

AVPA Foundation Committee
June 9 meeting, summary
[Dan Nannini's house]

NEXT meeting
June 30 [Kathy Wexler's house]

1. Finalizing additions to the board

The final set of board members for 2005-06 is:

President: Steven Wallace <swallace@ucla.edu>
Vice President: Deborah Myers <dcmyers@prodigy.net>
Treasurer: Mark Sieke <msieke@aol.com>
Secretary: Dan Nannini <DanNannini@aol.com>
Dance: Donna Thayer <donna@bekinsconsulting.com>
Film: Jade Singer <Jade-Singer@excite.com>
Theater: Kathy McConkey <kamcconkey@pacbell.net>
Art: Jessica Ahearn <j.r.ahearn@comcast.net>
Music: Kathy Wexler <Kwexler39@aol.com>
AVPA Exec. Director: Tony Spano <tonyspano@avpa.org>

2. Designation of alternates

It was agreed that the intent was to maximize participation in the Foundation activities. Mark Ruben was present and offered his assistance based on his experience in working as a CPA for various arts organizations. The group discussed the possibility of having an alternate for each department representative as one way to expand involvement. This is expressly allowed in the by laws. The group seemed supportive of the idea, but no formal action was taken.

3. 501c3 Bylaws

Mark Sieke circulated copies of a draft of the by-laws. Mark Ruben identified some areas where clarifications would improve the document. Several members of the group revisited the issues of the mission and function of the Foundation, as well as the name. Key decisions agreed upon by consensus were:

- a. The name will be - The Academy of Visual and Performing Arts Foundation
- b. Fiscal year will be July 1 - June 30, & officer terms will be the same
- c. The bylaws (section 1.03) state that the mission is "for the specific purpose of raising funds and/or coordinating volunteer efforts to be used to enrich and enhance Culver City High School's Academy of Visual and Performing Arts (the "AVPA").
 - i. The understanding is that the Foundation will concentrate on raising funds for the Academy, and that other groups will marshal volunteer support for other than fundraising purposes and for advising the AVPA on program.

- ii. The Foundation will be organized as an operating foundation so that it can directly pay expenses (e.g. afterschool instructors) as appropriate.
- d. The Foundation is not a membership organization, simplifying its operation.
- e. The voting members of the Board are the five department representatives, the Foundation President, and the AVPA Executive Director. Other officers who are expected to attend board meetings include the Vice President, Secretary and Treasurer.
- f. All terms are one year. Directors must be a parent or guardian of a student participating in the AVPA and can serve no more than 3-consecutive terms.
- g. If the Foundation ceases to exist, it's assets are automatically donated to CCHS. The School District has the right to ask for copies and receive financial statements of the Foundation.

After a few wording clarifications, the document will be ready to pass on to the High School administration and the School Board for endorsement. We hope to meet with the High School administration in June. [SW: After the meeting I talked with Tony and he will try to schedule a meeting with the current principal, but the week of the 13th is finals/graduation. It looks like it may be a July Board meeting before we are able to present the proposal to that level.]

4. Other Accomplishments

- a. Jade reported on a conversation she had with Janice Pober during the AVPA film debut at Sony. It was agreed that it will be important to keep Janice informed when the 501c3 gets school and board approval.
- b. Kathy & Debbie reported on efforts to obtain lists of parents from all the departments.

5. Prioritize fundraising

- a. It was agreed that all Foundation members would review available grants and identify those they are willing to work on.
- b. It was agreed that as soon as the Foundation has a bank account, each member will make a donation to see the group.
- c. Mark Ruben suggested looking at Arts Inc (315-9th Street, LA) for fundraising ideas.
- d. Steve noted that US Bank grants up to \$5,000 to community organizations in the arts in communities where they have branches (e.g. Culver City). Their request form is on their website.

6. ACTION ITEMS

- a. Each member will closely review the by-laws and forward any suggested changes or questions to the entire group by Tuesday 6/14.
- b. Each department representative will contact their department chair and ask if there is "boilerplate" language that describes their activities that we use in grant applications. They will also ask for a list of in-kind donations over the past year that can be used to indicate the level of community support in the past for the

AVPA. Jade will also ask Jim Knight about this for past years. Note that at the May meeting Kathy handed out financial info from 2 years ago that included in-kind donations.

- c. Steve will ask Trudy Sonia to distribute the grants scan that she has done in the past to the Foundation board and officers. [done]
- d. One person needs to take on the role of scanning potential funding for the future and distributing this to Foundation board and officers (i.e. Trudy is no longer doing this).
- e. Steve will ask Tony to schedule a meeting with Franca (HS principal) for a letter of support, which is needed to go to the board [done]. It was also felt that it would be best to not make a public announcement (e.g. at the Academy Awards) about the Foundation until after Board approval.