



**Academy of Visual & Performing Arts
Foundation
P.O. Box 3530
Culver City, CA 90230**

Board of Directors
August 1, 2005 Meeting
Kathy Wexler's House
Minutes (action items in yellow)

NEXT meeting Monday September 12, 7pm @ Kathy Wexler's house, 10866 Arizona Ave, 90232, (310) 838 6537

Present: Steven Wallace, Pres.; Deborah Myers, VP; Mark Sieke, Treas; Donna Thayer, Dance; Jade Singer, Film; Kathy McConkey, Theater; Kathy Wexler, Music; Mark Rubin, at large; Darryl Hovis, AVPA Artistic Director.

Absent: Dan Nannini, Sec; Jessica Ahearn, Art

1. Minutes from 7/18 were approved as posted on the website
2. Ed Board Meeting - brief discussion of the approval of the board of our by laws. They were impressed with the preparation. Kudos to all involved.
3. Next steps
 - a. Filing Articles of Incorporation with California Secretary of State: Mark Sieke mailed on 7/27. When the filing is complete (it takes about one week) he will file electronically for a federal tax ID. At that point we are "official" and need to circulate a board motion to authorize opening a bank account.
 - b. Mailbox: Dan Nannini opened a post office box for us (see header above)
 - c. Bank Account: will be done when we have a federal tax ID (in August)
 - i. One officer (treasurer or president) needed to sign for under \$500; two signatures (treasurer, president, AVPA Executive Director) needed for \$500 or more.
 - d. IRS determination letter will also be filed in August
 - e. Mark R noted that annual filings need to be made with the IRS (990), State Franchise Tax Board, and State Department of Charities
4. Operating budget
 - a. A lengthy discussion involved how to best present a Foundation budget for fundraising purposes. It was noted that showing the entire AVPA budget, plus the Foundation's contribution, would show the scope of the overall program. Past annual budgets prepared by Darryl were used as examples of how this could be done. For 2005-06, a projected budget will need to wait for Tony's input.

- b. There was a discussion of the advantage of including the entire CCUSD audited budget with our requests. If we use the CCUSD's audited budget, does that really count as an audited budget for the Foundation??? Steve's notes have Kathy M and Donna as talking with David ElFattal about obtaining a copy of the District's audited budget, or at least the part that is relevant to the AVPA.
 - c. Mark R. suggested looking at Solvang Community College as a model, where the 501c3 paid for most of the program and booked their space and other support of the credit program as "in kind" support.
 - d. It was agreed by consensus that Foundation funds would not be kept in department-specific pots, unless restricted funding is received. Fund disbursement would go to areas of greatest need as determined by the AVPA staff and communicated via the AVPA Executive Director.
5. Immediate fundraising needs
- a. If we devote initial fundraising among parents to paying for after-school workshops, Darryl thought that would be a good focus. There is no CCUSD funding for that necessary part of the AVPA.
 - b. By Sept 1 all department representatives are supposed to have "wish lists" from each department so that we can drop items into grants and solicitations.
 - c. Darryl also reiterated that the District has promised only one more year of 7th period release funds for the four teachers. Replacing that funding for 2006-07 could cost as much as \$80,000.
 - d. Parent Letter – the timing and content of this was discussed. At the end, it was decided to separate the alumni and current student letters. Darryl noted that teachers are not supposed to request donations, so it is good to shift the annual appeal to the Foundation. This should go out during the beginning of the school year, independently of request for production or semester fees from each department.
 - i. Kathy W. is taking the lead on drafting the letter. It should be circulated to the board before our next meeting.
 - e. There was also discussion of doing a business mailing, but that it should not duplicate the Ed Foundation's
6. Liaisons
- a. It was decided that we should have a formal liaison with the Ed Foundation, so that we don't trip over each other. No one was appointed – this needs to be done.
 - b. We might also want a similar relationships with the Booster Club
7. We should invite Janice Pober to an upcoming Foundation board meeting to talk about the future. Same with Jim Knight ... Darryl thought it a good idea for both invites.
8. Steve noted we need a webmaster volunteer

9. Need to get US Bank employee involved for next year's application... Steve noted that many of the corporate donations gave preference to those with employees involved. This would be true for a wide variety of requests.
10. Operating Resolutions of the Foundation**
 - a. 4.02 Advisory committee (or honorary committee) for Foundation
 - b. Sunset of at-large position each year?
 - c. Procedures manual
 - d. Funds disbursement
 - e. Dedicated
 - f. Discretionary
 - g. Other accounting/reporting
 - h. 3.04 Nomination of new Board Members
 - i. 3.09d Recruit alternate Board members from freshman/sophomore classes

** Carry over from last meeting, continued into future meetings