

American Canyon Arts Foundation Annual Membership Meeting Minutes – January 26, 2021

CALL TO ORDER: President Patti Krueger called the online meeting to order at 7:05pm.

1. **Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Roberta Labaw, Clarence Mamaril, Joey McNaughton, Arvind Nischal, Jana Miello Olano, Directors; Nathell Buford, LaDonna Christoffersen, Nance Matson, Cherol Ockrassa, Sande Sutter, Scott Thomason, members.

With a 2020 membership of 59, the minimum quorum to conduct business is 6. We had 14 members present, or 24%. A quorum was present.

BUSINESS MEETING

1. President Krueger started the meeting by welcoming all the members. She noted that we had high hopes for 2021, with our annual Art Extravaganza, new musical offerings and events; an expanding partnership with the City to provide art classes and art-related events, and an incredible 2020 Annual Dinner Meeting at Laso Restaurant. Then Covid-19 hit and all our plans needed to be revised. We were still able to provide 4 student scholarships, more than we have offered in many years; and also developed some exciting new events. The most notable was the Pumpkin Path, in which residents could paint a small pumpkin and then it would be placed along the trail at Wetlands Edge. We also made Gratitude Cards, particularly for veterans. We ended the year with an in-house See's Candy sale, which generated a fair amount of funds for the Foundation.
2. Secretary/Treasurer Joseph provided a report on the Foundation's financials for 2020, and reported that the Annual Report had been sent electronically to all members with an email address. Hard copies would be mailed to those without. Regarding our finances, Mark reported we lost \$735, the first such loss since 2014. Most of this was due to the impacts of Covid-19, but we did receive a \$2500 emergency grant from the Arts Council Napa Valley, which offset most of our lost fund-raising opportunities. Mark also noted that we still have roughly \$5500 remaining to finish the Community Mosaic Art Project.
3. Election of new Board of Directors: President Krueger introduced this item by noting how important it is to have a quorum to conduct business and due to the pandemic, some of our board members are not able to attend the online meetings. As a result, we are not recommending some long-term Board members, at least for now. She did report that we have two new Board members: Clarence Mamaril and Student Jana Miello Olano. Patti also accepted nominations from the floor. Scott Thomason offered to be a Board Member, and his nomination was accepted. ***Mark Joseph moved, and Jonette McNaughton seconded, a motion to elect the following members as our 2021 Board of Directors: Patti Krueger, Jonette McNaughton, Mark Joseph, Roberta Labaw, Joey McNaughton, Clarence Mamaril, Jana Miello Olano and Scott Thomason. The motion passed unanimously.*** It was noted that the current officers (Patti Krueger, President; Jonette McNaughton, Vice-President; and Mark Joseph, Secretary/Treasurer) will remain as such for the upcoming year.

GENERAL MEMBERSHIP DISCUSSION ON GOALS AND PROGRAMS

The President led the discussion by hoping 2021 would allow us to go back to some of our traditional events and programming. We hoped to put on the Art Extravaganza, but it would

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likely be in August. We also want to play a bigger role in the City's Fourth of July event, particularly in terms of the musical component, as well as other musical events throughout the year. For our visual artists, we hope to have the Art Extravaganza in the Community Gym, with crafters and musicians added to the mix. Depending on how engaged our membership is, we could expand into poetry, drama, and culture. We also want to help our member artists with online sales and provide some level of compensation for their efforts, instead of being entirely voluntary.

In terms of charitable giving, we plan to continue offering scholarships and teacher grants, but the amount depends on our fund-raising efforts.

A big theme will be partnering with the City and other community groups. Patti listed a number of events that are already in motion, including the Heart in the Park and We Love Everyone events in February.

There was considerable discussion about the Pumpkin Path event and how well it went. It will be included in this year's programming. There was a consensus to support the basic programming outline offered by the President.

The meeting adjourned at 8:12pm.

*Minutes submitted by
Mark Joseph, Secretary/Treasurer, 2/6/21*

American Canyon Arts Foundation
Board of Directors Meeting Minutes – January 12, 2021

CALL TO ORDER: President Krueger called the online meeting to order at 7:14 pm.

1. **Board Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Roberta Labaw, Joey McNaughton, and Clarence Mamaril, Directors. **A quorum was present.**
Board Members Absent: Francoise Bowlby, Gloria Fouts, Arvind Nischal and Robert Johnson, Directors
Members/Guests Present: Jana Mielle Olano
2. **Board Member Comments – Clarence** asked if we could move up Jana’s presentation, but she indicated she was happy to attend the meeting until it was her turn to speak. **Mark** commented that he spoke to Rick Hess (Canyon Plaza) and Rick is ok with us using the old Umpqua Bank office to finish our Community Mosaic Project.
3. **Member Comments – None.**

CONSENT CALENDAR *On motion by Roberta, seconded by Jonette, the consent calendar was approved.*

1. Approve Meeting Minutes for November 10 and December 8, 2020.
2. Approve Financial Reports for December 2020 (Year end report)
3. Approve renewal of Chamber of Commerce Membership for 2021 in the amount of \$350. This item was discussed separately; and was **motioned by Mark and seconded by Clarence and approved to renew our membership with the Chamber of Commerce.**

COMMITTEE REPORTS

1. **See’s Candy:** Patti reviewed the terms for a candy fund raiser, noting we already met our minimum threshold for the year. If we order at least \$1000, they will deliver; order online with 2 days notice equals a 20% discount; walk-in purchase of \$500 or more is a 15% discount and a 10% if it’s under \$500. The board consensus was that we should pursue this “yum-raising” event, and possibly for Easter as well.
2. **Annual Membership Renewal:** Mark reported that he mailed renewal letters to current members and will send out an email blast to all current and prior members encouraging them to join/renew. Clarence said he would send out a separate letter to musicians he knows and encourage them to join under our new Band rate.
3. **Annual Members Meeting:** The Board agreed it should be Tuesday, January 26, at 7pm. It would be a zoom online meeting. Mark would send out the notice.

BUSINESS CALENDAR

1. **ACHS Student Jana Mielle Olano proposal:** Jana discussed how she has enjoyed learning and playing music and felt she could help others appreciated music, especially during the pandemic. She wanted to offer low/no-cost lessons provided online to others. She noted that she knows other students who could also offer similar lessons. Everyone agreed this would be a great project, and offered suggestions. Ultimately, Clarence agreed to work with Jana to develop a game plan. In the course of the discussion, Jana also indicated she would be willing to become a board member, insofar as the Board would like to have more student representation.
2. **Art in Parks Proposal:** Patti talked about a project spearheaded by the Parks Foundation and the City, to install painted hearts (and the related frame from that plywood cut-out) throughout our City Parks. This would be done in February, to coincide with the City’s “We Love Everyone” campaign. The Parks Foundation asked if we would paint 3 of the hearts. The Board thought this was a great idea and indicated Bonnie Waxman, Bob Harris and Cherol Ockrassa would be our representatives.

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3. We Love Everyone campaign: Patti also reported the City wants to resurrect its “We Love Everyone in American Canyon” campaign, and wanted to know if we could produce some Valentine Gratitude Cards. This would be kicked off at a rally on February 12 at the Aquatics Center Parking Lot. The Board agreed to do this.
4. Goals and Priorities for 2021: Patti noted we were running out of time for this item and we would continue it at the Annual Members Meeting. For her, the priorities should be outdoor art opportunities, the Pumpkin Path project, and updating our website, in particular, to facilitate online art sales.

OTHER BUSINESS/FUTURE AGENDA ITEMS

None.

The meeting adjourned at 9:04pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
2/6/21

American Canyon Arts Foundation
Board of Directors Meeting Minutes – February 9, 2021

CALL TO ORDER: President Krueger called the online meeting to order at 7:06 via zoom.

1. ***Board Members Present:*** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Clarence Mamaril, Jana Mielle Olano, Scott Thomason, Directors
Board Members Absent: Joey McNaughton, Roberta Labaw, Directors
Members/Guests Present: None
2. **Board Member Comments** – None.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Scott Thomason, seconded by Clarence Mamaril, the consent calendar was approved.*

1. Approve Meeting Minutes for January 12, 2021
2. Approve Meeting Minutes for the Annual Membership Meeting of January 26, 2021
3. Approve Financial Reports for January 2021

COMMITTEE REPORTS

1. **See's Candy Fundraising:** President Kreuger reviewed the guidelines for the online Yum-raising program, which could run year-round. Anyone can go online, order See's and have it delivered. If the order is less than approximately \$69, you'll pay a shipping fee. We get a percentage of each sale. We can also use our PayPal account and let people order/pay for chocolate and we'll pick it up in Petaluma. This saves shipping charges but is extra work for us. We would also need to have a central distribution point. For now, we'll promote an Easter Yum-raising with a deadline of March 19. We can also offer a one-time pickup at about the same time. Mark will send out the links to Yum-raising, and post to the website and Facebook. Scott indicated he has family in Petaluma and would be happy to pick up the candy.
2. **Membership Renewal/Listing:** Mark noted he can generate a Membership Listing, which was attached. He will need to add the Life Members to the list. The Board wanted to send out another membership reminder notice to former members.
3. **Mosaic Art Project:** Patti discussed the status of the project and what still needed to get done. Mark reported we have permission to set up at the old Umpqua Office in the Canyon Plaza. We talked about trying to get the project completed this year, near the Boys & Girls Club's third year anniversary. Scott indicated he might be able to find someone who could install the finished panels, and we agreed to relocate the tiles to the Umpqua office on Monday, Feb. 15 at 10am.

BUSINESS CALENDAR

1. **Review Bylaws and Policy Manual:** Mark noted that he included the latest Bylaws and the section in the Policy Manual relating to Board Responsibilities. This was for the benefit of new board members. There was discussion about amending the Bylaws to include electronic meetings, and then whether we should address term limits. The goal was to decide on any changes at the March meeting and then hold a special membership meeting to vote on the changes, possibly a month later. We should also clean up the Policy Manual, which has not really been reviewed since it was adopted back in 2014.
2. **Confirm Goals and Projects for 2021:** We agreed on the following projects/events.
 - Participate in Earth Day activities
 - Support Jana's Online Art Class project
 - Finish the Mosaic Art Project
 - Art Extravaganza (in August)
 - Pygmalion Art Contest
 - Support City's Teen Talks
 - Update Bylaws & Policy Manual
 - 4th of July—booth and/or Music
 - Pumpkin Path Project
 - Holiday Boutique--tentative

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- Art Shows at Welcome Center/Library
 - Musical Events throughout the year
 - Public Art Exhibits and installations
 - Student Scholarships & Teacher Grants
3. Online Art Classes: Jana discussed her proposal to offer online zoom classes and thanked Clarence for his help. She would use ACAF members as teachers as well as ACHS students. The format would be roughly a one-hour session, and it would start out as an overview of the art, music, photography, poetry, etc. Additional courses could be provided based on the interests of the students. The initial course might be free and then charge a modest amount for the ongoing sessions. Her next steps are to find more instructors and then start promoting.

OTHER BUSINESS/FUTURE AGENDA ITEMS

In March, we want to review the Bylaws and Policy Manual; get updates on the Mosaic Art Project and See's Candy; and start preliminary planning for the Art Extravaganza.

The meeting adjourned at 8:44pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer, 2/21/21

American Canyon Arts Foundation
Board of Directors Meeting Minutes – March 9, 2021

CALL TO ORDER: President Krueger called the online meeting to order at 7:08pm. A quorum was present.

1. **Board Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Roberta Labaw (without audio), Joey McNaughton, Clarence Mamaril, Jana Mielle Olano, Scott Thomason, Directors
Board Members Absent: None
Members/Guests Present: None
2. **Board Member Comments** – Mark noted the Kiwanis Virtual Crab Feed did very well on March 6. Clarence announced that Board Member Jana Mielle Olano was named the Homecoming Queen at ACHS!
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Joseph, seconded by Thomason, the consent calendar was approved.*

1. Approve Meeting Minutes for February 9, 2021
2. Approve Financial Reports for February 2021
3. Receive the Year-to-Date Membership listing

COMMITTEE REPORTS

1. Community Support
 - a. *AmCan by the Bay:* Patti reported she didn't know if this event would be held, even though it's outdoors. If it is scheduled, we would provide music (thanks to Clarence) and provide art activities for the kids—and maybe a plein air painting opportunity for the adults.
 - b. *Student Scholarships:* The Board agreed to two, \$500 scholarships, and Scott offered to fund a third. Mark said he would let the High School know we're good for at least three, \$500 scholarships and to request a list of applicants that we would select from. Scott would lead the effort this year.
 - c. *Video Teaching Update:* Jana reported that the High School now has an active Arts Club and she talked to the group about being instructors. She also noted the Club's President, Mimi Espanol, might be interested in joining our Board. The Board agreed to promote these classes, via our website and Facebook page; along with the City/Chamber newsletters and other venues. Jana would develop a flyer. Jana also needs to let us know if she needs any supplies (the Foundation may be able to help with the costs).
2. Member Services
 - a. *See's Candy:* We need to promote the online sales—the deadline is March 19. If you order more than \$69, the shipping is free and it is delivered to your home. We will also consider a second online sale, using our website and offering pickup in town. Mark will work on getting it set up and promoted.
 - b. *Welcome Center Artwork:* Mark reported the Chamber's Welcome Center is back open to the public and the Chamber CEO would like to renew our rotating art show. The Board will provide some initial artwork and also invited ACHS students to assemble a show for April. Jonette will contact Cherol Okrassa to see if she will continue to organize this project. It was suggested we should provide a banner with our logo, and Mark would work on that (something smaller than our 10' banner!)

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3. Art Extravaganza: Providing we can rent the Community Gym this summer, we would reserve it for the weekend of August 6-8. The basic outline is that we would receive and set up art on Friday, the 6th. Saturday would be the event with a reception in the evening. Sunday would be breakdown and pick up the art. We would have both a Youth and Adult Divisions in art and invite crafters and musicians who would provide music throughout the event. We could also host demonstrations and other live events to draw a crowd. Depending upon the size of the crowd, we could also arrange for one or two food trucks. Our target for getting the Call For Art would be in May, giving us about three months to promote it. We also agreed to hold an online planning session on this project for Wednesday, March 31 at 6pm.
4. Mosaic Update: We have moved the tiles to the old Umpqua Bank office and set up three separate work areas. Patti and Jonette will meet at the office and assess what we need to do and what tiles need to be purchased. We will also reach out to Nimbus for assistance after we have finished as much as we can.

BUSINESS CALENDAR

1. Review Bylaws and Policy Manual: It was agreed that Mark and Clarence would work on this, but it was not a priority for now (tackle it after the Extravaganza).

OTHER BUSINESS/FUTURE AGENDA ITEMS

Patti suggested we should include a Calendar of Events just to help us stay focused on all the events and activities we are working on.

The meeting adjourned at 8:46pm.

*Minutes prepared by
Mark Joseph, Secretary/Treasurer
March 28, 2021*

American Canyon Arts Foundation
Board of Directors Meeting Minutes – April 13, 2021

CALL TO ORDER: President Krueger called the meeting to order at 7:04 via Zoom.

1. **Board Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Joe McNaughton, Clarence Mamaril, Jana Mielle Olano, Scott Thomason, Directors
Board Members Absent: Roberta Labaw, Director
Members/Guests Present: Cherol Ockrassa; Mimi Espanol
2. **Board Member Comments** – Jana noted she needed to leave the meeting early, due to a school conflict. The Board also discussed Bonnie Waxman’s upcoming Going Away Party on April 25.
3. **Member Comments** – Mimi Espanol introduced herself and stated she was interested in joining and possibly being a Board member. She is the President of the ACHS Art Club.

CONSENT CALENDAR *On motion by Joe McNaughton, seconded by Scott Thomason, the consent calendar was approved.*

1. Approve Meeting Minutes for March 9, 2021
2. Approve Financial Reports for March 2021
3. Receive and file the Year-to-Date Membership listing

COMMITTEE REPORTS

1. **Art Extravaganza:** The Board reviewed the Call For Art and made several revisions. We discussed that Clarence would work on the Musicians Solicitation; that we could use a prior Boutique Flyer and Application forms for the Crafters; and that we needed to look for judges as well. Regarding a site, Patti still had not heard from the City regarding if/when the Gym would be opened; the Boys & Girls Club building might be a good alternative; and possibly the DoubleTree.
2. **Member Services**
 - a. **Video Online Classes:** Jana reported she might defer this project until Summer, after school is out. The Board thought this was a good idea.
 - b. **Welcome Center Art:** Cherol reported she was getting the art together for the Student Art Show. We also talked about Toni Richey might be interested in the June/July time period, and then in August/September, we might display the Best of Show/Other Art Extravaganza Winners.
 - c. **Mosaic Update:** Patti reported she has the remaining tile on order, but we could start the next phase—knitting together the various sections. A number of Board members, including Patti, Jonette, Joe, Scott and Clarence, indicated an interest in helping. Scott also reported he would contact Sean Hughes, who may be able to help us with the framing and installation.

BUSINESS CALENDAR

1. **Covid-19 Grant:** Mark reported he has submitted all the necessary paperwork and documents. It didn’t appear to be a competitive grant, so we should be getting up to \$5000. However, he hasn’t heard anything.
2. **Student Scholarships:** We have the long list of candidates and we need to review that list, narrow it down to a limited number for interviews and then decide. A subcommittee of Patti, Mark and Scott would do the screening/interviewing.
3. **Teacher/Community Grants:** This was something we would work on in the Fall.

OTHER BUSINESS/FUTURE AGENDA ITEMS

1. A listing of upcoming events is included, and the only discussion related to the **Pumpkin Path**. Patti reported she needed to order pumpkins soon, and that we could use up to 400 pumpkins (we sold out of a much smaller number last year). The issue is more of funding, since we give the pumpkins away. The Board decided to reach out to the Parks Foundation and Kiwanis to see if they wanted to be sponsors in the amount of \$250-400 each. Scott would approach Parks and Clarence/Mark would approach Kiwanis.
2. We also wanted to add consideration of appointing Mimi as a Board Member.

The meeting adjourned at 8:55pm. The next meeting will be May 11 at 7pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
May 8, 2021

American Canyon Arts Foundation
Board of Directors Meeting Minutes – May 11, 2021

CALL TO ORDER: President Krueger called the online meeting to order at approximately 7:05pm.

1. ***Board Members Present:*** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Joey McNaughton, Clarence Mamaril, Jana Mielle Olano, Scott Thomason, Directors
Board Members Absent: Roberta Labaw, Director
Members/Guests Present: Cherol Ockrassa; LaDonna Christopherson, Mimi Espanol
2. **Board Member Comments** – None.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Scott Thomason, seconded by Joe McNaughton, the consent calendar was approved.*

1. Approve Meeting Minutes for April 13, 2021
2. Approve Financial Reports for April 2021
3. Receive and file the Year-to-date Membership listing.

COMMITTEE REPORTS

1. **Art Extravaganza:** Patti reported we may need to reschedule the Art Extravaganza into 2022. The reasons related primarily to finding a location. The Community Gym is not yet accepting reservations until after June 15; the same with the Boys & Girls Club (also, B&G is not available until Friday evening, not enough time to set up); the DoubleTree may be available but would be more expensive and doesn't have the size or foot traffic. She recommended that we reschedule to next April and pursue the Gym as the best location (size and price). She also suggested we pick up where we left off in terms of planning, in October.
2. **Student Scholarships:** Patti noted we narrowed the list of candidates to 8 (out of over 100); after the interviews, we narrowed it down to 4 students who will receive a \$500 scholarship. The Foundation covered the cost of two; and Board members Scott Thomason and Mark Joseph, each donated one additional scholarship. The virtual Ceremony would be via Zoom on Thursday, May 27, starting at 6pm. We did not announce the winners at the Board Meeting because one of the candidates was board member Jana Mielle Olano.
3. **Mosaic Art Project:** Patti acknowledged that several members have helped, and in particular, Jonette McNaughton. At this point in time, we have received all the extra tiles and the current effort is on "knitting together" the various panel sections. This will take more time than expected, since some of the tiles have been dislodged and need to be repaired; and several of the sections do not line up as well as would be expected. We also met with Sean Hughes, who has helped the Parks Foundation with construction projects. He has a number of ideas and his ballpark estimates for framing and installation are within our current budget. We also talked about the need to contact/follow up with Nimbus Arts, to get their ideas on how best to proceed. Mark noted we need to include the Boys & Girls Club before we decide on a specific installation approach, since it is their site. Lastly, Sean suggested we include funds for uplifting the mosaic at night, which would be very exciting!
4. **Pumpkin Path project:** We discussed some of the background on this project and the need to purchase at least 300-400 small pumpkins for the next event. This year we plan on having the event at the Wetlands, vs. a drive-through event. The date is tentatively set for Saturday, October 2. We have made requests to Kiwanis and Parks Foundation to be sponsors, at approximately \$250-400 each. We will order \$1000 worth of pumpkins, and possibly pick up the pumpkins as we did last year. Otherwise, delivery could be another \$250.

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5. Welcome Center Update: Cherol Ockrassa reported the Student Art Show is on display at this time, and that Toni Richey was tentatively scheduled for the next show. Mark agreed to send out an email to current and prior Foundation members, inviting them to participate (and for non-members to join and then participate). We can handle approximately 10-16 pieces of artwork, depending upon size.

BUSINESS CALENDAR

1. Mimi Espanol as a Board Member: Mimi gave a brief background on herself: that she is the ACHS Art Club President, and she has a small Instagram site. She was recommended by Board Member Jana Mielle Olano. Patti pointed out we were looking for more younger board members and Mimi looked very promising. ***On motion by Scott Thomason and Seconded by Jana Mielle Olano, the Board unanimously approved appointing Mimi Espanol to be a Board member.***

OTHER BUSINESS/FUTURE AGENDA ITEMS

We briefly updated the schedule of events, based on changes to the Art Extravaganza and a specific date for the Pumpkin Path.

The meeting adjourned at 8:17pm.

Minutes submitted by

Mark Joseph, Secretary/Treasurer

May 24, 2021

American Canyon Arts Foundation
Board of Directors Meeting Minutes – June 8, 2021

CALL TO ORDER: President Krueger called the meeting to order at 7:03pm. A quorum was present.

1. **Board Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Joe McNaughton, Jana Olano, Scott Thomason, Directors
Board Members Absent: Roberta Labaw, Clarence Mamaril, Mimi Espanol, Directors
Members/Guests Present: Alana Behn, City of American Canyon
2. **Board Member Comments** – None.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Scott, seconded by Joe, the consent calendar was approved.*

1. Approve Meeting Minutes for May 11, 2021
2. Approve Financial Reports for May 2021
3. Receive and file Year-to-date Membership listing

COMMITTEE REPORTS

1. Community Support
 - a. **Fourth of July:** The Board discussed the scaled back version of the City’s activities, given the transition out of the pandemic. Alana said the City could work with the Foundation regarding chalk art and participation in a parade. Alana also went over the tentative schedule for the holiday event. We also discussed our policy regarding music bands. When the Foundation is responsible for paying the bands, we will charge a 10% commission. This would offset our insurance costs as well as any administrative costs. **Scott motioned and Mark seconded, that the Foundation will charge a 10% commission for any music act that goes through the Foundation (including its insurance). The motion passed.**
 - b. **Meet Me in the Street:** Patti discussed this Chamber project, which would be held monthly on American Canyon Road in July, August, and September. We would pay \$25/event for a booth rental. We discussed having some of our crafters present, as well as sell See’s suckers and art prints. **Jonette motioned and Scott seconded, that we authorize \$75 to rent a booth for all three events. The motion passed.**
 - c. **Pumpkin Path:** We discussed the status of this project. Mark reported that we have asked Kiwanis to partner with us again at the \$400 level; and Scott would ask for the same amount from the Parks Foundation.
2. **Welcome Center Update:** The Youth Art show will end June 18, and Toni Richey will have her show shortly thereafter. We need to use our Facebook page and email lists to solicit artists that might be interested in showing at the Center.
3. **Mosaic Art Project:** Patti reported that we are making progress knitting together the three panels, now that we are in the old Umpqua bank office. We may need more time than the two months, and Mark said he would ask Rick Hess, the owner, for more time. We also need to meet with the Boys & Girls Club managers, to let them know our status and make sure they are ok with our installation plans.

BUSINESS CALENDAR

1. **Covid-19 Grant:** Mark announced that we were awarded a \$5000 grant, which could be used for Covid-19 related expenses, personnel costs or general overhead. For us, that would mean insurance and rent at the Food Pantry. Mark also reported there is an Arts Council Napa Valley

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(ACNV) grant due in July. We would make two requests: one for the Pumpkin Path and one for a Hispanic Heritage Celebration event, which would be combined with the Chamber's September Street Fair. There is a \$5000 cap on the grant.

2. Purchase a canopy with the ACAF logo: Patti discussed the need for this purchase due a) a canopy with our logo will market the Foundation better and present us in a more professional light; and b) we need to purchase a sturdier canopy which can withstand the heavy winds in the area. We felt the price tag would be around \$800. **Scott motioned and Jonette seconded, that we authorize up to \$800 to purchase a canopy with our logo on the canopy. The motion passed.**
3. Expense Reimbursements: Mark listed a number of expenses that needed to be paid. They included roughly \$100 to Patti and \$32 to Scott for Mosaic Art Project expenses; and \$766 for the General Liability insurance premium. **Mark motioned and Jonette seconded, that the Foundation reimburse these expenses. The motion passed.**

OTHER BUSINESS/FUTURE AGENDA ITEMS

The list of upcoming Foundation events was quickly reviewed.

The meeting adjourned at 8:30pm.

Minutes submitted by

Mark Joseph, Secretary/Treasurer

July 10, 2021

American Canyon Arts Foundation
Board of Directors Meeting Minutes – July 13, 2021

CALL TO ORDER: President Krueger called the meeting to order at 7:07pm at 3417 Broadway, #J-2, American Canyon.

1. **Board Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Roberta Labaw, Joey McNaughton, Clarence Mamaril, Scott Thomason, Directors
Board Members Absent: Jana Olano, Mimi Espanol, Directors
Members/Guests Present: Gloria Fouts, Cherol Ockrassa (via Zoom), Robert Johnson
2. **Board Member Comments** – Jonette commented that she was looking forward to completing the Mosaic Project. Roberta noted she has some artwork from Bonnie Waxman. If and when we get a permanent home, she would like to donate it to that site.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Scott, seconded by Clarence, the consent calendar was approved.*

1. Approve Meeting Minutes for June 8, 2021
2. Approve Financial Reports for June 2021
3. Receive and file the year-to-date membership listing

COMMITTEE REPORTS

1. **Fourth of July:** Mark reported the event went well, particularly as it related to the musical talent. Patti noted we have a contract with the City to provide music for their events, and thereby provide the necessary insurance coverage. In exchange, we add a 10% commission to the cost of the band(s).
2. **Meet Me in the Street:** The first event in July went very well. We made about \$100, selling an art print and some See's lollypops. Mark talked about a grant we're applying for, through the Arts Council Napa Valley. It would pay for a mariachi band and folk dancers, like the *Hispanic Heritage Celebrations* we produced in the past. If we get the grant, we will hold the event at the September Chamber Street Fair. Patti also talked about the Chamber's request to have ACAF paint the cornhole boards for her Street Fair. We discussed who could paint them. The theme is outdoor summer fun.
3. **Mosaic Project:** Jonette and Snookie have been working tirelessly on "knitting" together the three panels. They have finished two and almost finished on the third. Scott is working with Sean Hughes on framing and installation. Mark reported that the Boys & Girls Club is ok with the installation concept, including accent lighting—their two concerns are a) be mindful of the landscaping and wiring; and b) ACAF is responsible for any installation failures.
4. **Welcome Center:** We discussed the schedule for the rest of the year, and tentatively filled in each month.

BUSINESS CALENDAR

1. **Rock Painting:** Patti brought up the Parks Foundation's request for our assistance at their upcoming Coffee at the Wetlands. Based on everyone's schedules, we felt we couldn't help for their July session, but might be able to help in future ones. We also suggested working with the local Rock Painting group in town.
2. **2021 Holiday Boutique:** The board spent some time working through this project. Patti expressed her concern that being open 7 days a week from Thanksgiving to Christmas was not a good idea, both in terms of sales/day as well as the staffing required. The Board agreed holding the boutique for one weekend made the most sense. Patti said she would contact the City regarding use of the Gym in December. We also talked about the pricing structure. Charging a

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flat rate for one or two days was the easiest for us, since the crafters would be responsible for their own sales. It also meant they needed to be there, and that reduced the staffing burden on us. We also wanted a regular rate and a discounted ACAF member rate. ***Clarence moved and Mark seconded, that we proceed with a two day holiday boutique (dates to be determined), and that the booth rental for non-members would be \$50/one day; \$75/both days; for ACAF members it would be \$40/one day; \$65/both days. The motion passed.***

3. Insurance Options: Mark briefly reported we renewed our regular liability insurance, but that Brian Farmer was able to find us a policy that would cover events up to 2500. It also provided coverage we don't currently have, such as for use of private vehicles. This policy would cost more, but it may be worth it if we host more musical events. Mark suggested we upgrade our insurance for the next policy term.
4. Updating our Safety and Risk Management Policy: This was continued, due to time.
5. Establish Standing Committees: This was continued, due to time.

OTHER BUSINESS/FUTURE AGENDA ITEMS

It was suggested that we push the Pygmalion Art Contest to 2022, so that we have more time to work out the details. It was also noted that we would **not** meet in August.

The meeting adjourned at 8:56pm.

*Minutes submitted by
Mark Joseph, Secretary/Treasurer
August 10, 2021*

American Canyon Arts Foundation
Board of Directors Meeting Minutes – September 14, 2021

CALL TO ORDER: President Krueger called the meeting to order at 7:08pm. The Meeting was held online via zoom.

1. **Board Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Clarence Mamaril, Joe McNaughton, Mimi Espinosa, Directors (Jana Olano arrived at 7:40pm)
Board Members Absent: Mark Joseph, Secretary/Treasurer; Roberta Labaw, Scott Thomason, Directors
Members/Guests Present: Dakota Limm, guest
2. **Board Member Comments** – It was announced that Life Member Bob Harris, has been in the hospital for 2 weeks with Covid. Life member Bonnie Waxman also has covid, but she is in Arizon now. Director Mamaril announced any middle or high school student of Filipino descent can join a wellness program (known as FLAGG).
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Jonette, seconded by Joe, the consent calendar was approved.*

1. Approve Meeting Minutes for July 13, 2021 (no August meeting)
2. Approve Financial Reports for August 2021
3. Receive and file year-to-date membership listing

COMMITTEE REPORTS

1. **Mosaic Project:** Patti acknowledged Rick Hess' help for housing our project for a number of months. It allowed us time to "knit the three panels" together. Those panels are now in Patti's garage. She met with a contractor to build the frames and to give us a cost estimate for installation. She hopes to have an update with a week or two. She reviewed the tentative installation process.
2. **Pumpkin Path:** Patti reported RAM Farms will sell us 300-400 small pumpkins at the price of \$2.25/pumpkin—the same as last year. We will have to pick them up on October 1. The actual event will be at Wetlands Edge on Saturday, October 2, from 10 to 2. Set up time is 9am. She went over the program and what we needed to do to be ready.
3. **Music for Veteran's Day:** Patti noted the City was interested in using the Foundation to facilitate music for Veteran's Day. This would be similar to the arrangement at the Fourth of July.
Clarence motioned and Jonette seconded, to approve working with the City to provide music for Veteran's Day. Motion carried.
4. **Holiday Boutique:** Patti reported the City is still not accepting reservations for the Community Gym. Although this may change in time, she is also reaching out to the Boys & Girls Club. Mark is talking to Buzz Butler about the use of one of his vacant retail spots near Walmart.

BUSINESS CALENDAR

1. **Hispanic Heritage Celebration:** Patti summarized Mark's report—that is, we received a \$2500 grant from the Arts Council Napa Valley for the Hispanic Heritage Celebration. We will have two years to use the funds.
2. **Grant writing offer:** Two Napa Valley College students, Dakota Lim and Daniel Luu (Daniel had to work and could not attend), have offered to write grant(s) for the Foundation, as part of their Business Communications Class. Although several areas could be considered, Dakota wanted to focus on High School students and use the funds to purchase art/music/theater supplies. Once these supplies have been purchased, the artists would present their work in a public venue. Deadline to submit the grant is December 1. **Jana motioned and Mimi seconded, to approve working with the students and be a sponsor for any grants, as needed. Motion passed.**

OTHER BUSINESS/FUTURE AGENDA ITEMS

1. Pop-up Tent with Logo: The cost could be \$800-1000. The consensus was to wait on purchasing this until we have more in-person events.
2. See's Fundraising: Our year ends October 31. We could be promoting sales on Facebook and our website. After Nov. 1, we will need to make a minimum purchase, which would coincide with our Holiday Boutique. **Clarence motioned and Jonette seconded, that the Foundation should continue with See's Fundraising efforts. Motion passed.**
3. Music Event in 2022: Clarence raised the idea of producing a musical event in 2022, using local artists. The Board agreed and we will add this to future agendas.
4. Safety & Risk Management Policy; Standing Committees: This item needs to be agendaized for a future meeting.
5. Welcome Center: We are covered through December, so we need to find member artists starting with January 2022.

The meeting adjourned at approximately 8:30pm.

American Canyon Arts Foundation
Board of Directors Meeting Minutes – November 15, 2021

CALL TO ORDER: President Krueger called the meeting to order at 7:02pm. A quorum was present, and the meeting was held online.

1. **Board Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Joe McNaughton, Clarence Mamaril, Jana Olano, Mimi Espanol, Directors
Board Members Absent: Roberta Labaw, Scott Thomason, Directors
Members/Guests Present: None
2. **Board Member Comments** – Patti announced that she would be stepping down from both the Board and as President, when her term ends in 2021.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Clarence, seconded by Jonette, the consent calendar was approved.*

1. Approve Meeting Minutes for September 14, 2021
2. Approve Financial Reports for October 2021
3. Receive and file the Year-to-date Membership Listing

COMMITTEE REPORTS

1. **Pumpkin Path:** The event went very well, with over 200 pumpkins painted on the day of the event. Another 150 painted by kids at the Boys & Girls Club and brought to the site. A total of 362 pumpkins total. The board discussed the value of collaborating with other community groups, including the 4H and recognized there could be legitimate financial reasons why that might not work.
2. **Veteran's Day Music:** Journey Day and Jade played two songs for the event, and they were paid \$280 by ACAF. We expect the City to reimburse us later this month, including the 10% markup (total of \$308). Going forward, we need to make sure the Foundation gets more credit for our involvement.
3. **Mosaic Update:** Patti will follow up with the vendor that will fabricate the three panels. This will cost us around \$5300, which will use up all our Mosaic funds. However, this will allow us to finally cement and grout the three sections, which will make it much easier to store and avoid any further degradation of our efforts. We still need to fund raise for the remaining \$5000 to finish the installation. We could through the Chamber, with their access to businesses that might be supportive.
4. **Holiday Boutique:** The old T-Mobile site is available, but we need to upgrade our insurance from \$1 million to \$2 million. Arvind reported the old Eyebrow Shop at Safeway is available but wasn't sure if we could use it. The Board felt the Safeway site was preferable, depending on availability and cost. Due to limited time, **Mark motioned, and Clarence seconded, to allow the Executive Committee work out the details for this project. Motion passed.**

BUSINESS CALENDAR

1. **Consider renting space at the Chamber's Marketplace:** The cost was \$50/table. The feeling was we would need to sell too many boxes of See's to break even, and weather was a concern (at the last marketplace, it was pouring). The Board decided to not rent space.
2. **Grant Writing Update:** Clarence reported he is working with an ACHS student to submit a \$5000 ACNV grant to produce an Art and Music Event at the High School. There might also be funds for providing art and music supplies for the school, and possible mentorships. This would also be a great way to improve our working relationship with the High School.

3. Membership Renewal for 2022: Mark said he still needs to draft the renewal letter, and that we could include the See's Yum-Raising link to that letter.
4. New Board Officers for 2022: Patti pointed out we will need at least one new officer, since she is stepping down as President. Clarence indicated he might be interested in taking that office. Mark and Jonette indicated they were willing to stay on as Secretary/Treasurer and Vice-President, respectively. Other board members indicated a willingness to stay on as Directors.
5. Consider the use of Committees: Mark talked about how most of the non-art functions could be handled via three standing committees. The first would be a *Membership Committee*, that would recruit new members and manage membership renewal; and also organize members only activities, like field trips. A second *Communications Committee* could focus on communications, such as the newsletter, website, Facebook page and other social media. The third would be *Community Support*, which could cover our annual Student Scholarships, School Grants and working with the community on special events.
6. Student Scholarship Criteria: Mark asked for clarification for our criteria for student scholarship applications. After discussion, the consensus was to retain the primary focus--Career in the Arts, but no GPA requirement and no American Canyon residency requirement. Financial need would still be considered, if we did not have enough money for all worthy students.

OTHER BUSINESS/FUTURE AGENDA ITEMS

None.

The meeting adjourned at 8:25pm.

Minutes prepared by
Mark Joseph, Secretary/Treasurer
December 8, 2021

American Canyon Arts Foundation
Board of Directors Meeting Minutes – December 12, 2021

CALL TO ORDER: President Krueger called the online meeting to order at 7:04. A quorum was present.

1. **Board Members Present:** Patti Krueger, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Joey McNaughton, Clarence Mamaril, Directors
Board Members Absent: Roberta Labaw, Jana Olano, Mimi Espanol, Scott Thomason, Directors
Members/Guests Present: None.
2. **Board Member Comments** – Patti announced that Scott has offered his resignation, effective immediately. He will be missed.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Clarence, seconded by Jonette, the consent calendar was approved.*

1. Approve Meeting Minutes for November 15, 2021
2. Approve Financial Reports for November 2021
3. Receive and File the Year-to-Date Membership listing

COMMITTEE REPORTS

1. **Holiday Boutique/See's fundraising:** Due to delays in confirming a site, as well as Covid concerns, we did not have the Boutique this year. We also have not yet initiated our online "Yum-Raising" for See's. Mark offered to work on this [Note: we missed the deadline for the Christmas season, but will initiate the Year-round cycle in January—just in time for Valentine's Day]
2. **Grant Writing Efforts:** Clarence reported on two grants that he prepared for ACAF. The first was a \$5000 Arts Council Napa Valley (ACNV) grant to host an Art & Music Festival at the High School—thanks to Jana and Mimi, he was able to get a letter of support from Jamie Butler, Choir Director. The second grant was a CalVenues Grant for \$3000. He is waiting for a response to see if we qualify for the next step in the process.
3. **Mosaic Update:** Patti reported she is working with the contractor to start the framing process (the first phase), and that it may be 2-3 weeks away. We will still need to fund raise for the installation, estimated at \$10,000.
4. **Arts Extravaganza:** There was a general discussion about this event. We discussed possible dates (as part of Arts in April, or sometime in August); location (the Gym is still a question mark); and bandwidth of the organization to produce the event. No action was taken.

BUSINESS CALENDAR

1. **Welcome Center Art Display:** Patti reported that Cherol Ockrassa cannot find enough artists to rotate artwork, and she recommends discontinuing the program. She is also stepping down as the coordinator. The Board agreed to close down the program at the end of December, and Clarence would let Valerie at the Chamber know.
2. **Annual Membership Meeting:** The consensus was to hold an annual dinner and we discussed three options: South Kelley Grill; Junction Brewery; and Mi Zacatecas. The event would be either Sunday, January 23 or the 30th, starting at 5pm. After discussion, it was agreed that Clarence and Mark would investigate our options and select the venue and date.
3. **Membership Renewal/Board Members:** Mark acknowledged that he has not sent out renewal letters, waiting on the Annual Membership Dinner update. Patti also noted that she would consider staying on as a Board Member but did want to step down as President. Clarence reported he was still interested in serving as President. We talked about potential new Board

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members, including Teresa Abeyta; Journey Day (or Jade); Dakota Lim (ACHS student who worked with Clarence on the ACNV grant); or someone from the Arts program at ACHS.

OTHER BUSINESS/FUTURE AGENDA ITEMS

The Board agreed to a Board Retreat on Saturday, January 8, from 11am – 3pm; and still hold its regular Board Meeting on January 11.

The meeting adjourned at 8:35pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
January 9, 2022