

Call to Order/Attendance

Nancy Goodell, Luci Brantley, Chip Chapman, Mark Chambers, Nancy Guardabascio, Joe Pitti and Vicki Bell

Approval of November 6, 2013 Minutes

Chip **MOVED** to approve the November 6, 2013 minutes. Luci **SECONDED** the motion. The motion passed unanimously.

Old Business

- Board Member Recruitment Update – Mark & Chip
 - Mark reported that Rob Snyder has given his resignation as Film Chair. Jason Butler will be moving into the Chair position and Sarah Jeffreys has agreed to take the Co-Chair position.
 - Chip **MOVED** to nominate Sarah Jeffreys as Film Co-Chair. Mark **SECONDED** the motion. Five affirmative votes, the remaining board members will be contacted by email for their vote.
- Craft Fair Re-Cap – Luci
 - Luci estimated the income to be \$2,100.
 - The fair is getting easier with no bake sale, no vendor donation for the opportunity drawing and no free coffee.
 - It appears that vendors are beginning to come back.
 - The booth space is set in stone but vendors are allowed to work among themselves.
 - Work with the Town of Springdale in October to get a banner permit and ensure everything is legal. New banners can be as large as 20 sq. feet.
 - Things to note for future fairs:
 - 4 x 6 booths are too small for the hallway.
 - Create an Arts and Crafts Fair task force consisting of Chip, Luci, Nancy Goodell and Vicki.
 - Provide vendors with tips on how to sell their goods.
 - The banner at the corner of Lion Blvd was confusing. Look at trying to situate it better.
 - The Rotary Clubs "Giving Tree" is not a Z-Arts event. Suggest they purchase a booth and have their own volunteers.
 - The job of fair coordinator is too big for one person. Suggest having two coordinators at the start of the fair – one for vendors and one for volunteers.
 - Provide training for our volunteers in customer service either prior to the fair or at the beginning of each shift.
 - Need volunteers to help with striking.

- Vendors with oils or liquid products need to have plastic under their booths to prevent spills on the carpet.
- Include a reminder to vendors that nothing can be hung on the walls.
- Membership Survey Update – Nancy
 - The survey can now be accessed on the website and was announced in the latest newsletter.
 - Next rollout will be to the three Town Clerks and to the Z-Arts email list.
- Gala Update – Mark/Nancy
 - Chip will be responsible for making the announcements and Mark will supply him with a script.
 - Susan has made posters for the gala sponsors and donors.
 - Luci will make the signage for the opportunity drawing jars.
 - Vicki will design coupons for 2 tickets for the Pandolfi performance and 2 tickets for the Richter performance to be included in the opportunity drawings.
 - It was suggested that board members selling gala tickets be given a list of potential attendees.
 - The count of tickets sold is at 70.
 - Patty and Dale have purchased the wine.
- Feedback on Recent Events – Chip
 - The humanity lectures on food have been fantastic.
 - Too many events scheduled for Nov/Dec.
 - Suggested that the schedule for newsletters be moved up one month making the spring edition issued on February 1st; summer issued on May 1st; fall issued on August 1st and winter issued on October 1st.

New Business

- Funding Guidelines – Joe
 - The guidelines are intended for any non-profit organization requesting funding from Z-Arts with the goal of being transparent and fair.
 - Z-Arts is the designated Arts Agency for the Town of Springdale.
 - Joe asked that members review the document and make suggestions for refinement.
- Gala Sponsorships – Joe
 - The sponsorship was raised to \$300 this year and Joe brought in \$4,700.

- Joe suggested that the "ask" process begin earlier in the year around September/October.
 - Sponsors are given credit for the full amount of their donations.
- Scheduling of January Meetings with Chairs & Co-chairs – Mark
 - Mark suggested that the new board training could be done during the program meetings.
 - Chairs will be able to brainstorm on the budgets until March.
 - Our goal is to layout the calendar by the February retreat.
- Update the Banking Account Signatures and the CCC Agreement – Mark
 - A new signature card needs to be done adding Nancy Goodell and Nancy Guardabascio and removing Mark Chambers and Joe Pitti.
 - Nancy Guardabascio suggested that for Luci's protection she should not be both writing out the checks and signing them. Accounting guidelines suggest keeping the check writing responsibility separate from the check signing responsibility.
 - Mark and Joe will keep their keys to the CCC facility until February.
- November Financial Report – Luci
 - Luci reported that the report does not reflect all the gala sponsorships to date, but did report that the sponsorships totaled to \$4,700.
- Other
 - Utah Opera Performance
 - Joe announced that there would be a performance on February 7, 2014 by the Utah Opera Residential Artists.
 - They may charge to recoup their travel costs.
 - We will need to have the piano tuned prior to the performance.
 - Utah Presenters
 - Utah Presenters is working on a list of performers that will be available to arts organizations.
 - Both Joe and Mark are serving on the committee.
- Adjourned at 12:10 p.m.

Next Board Meeting: Monday, January 13, 2014 at the Town of Springdale Boardroom, 7:00 pm

Next Executive Board Meeting: Wed., January 8, 2014 at Nancy Goodell's Home, 10 a.m.

Vicki S. Bell
Administrative Assistant

Date of Approval February 12, 2014