

Call to Order/Attendance

Nancy Guardabascio, Luci Francis, Nancy Goodell and Vicki Bell

Approval of the April 8, 2015 Executive Committee Minutes

Nancy Goodell **MOVED** to accept the April 8, 2015 Executive Committee Meeting minutes. Luci Francis **SECONDED** the motion. The motion passed unanimously.

- Local Arts Agency Grant Final Report – What were we able to do this year because we received grant financing? – Nancy Guardabascio
 - Nancy Guardabascio reported that she is in the process of completing the 2014-15 UAM Evaluation Report. She explained it is important how this report is completed as it becomes a part of the following year's application package. She asked the committee if they had any quotes from performers and or audience members that could be incorporated into the report.
 - Some ideas that were shared was Michael Plyler's comment about the Flamenco performance, comments shared at the Wrenched performance, Joe Pitti's comment about the Flamenco and the fact Rockville Town wants to repeat the HistoriOdyssey tour again this year.
 - Nancy Guardabascio will put together a draft of the report and will email it to the Executive Committee members for their review and input.
- Possible Workshop with Camille Rojas – Nancy Guardabascio
 - Nancy Guardabascio asked Vicki if she would work with Camille to schedule an embossed metal workshop for the fall.
 - Look at scheduling the workshop over two or three weekends in the fall avoiding scheduling conflicts with Cornelia's basket weaving classes.
 - It was suggested that flyers be posted in St. George and Hurricane as well as the Zion Canyon corridor.
- Financial Treatment of Opera – Nancy Guardabascio
 - Nancy Guardabascio reminded the Committee that there was a donation jar set out for the last opera event and the proceeds were split 50/50. She is proposing that we again set out the donation jar requesting a \$5 donation with 100% of the proceeds being paid to the opera.
 - The \$300 budgeted for the opera will be used to cover the costs of advertising and a reception following the performance.
 - Nancy Goodell **MOVED** that admission to the opera be a suggested \$5 donation with 100% of the proceeds being given to the opera as well as any funds remaining from the \$300 budgeted for opera expenses. Luci Francis **SECONDED** the motion. The motion passed unanimously.
- Possible Change of Venue for Todd Green to Rockville Community Center – Nancy Guardabascio
 - Nancy reported that Lisa has proposed to move the Todd Green performance to the Rockville Community Center. It is a good and desirable space and it is good for Z-Arts to sponsor events in Rockville.

- Vicki will make arrangements with Karen Crawford to have the facility cleaned both prior to and after the performance.
- Nancy Guardabascio **MOVED** that the Todd Green performance be relocated to the Rockville Community Center and approve up to \$100 for cleaning expenses prior to and after the event. Nancy Goodell **SECONDED** the motion. The motion passed unanimously.
- Joy to the World Committee – Nancy Guardabascio
 - Nancy Guardabascio asked Vicki to attend the Joy to the World Committee meetings on behalf of Z-Arts. Nancy suggested contacting Tina Fairlamb to see if the meetings could be scheduled during work hours and it would only be necessary to attend the portion of the meeting that pertains to Z-Arts.
- Arts and Crafts Fair Status – Vicki Bell
 - Vicki reported that to date there have been five applications received. She talked with Scott Williams of Deep Creek and he is willing to participate as the food vendor again this year. She is planning on sending out another reminder to vendors within the next week or two.
 - Nancy Guardabascio suggested that Vicki contact Sharon and Ron Nawara as possible hosts for the fair.
- Survey – Nancy Guardabascio
 - Nancy Guardabascio handed out a list of questions that she is proposing to include in the next survey that will be issued around the same time as the appeal.
 - She asked committee members to review the questions and asked for any input they might have.
- Annual Appeal – Nancy Guardabascio
 - Nancy Guardabascio reported that she will be drafting an annual appeal letter incorporating some of Gigi's suggestions that she will present to the Board for review and approval.
- Membership Numbers and Lists – Nancy Guardabascio / Vicki Bell
 - Vicki supplied a membership report for the month of June 2015. The membership count is 155 members.
 - It was suggested that the "expired membership" list be gleaned of those people who are no longer in the area and who may have passed away. Vicki explained that there is a separate list for those people, it's just a matter of knowing or being told when someone moves out of the area.
- Financial Report for June 2015 – Luci Francis
 - Luci will contact Gigi for a copy of the final report for her humanities grant.
 - Luci will separate the workshop category to reflect YAZ separately from Z-Arts workshops.
 - Nancy Guardabascio reminded Luci that a check needs to be written to the Town of Springdale for Eva Pelton's YAZ workshop. Nancy Guardabascio will draft a letter to be sent with the check.

- Nancy Guardabascio proposed that funds be transferred to the money market account to bring the balance to \$20,000 which is the agreed upon reserve amount.
- Luci will make a correction to the May report to reflect both the revenue and expense, resulting in a net loss of \$61.00 for the Jason Bonham Chamber concert. Nancy Guardabascio mistakenly overpaid Jason \$40.00 the night of the event.
- Budget Report for 2015-2016 – Luci Francis
 - Luci passed out the Draft Budget dated July 10, 2015 and explained that the only change was the addition of \$40 to the Workmen's Comp Insurance account for Employees Error Liability Insurance.
 - It was suggested that the Admin Staff Gross Salary account be separated to reflect the \$1000 for special projects as its own account.
 - In an effort to clarify accounts, Luci changed "Website" to "Website Hosting".
 - Luci noted that the difference between the income and expenses is the \$3,720 earmarked to be spent from reserves.
 - Luci will update the report and email copies to the Executive Committee members for their review.
- Other
 - Event Calendar – Nancy Guardabascio reviewed and updated the hotels providing complimentary lodging for Z-Arts performers
 - UAM Visit – Nancy Guardabascio reported that representatives of UAM would like to meet with Board members on August 27. Nancy Guardabascio offered to host a dinner at her home for the Board members and UAM representatives and proposed that the August board meeting be cancelled.
 - Agendas - Nancy Guardabascio requested that both the membership report and a list of past and current events be included on Executive Committee agendas.
 - Website – Nancy Guardabascio reminded Vicki that there are minutes that need to be posted to the website. Also the list of chairs and the sponsors need to be updated.
 - Nancy Guardabascio will post what information she has on Diane Oberhansley in Dropbox so the announcement can be added to the web.
 - Nancy Guardabascio reported that Deb Durban contacted her on behalf of Three Corners Women's Giving Group about applying for a grant. After discussion it was agreed that this grant was not a good fit for Z-Arts and we would not be making an application.
- Adjournment
 - Adjourned at Noon

Next Board Meeting: Thursday, August 27, 2015 at Nancy Guardabascio's Home, 5:00pm

Next Executive Committee Meeting: Wednesday, August 5, 2015 at Nancy Guardabascio's Home, 10:00am.



Executive Committee Minutes
Nancy Guardabascio's Home
Friday, July 10, 2015

Vicki S. Bell
Administrative Assistant

Date of Approval August 12, 2015