we take this first step. Dennis Sheil said we should vote so we can take the first step as a notice of intent, letting them know we are interested in purchasing the building and would like the opportunity to bid on the property; no commitment on our part at this time. Dennis Ariza said the following must be submitted to the City: (1) 2017 budget (2) they want to know our plans (3) keep Lawler House as is (4) keep gallery and the museum (5) rent office space on second floor (6) rent six studio spaces; convert them to a framing shop, partition areas to rent for income (7) have a garden outside (8) coffee vendor outside (9) building management plan. We will need to put in an acquisition and apply for grants. We will need our members to submit a list of their skills and phone numbers, so we can contact them if repairs or projects need to get done. We intend to look at this further. Per Dennis Ariza, we have applied for eight grants totaling \$250,000. The City will be replacing the lighting panel before the building is sold.
Vote: Dennis Ariza motioned that we allow him to submit paperwork to the City of Suisun telling them we are working on a plan and the financing to buy the Lawler House building as is; this is not a commitment to buy the building. JoRené Danel seconded the motion; motion carried.
- B. Small Projects Grants: Track lighting, \$10,000; new patio, concrete where solarium was, \$7,000 (*had a few bids*); waiting for contractor bids for flooring and installing wrought iron doors where it's boarded up.
- C. Doug Cooper suggested that we need to make a new members packet that includes a letter to the member and our policies.
- D. We need a new membership form that includes a reception committee and our new policies; we will need this new form prior to the Lawler House's intake on January 28. Lucy Foldhazi will work on this.
- E. Lucy Foldhazi suggested that all members should bring in a bio to include in the binder.
- F. Lucy Foldhazi suggested a sign in the window announcing our new show; people may assume we have the same show all the time and not come in.

IX. Next Meeting

A special Board meeting will be held January 31, 2018 at 7 pm to discuss the budget and members are asked to come prepared with items that we think should be itemized in our budget.

X. Adjournment

At 9:29 pm, Dennis Sheil adjourned the meeting.