

American Canyon Arts Foundation
Board of Directors Meeting Minutes – January 10, 2023

CALL TO ORDER: President Mamaril called the meeting to order at 7:17 pm. The meeting was held at the Welcome Center and included a zoom link. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President (via zoom); Mark Joseph, Secretary/Treasurer; Joe McNaughton (via zoom), Patti Krueger, Eric Sabee, Directors
Board Members Absent: Roberta Labaw, Jana Mielle Olano, Mimi Espanol, Ethan Sabee, Directors
Members/Guests Present: None
2. **Board Member Comments** – Clarence appreciated Patti and others for setting up the Ray Marcus/Mustard art display at the Welcome Center.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Patti, seconded by Eric, the consent calendar was approved.*

1. Approve Meeting Minutes for December 13, 2022
2. Approve Financial Reports for December 2022
3. Receive and File Year-to-date Membership Listing for December 2022

PROGRAM REPORTS

1. **ACHS/Napa Valley Presents grant:** Mark summarized the update, noting the deadline to apply was extended to February 13.
2. **Holiday Boutique:** After discussion, the Board agreed that we should skip the annual holiday boutique, for a number of reasons: the amount of work required compared to financial return; the time of year, when we should focus on membership renewal and the upcoming Membership Meeting; that we could offset some of the candy sale loss from the online “yum raising”; and that there may be other ways to assist our crafters. Lastly, finding a location is always a risky proposition (note: just learned that the T-Mobile space we have used may be leased in the near future).
3. **Arts & Culture Programs:** The board discussed using the last of the Napa County grant and Mark summarized the Parol Festival. In the future, the FilAm Club needs to do a better job of promoting the event, particularly outside of the Filipino community (if we enhance our social media capacity, we may be able to assist with this element).
4. **Mosaic Project:** Mark shared the letter that was sent to the City Manager, requesting space for the Mosaic. Although it’s likely we will get the classroom, the timing may be a problem, especially since Nimbus’ offer to help was based on providing that help before they get busy with their annual Nimbash fund raiser (in May).
5. **Art Extravaganza:** After discussion, the Board agreed to move the date to the summer time, in part because we did not have a secure site, and we did not have enough time for an April event. Clarence said he would check with the DoubleTree and Mark would check on availability of the old Napa Junction Elementary School site (note: per the City Manager, it is likely to be available in the second half of the calendar year).

BUSINESS CALENDAR

1. **Social Event—Napa City’s Lighted Art Festival:** Similar to last year, we agreed to meet for dinner at Downtown Joe’s at 5pm on Saturday, January 28, and then walk the exhibit.
2. **Resignation of Jana Olano:** Clarence shared the letter of resignation from Jana, based on her time commitments with college as well as the physical separation due to college. The Board

accepted it reluctantly, but acknowledged it was probably best for her. We also hoped she might reconsider serving in the future if she returns to American Canyon.

3. Annual Dinner Meeting: Mark shared the menu and costs for a full dinner at Laso. The Board agreed we should charge \$60 per person, and that would include tea or other non-alcoholic beverages. We also agreed to invite Jenifer Leahy to be our guest speaker.
4. Annual Board Retreat: Originally, it was hoped that this meeting could also serve as that Retreat, but the rest of the agenda took up most of the meeting. As a result, the Board agreed to cancel the regular February Board meeting (which would have fallen on Valentine's Day!) and scheduled the Retreat for Saturday, February 25, from 10-2pm. We will have pizza delivered for lunch and Mark will bring some refreshments for the morning.

OTHER BUSINESS/FUTURE AGENDA ITEMS

Jonette encouraged the Board to consider being included in next year's Give Guide.
Sorooptimists earned almost \$6000!

The meeting adjourned at 9:09 pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
February 16, 2023

American Canyon Arts Foundation
Board of Directors Meeting Minutes – February 25, 2023 (Board Retreat)

CALL TO ORDER: President Clarence Mamaril called the meeting to order at 10:11 am at the Chamber of Commerce’s Welcome Center. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Patti Krueger, Roberta Labaw, Joe McNaughton, Cheryl Joseph, Directors
Board Members Absent: Eric Sabee, Ethan Sabee, Directors
Members/Guests Present: None.
2. **Board Member Comments** – Patti reported that she needed to move the mosaic sections from her garage by March 11. After some discussion, it was agreed to add the Mosaic as an agenda item (Board Retreat #4). Mark noted that Clarence and Mark have submitted \$20,000 in grant request over the last month, which would finance our ACHS ArtFest, our Arts & Culture programs and update our marketing plan (more focus on social media).
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Patti, seconded by Joe, the consent calendar was approved. Cheryl abstained on the minutes since she was not present.*

1. Approve Meeting Minutes for January 10, 2023
2. Approve Annual Membership Meeting Minutes of January 29, 2023
3. Approve Financial Reports for January 2023
4. Receive and file the Membership Report for January 2023.

BOARD RETREAT AGENDA

1. **Welcoming Remarks:** Clarence welcomed the board members present and noted that last year there was a lot of great work and reflected everyone’s hard work. There were a lot of new events and activities; we need to review them and see which ones we should continue, and which ones need some re-imagining. He also emphasized that we need to make sure we do not lose sight of our older programs, particularly relating to our visual artists. The importance of supporting our visual artists was noted by Patti—most of the artists for the Park Foundation’s “HeART your Park” are **not** ACAF members.
2. **Strategic Planning efforts:** There was considerable discussion about the programs and activities we want to focus on. Patti took very good notes and most of the following reflects her work. We agreed to separate items by the five program areas, and then break out specific activities by those that are currently underway or funded; those that could be added, particularly if funding is secured; and lastly, those that are further down the road. The matrix is provided below.

Program Elements	Short-term/Approved Projects	Mid-term/Likely Additions	Long-term
Member Services	<ul style="list-style-type: none"> • Musicians Service with City of Am Cyn • Art instructors within City (Clarence & Others); including art and paint night instructor. • City of American Canyon Volunteer Recognition • Night out for Members (plan more ad hoc events) • Web site recognition – link to their pages • Annual Membership Dinner • Art at the Chamber Visitor Center 	<ul style="list-style-type: none"> • Art Extravaganza • Wine and Sip paint night (Laura Keiser) • Crafts at the Senior Center (Donna Livingston-Fitch) 	<ul style="list-style-type: none"> • Open Studios • Classroom instructors at facility • Pygmalion Art Contest

ACAF Board Retreat Minutes
February 25, 2023– Page 2

Community Services	<ul style="list-style-type: none"> • High School Scholarship • Pumpkin Path • Fourth of July (Musician Services) • Magic of the Season (Musician Services) • Meet Me in the Street (Booth) • Mustard Event at the Chamber (ongoing) 	<ul style="list-style-type: none"> • ACHS Event • Fourth Of July Parade and Booth • Earth Day with Community and Parks Foundation • Veterans Day (Music) • School Art Show • Friday Night Music • Battle of the Bands Partnership with the Chamber 	<ul style="list-style-type: none"> • Veterans Day Art Contest • Art show / placement at the Adult Activity Center (Lisa Johnson) • Art to local businesses • Partnerships with other community groups
Public Art	<ul style="list-style-type: none"> • Mosaic Completion 		<ul style="list-style-type: none"> • Utility Box Painting • Long-term Art Installations • Heart your park (partnership with Community and Parks Foundation)
Arts and Cultures	<ul style="list-style-type: none"> • Juneteenth (16K available) • Filipino Cultural education events with Napa Valley College • Holi Event (Support to event – PA System will be used) 	<ul style="list-style-type: none"> • Hispanic Culture 	<ul style="list-style-type: none"> • Supporting different culture and outreaching to have future events • Filipino Parol Festival • Partnerships with other community groups
Internal Operations	<ul style="list-style-type: none"> • Paying Insurance • Paying Storage • Tax Reporting • Monthly Board Agendas and Notes • Membership Renewal • Storage Cleanup • Grant Applications • Website Cleanup • Inventory and Spring Clean-up • Facebook updates • Instagram? • Community Calendar update 	<ul style="list-style-type: none"> • Grant – update marketing plan • Web Site/Social Media Assistance • Newsletter (monthly/quarterly) • Sponsor Letter to request money • Fund a Need • Availability of mailing lists and other actions- directory 	<ul style="list-style-type: none"> • Hire a part-time CEO or Executive Director • High School Volunteer Group

3. Planning for 2023: The Board also discussed our various programs and events and sorted them by month to make sure we are not spreading ourselves too thin. Below is a listing of events by month:
- a. January
 - Annual Membership Meeting (January 29)
 - Filipino Art Event (January 20)
 - Mustard Celebration w/Chamber (art show with Ray Marcus prints)
 - b. February:
 - Board Retreat

ACAF Board Retreat Minutes
February 25, 2023– Page 3

- c. March
 - Holi Festival (March 112)
 - Filipino Woman’s History Month with Napa Valley College (NVC) (March 17)
- d. April
 - Asian Pacific Islander American History Event with NVC (April 28)
 - Earth Day with community groups (April 22)
 - Future ACHS ArtFest (or maybe in May?)
 - Future Art Extravaganza (or maybe in May)
- e. May
 - Student Scholarships
 - Possibly Art Extravaganza or ACHS ArtFest
- f. June
 - Juneteenth
 - Meet Me in the Street
 - Friday Night Music/Performances
- g. July
 - Fourth of July (Parade and/or Booth)
 - Meet Me in the Street
 - Friday Night Music/Performance
- h. August
 - Meet Me in the Street
 - Friday Night Music/Performance
 - Battle of the Bands/Partnership with the Chamber
- i. September
 - Hispanic Cultural Event
 - Friday Night Music/Performance; or Battle of the Bands
- j. October
 - Pumpkin Path
- k. November
 - Pumpkin Path clean-up
 - Veterans Day music and/or art contest
- l. December
 - Magic of the Season
 - Annual Membership Renewal

m. Other discussion notes:

Friday Night Music: The consensus was to change the venue (possibly Boys & Girls Club or Main Street Park), change the performances (more local bands, ACHS performers, Karaoke or Open Mic, etc.) We may request grant funding through Arts Council Napa Valley (ACNV).

Chamber Welcome Center: We need to update the art at least monthly or coordinate with our schools for artwork.

Meet Me in the Street: We could use our booth space to invite our member artists to have a table and sell their art. This would be a service for our members and minimize the workload for us.

Old Napa Junction Elementary (NJE) School: We have requested space for a gallery and/or artist space. Waiting for a lease and terms. We will make a pitch during public comment on March 7 and hopefully it will be ready by the Arts in April Proclamation.

Art Instructors: Mark noted Canyon Oaks might be interested in working with us to hire art instructors, relying on new funding for the Arts in School. It might be similar to our Musician’s Service. Other public schools may be interested in a similar arrangement.

4. Mosaic Project: Mark will work with the City to see if we can accelerate moving the mosaic to one of the NJE classrooms. An alternative would be to store it in our Pantry storage area.

OTHER BUSINESS/FUTURE AGENDA ITEMS

None.

The meeting adjourned at 2:01pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
March 10, 2023

American Canyon Arts Foundation
Board of Directors Meeting Minutes – March 14, 2023

CALL TO ORDER: President Mamaril called the meeting to order at 7:05pm at the Chamber's Welcome Center. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Joe McNaughton, Patti Krueger, Ethan Sabee, Eric Sabee, Directors
Board Members Absent: Cheryl Joseph, Roberta Labaw, Directors
Members/Guests Present: None

2. **Board Member Comments** – *Jonette* remarked there is a waterproofing material (red in color) that could allow us to use wood for the Mosaic frame. Also, Laura Kaiser is interested in teaching a "Sip and Paint" event for ACAF. *Patti* noted she received a very nice email from Keiana Goon, a 2021 Scholarship recipient, indicating she helped illustrate a book published in Japanese. The Board wanted us to promote this on our Facebook page. *Clarence* thanked everyone who showed up at the Council meeting when he made a request for space at the old Napa Junction school site. He also commented on how well the Holi Festival went, despite the weather.

Additional Agenda items were added to Business: 4. Student Scholarships; 5. Meet Me in the Street; 6. Updating the Welcome Center Artwork; 7. Earth Day.

3. **Member Comments** – None.

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

1. Approve Meeting Minutes for February 25, 2023 (Board Retreat)
2. Approve Financial Reports for February 2023
3. Receive and File Year-to-date Membership Listing for February 2023

PROGRAM REPORTS

1. **Mosaic Update:** Patti updated the Board about the move of the tiles into storage and the mosaic was cut into smaller sections and moved into Room 6 of the old NJE. There was discussion about how to finish the mosaic and when we might have regular access to the classroom.
2. **Juneteenth Update:** Clarence reported he and Mark will meet with Brenda and Allie (City's Parks & Rec Director) to review the program. We met with Brenda and the theme of this year's event will be Arts, Dance and Music. Brenda wants to have at least two tented areas, one for historic material regarding Juneteenth, and one for artwork from local black artists. She will have less speakers and more music. Perhaps a speaker to discuss the meaning of Juneteenth, and then a musical historian to introduce the various types of music, from gospel to jazz to R&B to hip hop. She is also adding some new talent this year, as well as more food trucks. ACAF will still have the exclusive beer/wine/sodas/margaritas concession. The event will be held Sunday, June 18 at the same location as last year (Main St. Park). This date was used to ensure we are not competing with other Juneteenth events, in Vallajo and elsewhere. Clarence also reported that Brenda is asking for her regular Event Planning Fee of \$5000 (we only paid her \$3500 last year). **Mark moved and Eric seconded, a motion to approve the \$5000 event fee, provided Brenda was able to raise the money to cover it. The motion passed unanimously.**

We also had some general discussion about additional activities, such as creating 1 or 2 large canvases, and having urban artists (or others) paint something relevant to the event, during the event (and possibly raffle/sell the artwork?) We also discussed how we could display art at the event, given the wind and turf area. **Mark moved and Patti seconded, a motion to approve purchasing signage for the Beer/Wine Tent, and possibly purchasing one or more pop up tents, and securing sandbags to anchor the tents and/or art racks. Motion passed unanimously.**

3. Grant Updates: We reviewed the pending grant requests and agreed to modify the Napa County Arts & Culture Grant as follows: \$6000 for Arts and Culture programming; and \$1500 for the Capacity/Marketing Plan. The maximum we can request is \$7500; Mark thought the capacity grant was capped at \$2500 and did not go towards the \$7500 cap. Mark also reported we are still waiting on the Napa Valley Presents grant of \$10,000 for the ACHS Art/Musicfest.

BUSINESS CALENDAR

1. Sponsorship for the Holi Festival: Mark explained how he contributed \$500 to ACAF, based on accidentally using ACAF's PayPal account to sponsor the Chamber's Casino Night. Although he replaced the funds immediately, the Chamber preferred refunding the money and taking a check directly from Mark. Rather than get reimbursed, Mark suggested making it our sponsorship to the Holi Festival. ***Patti moved and Eric seconded, a motion to approve \$500 for the Holi Festival. The motion passed unanimously.***
2. Volunteer Recognition Event: Mark reported the City is resuming their Volunteer Recognition event, although this year it will be a free event, limited to 200 guests (because the venue is now the Boys & Girls Club), and be appetizers vs. a sit down dinner. He did not have all the deadlines, but wanted us to think about who we want to select as our Volunteer of the Year.
3. Art Show in lieu of an Art Extravaganza for 2023: Mark explained we don't have time to plan the Extravaganza, perhaps we should consider some other type of visual art event, such as our Pygmalion Art Contest. After discussion, the Board agreed we would work with Laura Keiser on a "Sip and Paint" event in May and that might segue to a paint contest in June or July.
4. Student Scholarships: Mark noted we need to focus on screening applicants. We reviewed our criteria (primarily a career in the Arts, liberally defined), and then how much we should allocate. For now, we will submit the paperwork for two, \$500 scholarships. If we have more money to work with, we'll add more students. Patti, Mark and Eric will serve on the Scholarship Committee.
5. Meet Me in the Street: Patti suggested we offer space to our crafters to sell their products. Assuming we could fit 3 tables inside the booth, we could offer up to 5 artists a half table each (and a half table for ACAF flyers). Everyone thought this was a good idea.
6. Updating the Welcome Center Artwork: Patti noted we needed to rotate the artwork, now that the Mustard Celebration is over. Ms. Leahy's art classes would supply new material for the May/June period, so we were looking for something for the April time slot.
7. Earth Day: We discussed if we wanted to play a formal role in this event. The feeling was to skip participating (although Mark suggested helping with the Napa Valley College's Healthy People/Healthy Planet event). It was noted that we were going to be part of a Health Fair at ACHS on April 26, from 2:40 to 3:30 (art for mental health), and that we should purchase some "swag" to give away.

OTHER BUSINESS/FUTURE AGENDA ITEMS

Patti suggested we add upcoming events to this section, to help us with planning. We also noted that Friday, March 17 at 6pm, the NVC Kasaysayan Program is hosting a Women's event at the High School, and that we should help promote it, since we're acknowledged as one of the sponsors.

The meeting adjourned at 8:55pm.

*Minutes submitted by Mark Joseph
March 19, 2023*

American Canyon Arts Foundation
Board of Directors Meeting Minutes – April 11, 2023

CALL TO ORDER: President Mamaril called the meeting to order at 7:02pm. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Roberta Labaw, Joe McNaughton, Patti Krueger, Cheryl Joseph, Ethan Sabee, Eric Sabee, Directors

Board Members Absent: None

Members/Guests Present: None

2. **Board Member Comments – Cheryl** made a request that we start the meetings earlier, such as 6pm. After some discussion, **Mark moved, and Cheryl seconded, a motion to start the meetings at 6pm. The motion passed unanimously.** Clarence commented that his Animal Balloon class had 8 students and they had a great time. Eric announced Napa City planned to have their first ComiCon event at the Napa Main Library, all day on May 6th.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Cheryl, seconded by Eric, the consent calendar was approved.*

1. Approve Meeting Minutes for March 14, 2023
2. Approve Financial Reports for March 2023
3. Receive and File Year-to-date Membership Listing for March 2023

PROGRAM REPORTS

1. **Grants Updates:** Mark reported we were tentatively awarded \$7000 for the *Napa Valley Presents* grant, which would be used for our ACHS Arts & MusicFest. He was waiting to get their grant agreement to review. Clarence reported we submitted a \$7500 grant to the *County's Arts & Culture Committee* and were waiting to hear their recommendations. Mark also noted the *Arts Council Napa Valley (ACNV)* will start their Summer Grant program in May. He would follow up with the details and have a discussion on what we should submit as our proposal.
2. **Volunteer Recognition Event:** Mark described the City's new process, in which there wouldn't be a sit-down dinner, but a free afternoon event with appetizers and a reduced program. It was by invitation only, and we agreed the following members would be our attendees: Patti, Mark (who would be going in his Council role), Jonette, Joe, Roberta, and Eric. Clarence will be out of town and cannot attend.
3. **"Sip and Paint" event:** Jonette reported that Laura Keiser would be our instructor for a painting session, to be held at the Chamber's Welcome Center. She would charge \$30 per student, keeping \$15 for her efforts, and the balance for ACAF. We would buy the paint, supplies (including an 11"x14" canvas), and appetizers. If we wanted to add Alcohol, we would need to charge \$40/person, with the extra \$10 covering the permitting and wine. There was a question about if we needed an ABC permit for the event and Mark said he would investigate. We also planned the event to be Tuesday, May 23 from 6-8pm. The Welcome Center could handle up to 20 students.
4. **Membership Activities:** Mark suggested we should plan for more Members Only events, similar to the Napa Lighted Art event. This would make being a member more rewarding, which might also increase our membership. We talked about several ideas, such as a trip to the de Young Museum, which has an Ansel Adams Exhibit (through July 2023), or the DeRosa. Roberta and Mark agreed to explore some options and come back with recommendations at the May meeting.

BUSINESS CALENDAR

1. Banking Information: Mark pointed out we couldn't finalize updating our bank signature card last Summer and we should do that soon (currently, a former member is still on the account!) The new signers would be the President, Vice-President, and Secretary/Treasurer, and that we would only need one signature (the Bank won't verify for two signatures on each check, although we can require that for our own internal controls). Tentatively, the three officers agreed to meet at WestAmerica Bank on Friday, April 14, at 4pm.
2. Membership Renewal and Sponsorship Drive: Mark noted we never sent out a membership renewal request, and we haven't solicited for sponsorships in years. He talked about a sponsorship program in which patrons could pick their preferred sponsorship(s) from a list of ACAF programs and events. This might be more appealing than simply asking for money. Mark will work on the format for the next meeting.

OTHER BUSINESS/FUTURE AGENDA ITEMS

- *Student Scholarships*: Mark informed the High School we wanted to offer scholarships but hadn't heard back. He will follow up. The Scholarship Committee consists of Patti, Eric, and Mark.
- *Juneteenth*: Patti informed the Board that ABC's new rules require any organization that is pouring must also have a "lead" certified person, as well as "certified" pourers. She noted she is lead certified.
- *School/Teacher Grants*: Patti asked to bring this back, and Mark agreed to look into how we did it the last time. [Note: In 2019, we offered 3 grants totaling \$1000, based on a Call For Proposals, but Mark can't find that document. It may have been an email only.]
- *Additional Announcements*: The Asian Pacific Islander event will be held at ACHS's College Room; there will be a Wellness Health Day at ACHS (Quad area) on April 26 at 2:40pm. ACAF will have some materials to give out, since art can be therapeutic.

The meeting adjourned at 8:44pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
April 25, 2023

American Canyon Arts Foundation
Board of Directors Meeting Minutes – May 9, 2023

CALL TO ORDER: President Mamaril called the meeting to order at 6:07pm at the Chamber’s Welcome Center. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Roberta Labaw, Joe McNaughton, Patti Krueger, Cheryl Joseph, Directors
Board Members Absent: Eric Sabee, Ethan Sabee, Directors
Members/Guests Present: None
2. **Board Member Comments** – *Clarence* expressed his appreciation for being recognized as the Gateway Award Winner for 2023. *Patti* reported that Dave Harris (son of late life member, Bob Harris) expressed interest in being involved with ACAF—Clarence said he would contact him. Patti also noted that she has learned about some other ways to frame the mosaic that may be worth pursuing. This depends on when we can get into the old Napa Junction (NJE) school site. She also noted that Arts Benicia is hosting a “Re-imagining History Tour.”
3. **Member Comments** – None.

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

1. Approve Meeting Minutes for April 11, 2023.
2. Approve Financial Reports for April 2023.
3. Receive and File Year-to-date Membership Listing for April 2023.

BUSINESS ITEMS

1. **Grants Update:** Mark reported that we are recommended for a \$7500 grant from the County--\$6000 for our Arts & Culture Program; \$1500 for our Marketing Plan update study. We also received a \$7500 grant from Napa Valley Presents to produce our second annual ACHS Arts & Music Fest.
 - a. **ACNV Summer Community Grant:** The Board discussed the draft concept proposal for this grant. We would combine our annual Art Extravaganza with an Ethnic Dance and Food event. The Art show would have a theme of cultural diversity, and we tentatively would hold it at the Multi-Purpose room of NJE, probably in Spring 2024. Although the Board endorsed the concept, there was concerns about the location—the multi-purpose room may be too small to hold the art show and have space for the performances and food. We talked about other locations and whether they were practical. We also talked about the timing of a major event in April at the same time as the ACHS event. However, there was discussion about hosting the ACHS event in October or November, and possibly making it an indoor event. Nonetheless, we need to be less specific about the timing and location of the event. With that in mind, ***Cheryl motioned and Jonette seconded, that we approve in concept a cultural art, food and dance event. The motion passed unanimously.*** Mark will revise the draft and submit it prior to the May 22 deadline.
 - b. **Social Media Professional Contract:** Mark presented a draft Request for Proposals for a social media professional. Board comments related to the relationship between this social media professional and the market plan update; and whether interns would be practical or not. The board felt the proposal needed more work, and Patti indicated she would work with Mark on a second draft. Mark would also contact the Marketing Plan company to discuss what we can do for \$1500, since the original proposal was for \$2500.

ACAF Board Meeting Minutes

May 9, 2023– Page Two

2. Scholarship Updates: We will have three scholarships this year—two from the ACAF account and one from a donor. The \$1500 will be due in June. Clarence agreed to present the awards at the School’s ceremony on Wednesday, May 25.
3. Paint Party: Jonette passed around the flyer for the event. Laura Keiser will be the instructor, and will bring the canvases and art supplies, along with the wine. We will bring appetizers, and extra tables/chairs and a paint cloth to cover the floor—just in case! Mark reported he has turned in the ABC permit for the wine.
4. Jenifer Leahy Reception: We will work with the Chamber and the artist to set up a date and time. Clarence will be the contact person to plan the arrangements.
5. Meet Me in the Street: Because we will sponsor the “Battle of the Bands” for the August event, we are sponsors and will have a table for all three dates. We need to contact our members about sharing a table at the event.
6. Juneteenth Event: Mark reported that Brenda is working on securing funding for the event, since she has already put together a program with performers. For our part, we need to get the ABC permit tuned in to sell beer, wine and margaritas; we need to ask for beer donations (Mark will reach out to Lagunitas; Patti has a contact with Nevada Smith), and possibly Costco and Safeway for store credits to buy the margaritas. We also talked about buying a nicer canopy that would have our logo on it, but that might be cost prohibitive. Mark would explore options. We did agree that we needed to make a banner with our logo on it, that says “Bar” or something similar, so we attract people to our booth.
7. Fourth of July: After some discussion, the Board agreed that handling the musicians service would be enough—no booth or being in the parade. This would be a great opportunity to just enjoy ourselves!
8. Pumpkin Path Update: Patti gave Mark the contact info for the pumpkins in Turlock. He will order 250 of the smaller pumpkins. We also agreed to set the date for Saturday, October 7, and we will work with ACCPF and 4H, as well as the City, to make this a big event at the Wetlands.
9. Social Event: Based on a suggestion from Roberta, we agreed to meet at Napa Valley College for a reception for their Visual Artists. We thought the date was Friday, May 12, but it turned out to be Thursday, May 11, so we missed the event.

OTHER BUSINESS/FUTURE AGENDA ITEMS

None.

The meeting adjourned at 8:01 pm.

Minutes submitted by

Mark Joseph

ACAF Secretary/Treasurer

May 29, 2023

American Canyon Arts Foundation
Board of Directors Meeting Minutes – June 13, 2023

CALL TO ORDER: President Mamaril called the meeting to order at 6:15pm. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Roberta Labaw, Joe McNaughton, Patti Krueger, Cheryl Joseph, Directors
Board Members Absent: Ethan Sabee, Eric Sabee, Directors
Members/Guests Present: Brenda Knight
2. **Board Member Comments – Mark** reported we will pay for 3, \$500 scholarships and forward the check to ACHS later this week. He also noted that Debra Caspar (aka, Miss Debbie) has renewed her membership and is interested in resuming Art Classes, possibly with ACAF. **Patti** reported that a mother and son might be interested in becoming a member. She invited them to the meeting, but they may arrive late. *[They did not attend.]* Clarence announced that the ACHS Wellness Center was interested in painting a mural on one of their walls and wanted to know if ACAF could help. He would follow up with them for details. This might be something that could be included in our ACHS Art & Music Fest.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Cheryl, seconded by Patti, the consent calendar was approved.*

1. Approve Meeting Minutes for May 9, 2023 [except the beer on page 2 is from *Napa* Smith, not *Nevada* Smith]
2. Approve Financial Reports for May 2023
3. Receive and File Year-to-date Membership Listing for May 2023

BUSINESS CALENDAR

1. **Juneteenth Event:** Brenda reviewed the financial status and other aspects of the upcoming event, including how Walmart donated \$1500, a portion of their parking lot for our patrons, and ice/water for the event. We also discussed our role in selling beer, wine, and margaritas. It was agreed we would meet at Main Street Park at 10am to help set up. Brenda discussed the possibility of adding a Red, Black and Green Ball, to increase net income and possibly encourage more overnight stays. This will be considered for next year.
2. **Grants Update:** In addition to the written report, Mark announced we received 90% of the Napa Valley Presents grant (for the ACHS Art & Music Fest), and just received word that our ACNV Summer Grant (Culturally Diverse Art Extravaganza) was approved for the second phase (in which we submit a formal grant proposal and find out how much funding we will receive).
3. **Fourth of July/Musician Service:** Mark brought up the fact that Clarence's band, Jammin' FilAms, was one of the groups that would receive a payment from us. However, after the Board reviewed the matter (with Clarence recusing himself), the consensus was that there was no conflict of interest—the City decided which bands would be hired, and we were only processing the payments. ***Cheryl moved and Jonette seconded, a motion that there was no conflict of interest. The motion passed 6-0-1 (Clarence abstained).***
4. **Meet Me in the Street:** We discussed plans to have a booth for the June event, with Laura Keiser and Brenda Knight in attendance. Clarence is working with the Chamber to provide Latin Music (dance and music) for the July event (to be funded from the 2023 Napa County grant), and organize the "Battle of the Bands" event for August. He shared a draft flyer for that event, which will also be funded from the County grant.

ACAF Board Meeting Minutes

June 13, 2023 – Page Two

5. ACHS Art and Music Fest: Clarence noted that Mr. Butler had tentatively reserved the Cafeteria and Quad area for October 14. The Board noted that it might be better for both ACAF and the student artists if they had more time to prepare, so an event in late October or November might be better. This would mean we would hold it indoors (the cafeteria and/or Theater). Mark noted we will have grant funds to support the Visual and Performing Arts (VAPA) program.
6. Pumpkin Path: Mark reported he placed an order for 250 pumpkins for pick up before October 7. Cheryl noted that Kiwanis may be a sponsor for the event, as they have in the past.
7. Mosaic Project: This is dependent upon the City developing a lease to use the room. Mark said he would check with the City Manager again, and note we have adequate insurance.
8. Social Media Professional: There was some discussion about this, because there are two related events occurring at the same time. First, we have a capacity grant to update our marketing plan and website, with an emphasis on social media as our primary means of marketing ourselves. This became complicated, since we only have \$1500 and not \$2500, as we hoped. The second issue is contracting with a social media professional to help us promote specific events. Ideally, the updated marketing plan would assist the social media person with promoting our events. At this point, Mark will contact the consultant that we have tentatively agreed to work with, regarding the reduced funding, and Patti and Mark would work on the Social Media RFP.
9. New Insurance Policy: Mark has been working with CalNonprofits to get an enhanced liability policy. The quote he received would provide \$2 million in general liability, including liquor liability for our events, auto insurance (primarily when our members are using their private vehicles), and Directors & Officers insurance for \$1 million. This is something we have needed to purchase for several years but couldn't afford. This total package is \$2,451/year. He has also been working with Brian Farmer for a competitive bid. He hasn't received a quote yet, but it is likely to be around the same price. CalNonprofits, however, is probably a better fit for the long run, because they focus on nonprofits, and offer other services besides just insurance. **Cheryl motioned and Roberta seconded, that unless Brian Farmer's quote is less than CalNonprofits, the Board approves spending \$2,451 for the CalNonprofit proposal. Motion passed unanimously.**

OTHER BUSINESS/FUTURE AGENDA ITEMS

1. Welcome Center Art: There was some discussion about scheduling more artwork at the Chamber. The consensus was that it was becoming a challenge for member artists to provide their artwork, and there wasn't enough school art to fill out the year. Clarence said he would discuss the matter with the Chamber.
2. Paint Party: After some discussion, **the Board agreed to split the proceeds fifty-fifty with Laura Keiser, the instructor--\$100 to Laura; \$100 to ACAF.**
3. Recognition at the Fourth of July event: Patti noted we should get more recognition of our involvement with the music at the Fourth. We discussed purchasing a banner that had our logo that we could use for any event we are part of. **Cheryl motioned and Jonette seconded, a motion to purchase a banner with a caption: "Sponsored by"—and our logo. Motion passed unanimously.**

The meeting adjourned at 8:27pm.

Minutes prepared by Mark Joseph
July 5, 2023

American Canyon Arts Foundation
Board of Directors Meeting Minutes – July 11, 2023

CALL TO ORDER: Secretary/Treasurer Joseph called the meeting to order at 6:10 at the Chamber Welcome Center. A quorum was present.

1. **Board Members Present:** Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Roberta Labaw, Joe McNaughton, Patti Krueger, Cheryl Joseph, Eric Sabee, Directors
Board Members Absent: Clarence Mamaril, President; Ethan Sabee, Director
Members/Guests Present: None
2. **Board Member Comments – Mark** clarified that President Mamaril would not be at the next two meetings. **Patti** asked to add to this agenda a status update on the old Napa Junction school site. She also said that an artist, Liz Thomas, would like a place to work on art.
3. **Member Comments** – None.

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

1. Approve Meeting Minutes for June 13, 2023, as amended (under Board Member comments, Patti clarified it was a mother and daughter, not a son)
2. Approve Financial Reports for June 2023
3. Receive and File Membership Report through the end of June 2023
4. Receive and File the Monthly Updates Report

BUSINESS CALENDAR

1. **Juneteenth De-briefing:** The Board had a lengthy discussion regarding the last Juneteenth event. Those comments are summarized as attachment 1. The Board's direction was for Mark to summarize the points made, send that report to the Board for review and editing, and then meet with Brenda to go over those comments and her own observations.
2. **Approve Contract with Diffuse Marketing:** Mark reviewed the history of this contract and how it relates to the Social Media Professional. He also noted that Diffuse Marketing offered to host our new website for roughly \$260 per year. The Board felt that might be expensive, but to allow up to 6 months of hosting, during a transition period. The proposed contract would be for \$1500 to rebuild our website using WordPress vs. the Wix site. Hosting would be a separate expense. **Cheryl motioned and Roberta seconded, to approve a contract with Diffuse Marketing for \$1500 to rebuild our website, and to allow up to six months of hosting the new website. Motion passed unanimously.**
3. **Demonstration of new online programs:** Mark noted that with our new insurance provider, we also have access to online support. This includes policy templates on a full range of risk management issues, and access to a desktop program called BoardNetWork. This program facilitates emailing up to 30 members, setting up calendar of events, and storing records online. Patti suggested we should also use our AmCanArts@gmail.com google account to store our key documents, just in case we change insurance providers.
4. **Membership Drive and Setting Up Committees:** After discussion, the Board consensus was to wait until we were in our new site at Napa Junction, and then host an open house that could also serve as a membership drive. Mark's point was that we need to not only attract new members, but also to get them involved in one or more of our program areas.
5. **Consider canceling the August Board meeting:** Mark pointed out that at least 3 of the 9 board members would not be available for the August meeting, which could make a quorum difficult. The Board agreed to cancel the August meeting.

6. Napa Junction School Site Update: Mark reported that he continues to remind the City Manager about moving forward on gaining access to one or more classrooms. He said that since the City has cleaned up the site and got it ready for their summer camps, our needs (along with the Kiwanis) should be the next priority.

OTHER BUSINESS/FUTURE AGENDA ITEMS

1. Program Calendar: Mark pointed out that this was an attempt to scope out all the projects and events we were planning on producing, over a rolling 12-month period. It would show which committee/individual was in charge and the planning time needed for each event. This would be updated monthly.
2. Announcements: There was some discussion about the July Meet Me in the Streets event, as well as other upcoming events.

The meeting adjourned at 8:04 pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer

Feedback for the Juneteenth Event

Main takeaways:

- change the event to the Saturday before Father's Day;
 - increase revenues (via sponsorships and VIP seating; drink prices); and
 - focus on ADA improvements, even if they are interim efforts.
1. Brenda needs to have an assistant, or someone in charge when she is unavailable. This is particularly important for the day of the event.
 2. There are potentially serious ADA issues at the Main Street Park. Wheelchair access to the grassy area (where the audience is) is difficult. With no access from Main Street (except at the front area near the stage), many people go down the slope where the shrubs are. This needs to be better controlled. ***Since ACAF's insurance covers this event, this is a serious issue that must be addressed before the next Juneteenth event.***
 3. There didn't seem to be a point to the Raffle at the end of the show, particularly because it is a free event. Also, if the event is not on Father's Day, the need is even less.
 4. Since Juneteenth is not a holiday for many people, holding the event on the Sunday before almost always means it is held on Father's Day. This is a conflict for a lot of families and individuals. It makes it particularly difficult to attract volunteers to help with the event. ***It should be held on the Saturday before Father's Day, even if it competes with other Juneteenth in the area.***
 5. It appeared that the program schedule wasn't well maintained, or it was difficult to know when the next act was going to happen.
 6. Charge for VIP Seating needs to be re-assessed: either the price should go up, or it should offer less. This also relates to the free drink that goes with the ticket. Since most customers didn't want wine, offering two free drinks meant most people got margaritas instead of wine. This cut into ACAF's drink sales, although we were able to trade the remaining wine for other costs.
 7. The Kid Zone was too far away from the main event, and it seemed that most kids were kept closer to their families (or played on the play equipment near the stage). Is it really needed?
 8. Brenda needs to add labor to her budget—or get more volunteers. There's a lot of heavy lifting to bring tents, and other equipment into and out of the grassy area.
 9. We need to increase the number of sponsorships to break even (assuming City contributions will not be as high as they have been in the past), and sell more VIP Seating.
 10. ACAF and Brenda need to do a better job of defining/clarifying roles: what does ACAF do and what does Brenda do?
 11. The event should raise enough revenue so we have what we need to do a great job (for example, labor for set up and break down, more promotion of the event, etc.)
 12. ACAF needs to have a higher profile in the event—our logo/banner on the stage, include our logo on the flyers (vs. spelling out our name).

13. The event needs to recognize our grant funding sources, particularly Napa County's Arts & Culture Grant program.
14. Artwork probably would not work well, since the grassy area would be difficult to hang art, and putting it on the street area is too far away.
15. Not sure if the vendors did well or not, particularly the non-food providers.
16. We should have a more detailed map of the area, showing vendor areas, seating, alcohol sales, etc. (including an area for wheelchair audience—near the play area?)
17. For ACAF and its alcohol sales, our prices are too low, particularly for the margaritas.
18. We need to develop a better planning schedule, perhaps as early as January, to ensure everything is covered and handled in a timely manner.
19. We may want to explore a Red, Green and Black Ball, either the Friday before or sometime in February (part of Black History Month), to increase net revenues, and encourage overnight stays.)

American Canyon Arts Foundation
Board of Directors Meeting Minutes – September 12, 2023

CALL TO ORDER: President Mamaril called the meeting to order at 6:03pm, at the Chamber Welcome Center. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/treasurer; Roberta Labaw, Joe McNaughton, Patti Krueger, Cheryl Joseph, Ethan Sabee, Eric Sabee, Directors
Board Members Absent: None
Members/Guests Present: None
2. **Board Member Comments** – We welcomed back President Mamaril after his two-month hiatus. Mark announced to the Board that we are starting to work on updating the website, and we could use someone to help with that effort. Eric Sabee agreed to help out.
3. **Member Comments** – None.

CONSENT CALENDAR *On motion by Cheryl, seconded by Eric, the consent calendar was approved.*

1. Approve Meeting Minutes for July 11, 2023 (no Board meeting in August)
2. Approve Financial Reports for August 2023
3. Receive and file Membership Report for August 2023
4. Receive and file the Current Updates report and 12-month rolling activity calendar

BUSINESS CALENDAR

1. **Pumpkin Path Update:** Mark reported that we have made arrangements with the City for tents, tables and chairs, but we will need to pick them up and return them. We also need to rent a second porta-potty, due to our anticipated size. There was a concern that the Arts Foundation needs to be better recognized for producing this event, which would be more likely if and when we get a social media person. Mark still needs to contact Recology for the bin in November and to ask the Key Club for help.
2. **Second annual ACHS Art and Music Festival:** We discussed the timing of this event and agreed it needed to be pushed back to February or March. Our grant requires that it be completed by April 24, 2024. This time period also means it will need to be an inside event. Eric confirmed that his employer, Bergen Engraving, will donate the awards again this year. We also discussed how to screen/judge the entries. Ethan suggested we rely on the students themselves as a type of peer judges, as well as to encourage quality over quantity of entries. The use of a People's Choice and poker chips did not work well last year. We also agreed to meet as soon as possible with the Visual and Performing Arts (VAPA) teachers.
3. **Space at the Napa Junction Community Center:** We discussed the term sheet for leasing rooms 5 & 6. The board was generally satisfied with the terms but had some concerns regarding insurance (and mutual indemnification), and the right to charge a refundable cleaning deposit and a nominal cleaning supply fee, even though renting the meeting space (Room 5) would be at no charge to community groups. **Cheryl motioned and Eric seconded a motion to approve the Lease Term Sheet as amended. The motion passed unanimously.** We also discussed the need to get inside Room 6 to finish the mosaic project, and the opportunity to host a Holiday Reception/Open House to show off our new space, and to use it as a membership drive.
4. **Filipino Speaker Series or the Parol Festival:** There was some discussion about using the Napa County grant funds for these programs. We can explore these options by reaching out to the group at Napa Valley College and the FilAm Club. One suggestion was to include the Parol Festival with our Holiday Reception.

OTHER BUSINESS/FUTURE AGENDA ITEMS

We talked about arranging a tour of Room 5 and 6.

The meeting adjourned at 7:43pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
October 5, 2023

American Canyon Arts Foundation
Board of Directors Meeting Minutes – October 10, 2023

CALL TO ORDER: President Mamaril called the meeting to order at 6:00pm at the Chamber Welcome Center. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Joe McNaughton, Patti Krueger, Ethan Sabee, Directors
Board Members Absent: Mark Joseph, Secretary/Treasurer; Cheryl Joseph, Roberta Labaw, Eric Sabee, Directors
Members/Guests Present: None
2. **Board Member Comments** – Congratulations on a fun Pumpkin Path.
3. **Member Comments** – None.

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

1. Approve Meeting Minutes for September 12, 2023
2. Approve Financial Reports for September 2023
3. Receive and File Year-to-date Membership Listing for September 2023
4. Receive and file Current Updates (including additional updates and discussion)
5. 12-month Rolling Program Calendar: The Board added the Fourth of July (for our musician service) and put Battle of the Bands as a “parking lot” event. That event may be changed into a performance by multiple bands for “Meet Me in the Street.”

BUSINESS CALENDAR

1. Napa Junction Lease:
 - a. Clarence shared copies of draft Lease Agreement from the City. Revisions, re: cleaning deposit and Rooms 3, 5 & 6 were discussed. On motion by Patti, 2nd by Joey, draft Lease Agreement was approved. Note: Mark, Cheryl & Eric approved Lease Agreement via emails to Clarence. There was a need to clarify how and when to get into Rooms 5 & 6, and to clarify key access protocols.
 - b. Relocation: Use of moving truck via Brian (c/o Patti) was discussed. Time frame for moving ACAF items from the current pantry location should be November and December.
 - c. Mosaic update: Patti suggests we buy more tables; Patti has plans for the mosaic frame.
 - d. Open House: The Board would like a Membership Drive/Open House. Suggested dates: Dec. 16 & 17, at NJCC, Room 5.
2. Re-allocation of Napa County grant funds: After discussion, Board wants to consider other culture groups for planning, such as: LGBTQ community, Hawaiian & Polynesian community & cultural activities. Festival of Lights (Arvind) was looked on favorably.

OTHER BUSINESS/FUTURE AGENDA ITEMS

None.

The meeting adjourned at 7:00pm.

*Minutes submitted by Clarence Mamaril, and
Prepared by Mark Joseph, Secretary/Treasurer*

American Canyon Arts Foundation
Board of Directors Meeting Minutes – November 14, 2023

CALL TO ORDER: President Mamaril called the meeting to order at 6:09pm at the new Napa Junction Community Center Meeting Room (300 Napa Junction Road, Room 5). A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Cheryl Joseph, Joe McNaughton, Directors. Patti Krueger, Eric Sabee, Directors (via zoom)
Board Members Absent: Ethan Sabee, Roberta Labaw, Directors.
Members/Guests Present: None
2. **Board Member Comments** – It was suggested that we adjourn this meeting in memory of Roberta’s son, who passed. The Board agreed to attend the services on December 1 at the Skyview Mortuary in Vallejo.
3. **Member Comments** – None.

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

1. Approve Meeting Minutes for October 10, 2023.
2. Approve Financial Reports for October 2023.
3. Receive and File Year-to-date Membership Listing for October 2023.
4. Receive and file Current Updates
5. Receive and file 12-month Rolling Program Calendar

BUSINESS CALENDAR

1. **Lease Agreement and next steps:** The Board reviewed the executed copy of the lease, and we discussed how the Kiwanis Lease only addressed Rooms 3 & 4; but our lease included Rooms 3, 5 and 6. The intent was to have both leases keep the same format. The Board also agreed to meet with representatives of the Kiwanis Club, to work out a Use Agreement. **Mark motioned and Cheryl seconded, to support an amendment to our lease with the City to remove reference to Room 3; and to establish an ad hoc committee to meet with Kiwanis regarding a Use Agreement. The motion passed 6-1 (Patti voted no).** Clarence and Mark will represent ACAF.
There was discussion about expenses to relocate and make minor upgrades to our new rooms. **Mark motioned and Eric seconded, to spend up to \$500 on the move and any related improvements. Motion passed unanimously.**
2. **Holiday Reception Plans:** The Board discussed plans for the reception. By consensus, the Board agreed to spend up to \$250 for the reception. The reception will be Saturday, December 16, from 6-8pm.
3. **Illumination of Trees:** Mark suggested that we should sponsor a tree for this fundraiser for the Food Pantry, since it was pointed out that this was originally a fundraiser ACAF did when we had the Gallery next to Canyon Plaza. The Board agreed. **Eric motioned and Jonette seconded, to spend up to \$200 for a lighted tree and decorations. Motion passed unanimously.**
4. **Marketing Efforts:** Mark reported that we will submit our Calendar of Events to the Chamber. We also talked about using Ari Lee to help us with social media and marketing. The Board wanted to clarify what Ari would do and for how much. The Board directed Mark to work with Ari on a more specific proposal. At a minimum, he would help us with the upcoming reception.
5. **Art Extravaganza update:** The Board reviewed the draft Call for Art and made the following corrections: limit the number of entries from 5 to 3; and remove references to Written/spoken word and Musicians/Crafters (sections 9 and 10). The Board wanted the final document ready for the Holiday Reception, to hand out copies to prospective artists.

6. Allocating residual funds from Napa County Grant: Mark noted that we will have \$1785 remaining, after our current and planned events are complete. We still need to allocate funds for the Filipino Speaker Series (with Napa Valley College), but we will have at least \$1000 left over. After discussion, **Mark motioned and Jonette seconded to spend the remaining funds on the Filipino Speaker program; Arvind Nischal's Holi Festival; and support for a LGBTQ+ event, hopefully partnering with the group that produces the Pride Day event in American Canyon. Motion passed unanimously.** Mark noted he will contact the County to make sure it is ok to modify the grant accordingly. If not, we will need to stick with the original program.

OTHER BUSINESS/FUTURE AGENDA ITEMS

1. Annual Membership Dinner and Board Retreat: Clarence reminded the Board about our upcoming Membership Dinner and Board Retreat. There was discussion about where to go and the Board decided to conduct a survey at the Reception. The three sites would be Laso, DoubleTree and LaStradas. The cost would be approximately \$50 for any of the sites.

The meeting adjourned in memory of Roberta's son, at 8:06pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
December 6, 2023

American Canyon Arts Foundation
Board of Directors Meeting Minutes – December 12, 2023

CALL TO ORDER: President Mamaril called the meeting to order at 6:04 pm, at Napa Junction Community Center, Room 5. A quorum was present.

1. **Board Members Present:** Clarence Mamaril, President; Jonette McNaughton, Vice-President; Mark Joseph, Secretary/Treasurer; Joe McNaughton, Patti Krueger, Eric Sabee (via zoom), Directors
Board Members Absent: Roberta Labaw, Cheryl Joseph, Ethan Sabee, Directors
Members/Guests Present: None
2. **Board Member Comments** – Mark said we did a great job moving our stuff from the old storage area to the new location. Jonette asked when we would be retrieving our Art Racks from the Chamber’s Welcome Center (it was suggested we might leave them there, since the Chamber will have artwork on display periodically). Clarence noted Roberta’s son’s service was very nice and it was good that several ACAF Board members were there.
3. **Member Comments** – None.

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

1. Approve Meeting Minutes for November 14, 2023
2. Approve Financial Reports for November 2023
3. Receive and File Year-to-date Membership Listing for November 2023
4. Receive and file Current Updates
5. Receive and file 12-month Rolling Program Calendar

BUSINESS CALENDAR

1. **Holiday Reception/Working Committees:** The Board discussed the types of food and drinks to have for the reception. We agreed to meet on Friday at 6pm to get rooms 5 & 6 set up/decorated, and again on Saturday at 3pm to bring in food and other materials for the event. The Board also reviewed the Working Committees that were proposed. **On a motion by Jonette and seconded by Patti, the Board approved the four working committees: Membership; Visual Arts, Performing Arts; and Cultural Arts. Motion passed unanimously.** Clarence and Mark agreed to serve on the Membership Committee; Eric, Patti, Jonette, and Roberta would serve on the Visual Arts Committee; Clarence would chair the Performing Arts Committee; and Mark would chair the Cultural Arts Committee.
2. **Policy for using Art Instructors/Art Classes:** We received a request from Debbie Caspar (“Miss Debbie”) to hold two art classes at Room 6 in late December and early January. Clarence brought up the need to have a more formal process, insofar as ACAF would be responsible. We discussed several issues, including the instructor would need to be an ACAF member (which could also address insurance issues); they would need to have a Livescan background check if minors were involved; that we would receive 30% of the art class fees (with the balance going to the instructor); and that there should be a written agreement, outlining these terms and conditions. Clarence agreed to draft the agreement, based on the Board’s direction. Mark also agreed to contact Miss Debbie to go over the terms and make arrangements for the two classes.
3. **Art Extravaganza Call for Art (CFA) and Budget:** The Board reviewed the draft prepared by Mark, and made several edits, including a flat \$10/entry for members and \$20/entry for nonmembers; that the student rate would be \$10/entry but that would include ACAF Student Membership for a year; adjusted the date to deliver art (Thursday, not Friday morning); as well as edits for

internal consistency. Mark agreed to finalize the CFA and have it ready for the Holiday Reception. He would also work to have it available for entering online. As for the budget, the Board agreed to the estimates, and suggested adding an ABC permit to sell alcohol.

4. Sponsorship Drive: Mark suggested we should solicit donations from local businesses and individuals, but perhaps link that request to our specific programs and events. For example, targeting families with High School students for sponsorship of our ACHS Arts & Music Fest; or local businesses to sponsor musicians at the annual Meet Me In The Street program. ***On motion by Mark and seconded by Jonette, the Board approved a directed sponsorship program. The motion passed unanimously.***
5. Year end processes:
 - a. Board Members/Officers: The Board discussed board member and officer nominations. Mark offered to serve as President, if Cheryl agreed to be Secretary (Mark would continue as Treasurer). Clarence agreed to serve as Vice-President (and Jonette graciously agreed to step down and serve as a director). We also discussed the possibility that we would attract new members, some of whom might become board members.
 - b. Annual Membership Dinner: We felt the dinner should be \$50/person, and that we should let our members vote on the location. Mark would have a survey ready for the reception, and members could select either Laso, DoubleTree or LaStrada's. It would tentatively be Sunday, January 27.
 - c. Annual Board Retreat: The Board agreed we should hold the Retreat in early February but did not specify a date.

OTHER BUSINESS/FUTURE AGENDA ITEMS

1. Ticket/Auction/Donor software: Mark brought up the idea that we should consider software that would allow online bidding for our Silent Auctions, as well as soliciting sponsorships and donations. Kiwanis uses Silent Auction Pro, but that is expensive. Other programs are designed for nonprofits and have little or no fees. He suggested Better World, and Patti suggested Bidding Owl. After discussion, Mark agreed to research at least these three options and report back to the Board on which one we should consider.
2. Napa Lighted Art Festival: We agreed we should promote another Dinner and Walking Tour in January. Clarence would look into it and suggest a date.

The meeting was adjourned at 8:15pm.

Minutes submitted by
Mark Joseph, Secretary/Treasurer
January 5, 2024