

Call to Order

Attendance – Nancy Guardabascio, Nancy Goodell, Luci Francis and Vicki Bell

Approval of July 10, 2015 Executive Committee Minutes

Nancy Guardabascio **MOVED** to approve the July 10, 2015 minutes. Nancy Goodell **SECONDED** the motion. The motion passed unanimously.

1. Financial Audit – Nancy Guardabascio and Luci Francis

- Nancy reported that she had contacted Tim Killen about performing a financial audit. The reason being that it would be better to have an outside source performing the audit rather than a board member.
- After discussion as to whether it was required to have an audit as we are not required to have one for either the IRS or for applying for grants, it was decided not to move forward with the audit at this time as it is not necessary.
- Nancy Guardabascio will let Tim know about the decision.

2. D&O Insurance – Vicki Bell

- Vicki contacted Susan Smith of Beehive Insurance to obtain some quotes for D&O Liability insurance. Susan supplied three quotes all offering \$1,000,000 in D&O liability coverage.
 - GreatAmerican -- Annual Premium of \$699
 - Carolina Casualty -- Annual Premium of \$740
 - USLI -- Annual Premium of \$900
- After discussion of whether this is warranted, it was decided that Nancy Guardabascio will follow up with the Town of Springdale to determine exactly how Z-Arts is covered by their policy.
- Vicki will contact the Utah Non-Profit Association to find out what is typical for organizations of our size to carry in the way of coverage.

3. UAM Meeting Planning for August 27– Nancy Guardabascio

- Nancy Guardabascio discussed meal preparations – she will provide the main course, Lisa will provide a dessert, Vicki will provide a salad and Nancy Goodell will bring an appetizer.
- After some brainstorming as to topics for discussion with the UAM representatives, it was agreed to discuss the need or importance of our quarterly newsletter. Can we compensate for it by improving our website?
- Other topics to be prepared for could be Rap Tax, Change Leadership training and attending the MountainWest Conference.
- Z-Arts has been asked to have a representative attend the Arts Council of Washington County monthly meetings where one of the subjects will be the use of RAP tax for the arts. The meetings are held on the third Tuesday of the month.

4. Town Help for Stage Setup – Nancy Guardabascio

- Nancy reported that there have been meetings with Julie and Rick to discuss the setting up and taking down of the stage and moving the piano. It was agreed that the process does present physical effort and therefore, a risk.

- It was proposed that the Town be responsible for the setting up and taking down of the stage for a fee of \$50 for each event. This is half of what they charge the public for this service. We will still need to bring in additional volunteers to help with the lifting of the piano.
- The proposal is acceptable and funds are available within our budget.

5. Financial Report for July – Luci Francis

- Luci reported that we are in receipt of \$7,500 from UA&M and the funds were deposited to the money market account.
- This report reflects the ticket proceeds of \$265 for the Shearer performance and reflects the proceeds of \$265 being paid along with the agreed upon \$300 contribution.
- The month of July closed with a net income of \$6,401.76. The money market balance as of 7/31/2015 is \$16,731.96 and the checking account balance is \$15,964.34.

6. Membership Report for July – Vicki Bell

Category	July, 2015	June, 2015	April, 2014
Individual	61	62	65
Family	55	55	54
Business Sponsor	25	25	22
Benefactor	2	2	2
Founder	3	3	3
Lifetime Individual	1	1	1
Lifetime Family	6	6	6
Student	1	1	1
Totals	154	155	154

7. Volunteer Report for July – Vicki Bell

Category	July, 2015	June, 2015	July, 2014
Regular Hours	110	1537.5	79
Professional Hours	5	69.5	0
Miles	87	1229	149

- Nancy Guardabascio suggested Vicki use averages from board members for reporting volunteer hours and miles.

8. Other

○ **OnStage Utah Grant Award**

Vicki reported that we received the OnStage Utah contract in the amount of \$1,935. Our request was for \$2,000. Nancy Guardabascio signed the contract and Vicki will send electronic copies to both Nancy and Luci.

○ **Newsletter**

Discussed options for filling the newsletter editor position. Ideas included using a college intern, hiring someone at \$100 per issue and/or working with Gene Gerstner to find a candidate in the writing group. It was suggested to include a question about the newsletter in the upcoming survey. How important is the newsletter?

○ **Camille Rojas Workshop**

Vicki reported that the dates have been set for October 2015. Camille is planning on charging \$20 per session and has participants that she is planning on bringing. Nancy Guardabascio would like to know the number of participants and the maximum number that can enroll. She also suggested that we let Camille know about the upcoming Arts and Crafts Fair.

○ **Arts and Crafts Fair Update**

Vicki reported that she emailed a reminder to vendors. There are currently four vendors on file and four more were included in the mail from Luci.

○ **Joy to the World**

Vicki reported that she had met with Mark and discussed possible performers for the two events. As of yet, there have been no meeting scheduled.

○ **Guitar Symposium Report – Lisa**

Per an email from Lisa, she reported that the guitar concerts were very successful and they want to do it again next year. The Shearer Foundation Board was grateful to Z-Arts for the sponsorship of the performances and for the donation. We took in \$265 from the Friday night concert, which we turned over to them. We had about 20 community members on Friday and about 30 on Saturday. So with the family members of the students we had about 60 each night in the audience.

○ **Website Improvements**

There was a discussion about how to go about upgrading our website. It was agreed that Nancy Goodell, Nancy Guardabascio and Niles Ritter should meet and determine the steps to be taken in getting the upgrade underway.

9. Adjournment

Meeting adjourned at 11:30 a.m.

Next Executive Committee Meeting: Wednesday, September 16, 2015 at 10 a.m. at the home of Nancy Guardabascio

Next Board Meeting: Thursday, August 27, 2015 at 5:00 p.m. at the home of Nancy Guardabascio

Vicki S. Bell

Date of Approval September 16, 2015

Administrative Assistant