

**January 11, 2024**

**In attendance were Marla Smith, Pamela Wickard, Chris Beck, Barbara Newton, Gale Lurie, Tara Brenno, Corinne Lightweaver, Chuck Bonsteel, Kedar Mankad. Attending by Zoom were Marc Pease, Michael Darr, Annette Messitt and support team Sy Novak and Lindsay Hart.**

**Marla opened the meeting with profound thanks offered to Barbra Newton for her attention to details and her perseverance in creating important and concise reports explaining VIVA's financial dealings. The group whole heartedly agreed!**

**Sy brought the Tour Report, reminding us that she and Lindsay are working in close conjunction, stream- lining procedures and protocols for the upcoming Spring Tour. Lindsay and Sy are working together for Spring Tour and Lindsay will take over as Tour Coordinator for Holiday Tour. Sy reports that we have many new-to-the -island artists who are looking forward to tour. She is currently awaiting the rejoining of many past members.**

**Lindsay is in the process of finalizing the tour application. The call to apply will go out January 29, with the application deadline being February 28th. Lindsay will field questions and shepherd applicants concerning Tour. And so it begins...**

**Next on our agenda was the Membership Show at the VCA. It will run May 3-26 in conjunction with Spring Tour. Call for entries will go out March 21 with a deadline for application April 4th. Acceptances will be emailed on April 10.**

**Lynn McClain will co-ordinate and receive the applications, address applicant concerns and questions. Lynn will collect images - three from each applicant-to be curated by Lynn and Marla in development of the Show. Marla will send announcements and emails and be the liason to VCA (communications with Lynann). Gale, Tara and Corinne offered to be of help to artists who need help during the application process. Committees will be formed later for intake and hanging. Annette Messitt will serve as a consultant for the process.**

**Lindsay asked that the list of Board Members, committees and their chairpeople that are posted os the website be updated.**

**President: Marla Smith**

**Treasurer: Barbara Newton**

**Secretary: Lynn McClain**

**Sponsorship Committee: Pamela Wickard**

**Scholarship Committee: Lynn McClain**

**Tour Co-ordinator: Lindsay Hart**

**VIVA Coordinator and Tour Materials Designer: Sy Novak**

**Not on the website:  
Membership Show Co-ordinators:  
Lynn McClain and Marla Smith**

**Tour Committee Chairs are as follows:  
Off Island Communications: Chuck Bonsteel and Zuzana Korbelaarova  
On Island: Tara Brenno  
Seals: Sy Novak  
Social Media: Lindsay Hart**

**As treasurer, Barbara reported that she is continuing to update and revise the reports. There was a discussion about various donations that have been made recently. Barbara explained how she carefully determines lump sums of money transferred from our PayPal account into our checking account as to how they were collected and what they are to be used for. Our profit loss statement explained that we lost \$190 in 2023. Our studio tour report will be sent to all studio leaders for transparency as to how monies collected for a tour are spent.**

**Pamela Wickard, who has bravely taken on sponsorship concerns, reported that she has revised how and when VIVA will ask for money from sponsors. Sponsors will be approached once yearly, at the beginning of the year. (March 13 is the deadline for getting logos onto print materials. )**

**They will be offered two options. \$250 for a spring sponsorship, and \$500 for a spring and winter sponsorship. This will offer sponsors a chance to have their logos and business names displayed on VIVA promotional materials. Sponsors are also invited to give any lesser amount, but will not be included on promotional materials. Some sponsors may choose to split the \$500 in into two payments, and the second payment deadline will be October 13.**

**Marc Please suggested that sponsors might like to have their names and logos on the trailers at the theater. He is going to check with Eileen to find out what the costs are for advertising on the theater screen before movies.**

**Pamela would like to send a letter at the end of each tour to invite all member participants to contribute to the scholarship fund. The concept being, if an artist did well during tour, they might be interested in contributing to the scholarship fund. Thank you letters will be sent including VIVA's EIN number. A personal, handwritten note of thanks and appreciation will be sent at the end of the year to sponsors.**

**The VIVA scholarships have been renamed Christine Beck VIVA Educational Scholarship. We currently have nearly \$4000 available to give in increments to be determined after we see the applicant student notebooks.**

**Gail moved that we give the available \$4000 in scholarships in 2024, Barbara seconded the motion. A unanimous vote of “yes” passed the motion. Scholarships must be funded by February 1, and Barbara, as treasurer, has sent a check for \$4000 to the Vashon Island scholarship fund.**

**Kedar asked about any follow up to the grant information that Michael Darr had brought up last meeting. We will ask for more information during our next meeting.**

**The meeting was adjourned.  
Respectfully submitted by Lynn, McClain, secretary.**