



**Board Meeting Agenda**

Monday, April 18, 2016, 7:00-8:00 p.m.

Location: Corner Bakery in Warrenville

In Attendance: April Hedlund, Elaina Whittenhall, Erika Rios, Liz Gardner and Melissa Hedlund Nelson

Motion to Start Meeting: Melissa at 7:05 p.m.; Erika seconded.

**Agenda**

1. Approval of February Meeting Minutes: motion to approve minutes by Liz; seconded by April
2. Roles & Responsibilities
  - a. April, treasurer: we're using QuickBooks, which costs about \$500 a year. Can we use something free? Elaina suggested Mint.
    - o Contractors get paid biweekly and make \$25 an hour. Melissa will keep track of contractors' pay and paychecks, but April will be the second set of eyes on all income/expenditures.
  - b. Melissa, board chair: has pulled back 95% of what she was giving to The Light of the Heart, so Liz is unsure of her role now.
  - c. Erika, director of community outreach: will help Jacquie with Art Jam, and Melissa will connect the two.
  - d. Elaina, secretary: is clear on her role.
3. Financial Update
  - a. TLOTH has a couple grand in bank, and we need to bill to generate income from the last couple months, e.g., CIS owes a couple grand for the last couple months before their funding was cut.
  - b. Erika got \$250; Melissa got \$1k from city; and another grant may come in for \$3k.
  - c. April will bring in a P&L from the beginning of the year to the next meeting.



4. Programming Update

- a. Liz took over staff supervision, and Jacquie took over most of the clients.
- b. We have maintained individual sessions in the studio and are seeing approximately 20 students in the schools.
  - i. CIS ran out of funding for the year. Jacquie and Carla kept their CIS clients, but Melissa shifted a couple of appropriate clients from the studio to her intern. Melissa shifted funds from insurance clients to cover CIS's termination of payment that started at the end of February (and they still owe from a few months before then).
  - ii. Liz recommends letting CIS know that TLOTH contractors will terminate services in 30 days/at the end of the year.

5. Strategic Plan

- a. Melissa has pulled energy away from TLOTH, but others are putting more energy toward it (Jacquie, Carla, interns Ashley and Sarah, and the board).
- b. Lets have edits or comments by May 1, and Elaina will update the doc by May 8.

6. Future of TLOTH

- a. Art Jam is scheduled for September 10. Jacquie will work on this administratively for 2 hours per week. Board member Erika will help. Melissa will get stage and the approval for it from the city.
- b. Small art and wine night at the studio; Liz will create a graphic for a paint and pour night at the Light of the Heart by May 1. Bring your own drinks, we'll provide the snacks, and you bring your friends. Will post on social media and bring fliers to local coffee shops. Have people call to schedule a party, and see who bites.
- c. Liz's Solo Show at First Friday's in August.
- d. Next board meeting: Monday, June 13, 2016 at 7:00 p.m. at Corner Bakery

Motion to adjourn meeting: 7:48 p.m. by Melissa and seconded by April. All approved.