

# ART ALLIANCE OF IDYLLWILD

## Board Meeting Minutes - April 22, 2017

(Lorel Cornman's home)

**PRESENT:** CURRENT BOARD MEMBERS: Rob Padilla, President; Judy Hoyt, Secy; Shanna Robb, Treasurer; Peter Szabadi; NEW MEMBERS: Lorel Cornman; Peter (Desert) Chavez; Aaron de Marco.

**ABSENT:** Eric Yandell

**Meeting was called to order by Shanna Robb (at the request of Rob Padilla, President) at 10:05 am, with the goal of finishing by 11:30.**

### 1. Hand outs

- Agenda
- List of Minutes starting in May 2015 that are posted on the website as of YTD
- Revised How To Manual inserts for current board members
- New How To Manuals for incoming board members

### 2. Introductions

Each attendee gave a summary of their backgrounds and how best to contact them.

**ACTION:** Shanna will send out revised contact list for board. Short bios and pictures of new members are to be sent by the new board members to Aaron for inclusion into website.

### 3. Transition Assistance

Shanna offered to coach and support new board members. Board agreed that her assistance would be appreciated. She also made a recommendation for an outside contractor to handle Quickbooks. **ACTION:** Peter to meet with Samantha Hallburn to discuss contractor position and send update to the board with his recommendations. Shanna to forward new board members copy of email where she recommended hiring a contractor.

### 4. Commitment of Incoming Board Members / Terms

- All incoming board members agreed to make commitment (Rob spoke for Eric Yandell) to take on tasks and become directors on the AAI Board.
- It was noted that by-laws state that board members may be dismissed if they miss more than 3 consecutive board meetings.  
**MOTION** was made by Peter and seconded by Judy to approve new board members (directors). Motion passed. **ACTION:** Peter to bring camera to next meeting to get picture of new board for Town Crier. Shanna will write press release regarding the new board and transition to be approved by Rob.
- Discussion about rotation of board. Peter's term ends December 31, 2017. Rob and Judy's terms end December 31, 2018. Need to make sure there is rotation among the new seven members with some terming out at the end of 2019. Nomination process is outlined in bylaws for nomination later this year. **MOTION** by Desert and second by

Peter to have terms for four new board members end December 31, 2019. Motion passed.

5. **Administration Access**

- Full Administration Access is granted to Judy, Rob and Aaron.
- Limited Access will be granted to Peter, Lorel & Desert.
- **ACTION:** Shanna to make changes in system as noted. (Rob later decided Lorel didn't need any administrative access.)

6. **Bank Resolution**

- It was noted that 2 signatures are required for all checks except those under \$100.
- Current signees are Rob & Shanna. Will remove Shanna and add Lorel, Peter, and Desert.

**ACTION:** All four signees (Rob, Lorel, Peter, and Desert) are to go into bank any time on Friday 4/29 to sign signature cards. Shanna to create bank resolution and deliver.

7. **"How To" Manual (Review)**

- Shanna replaced forms with updated versions in current board manuals. New members were given a manual. Shanna noted that the manuals are not meant to be all inclusive.
- In manual are useful accounting forms, Board contact info, Bylaws, General Corporation information, Articles of Incorporation, 2017 Calendar of events, Operations Manual, How To Manual, ABC Daily Use Process, Event Proposal Outline, Event Task List, Art Show Overview, 2016 Financial Overview, plus other useful information. Manuals are to be returned when a board member's term ends.

**ACTION:** Peter will take care of Agent for Service Process. Shanna will do a 3 hour training session on Friday 4/28 at the library starting at 9:30am for all board members. Shanna to reserve library.

8. **Other**

- Per Judy's request, Shanna will post minutes and treasurer report from last meeting on April 15, 2017.
- Desert offered to be Membership Chair and will coordinate to meet with Shanna, if he deems necessary.
- Noted that Eye of the Artist event needs chair. Donna Elliot and Neil Jenkins offered to be on a committee. **ACTION:** Add to May agenda.
- The discussion of Art Walk/Wine Tasting. **ACTION:** Add to May agenda or set up separate meeting to discuss Art Walk/Wine Tasting.
- Peter was given donation checks for the ICC and the Idyllwild Summer Concerts which were voted upon during the last board meeting. **ACTION:** Shanna to forward Peter contact information for both checks, including W-9. Peter to schedule taking photo opportunity in handing checks over for Town Crier.
- Shanna to meet with Aaron and Judy after meeting. Judy already has administrative access to Facebook. **ACTION:** Shanna to give Aaron administrative access to Facebook account.

**Meeting was adjourned at 11:37**