

VIVA Board Meeting Minutes

11-20-25

Present: Lisa, Tina, Barbara, Gail, Tara, Marla, Pamela, Nance, Gale, Annette, Chris, Brooke, and Lindsay on Zoom.

TREASURER REPORT

Barbara sent an email copy of the monthly report to the Board, prior to the meeting. There were no questions.

Barbara proposed an addition to our By-Laws-- of a yearly internal audit of the books. She has years of experience with several non-profits and it was the annual practice. It would take place in January or February of 2026 and 2 board members would sit with her and they would go through the previous year's financial records.

The motion was proposed, seconded and approved. Gail and Chris will be the 2 board members.

SECRETARY REPORT

Marla will be leaving the board at the end of the year. There are many years of meeting minutes and also documents from time as president on her computer. She and Lindsay will work together to transfer them to VIVA's Drop Box account.

There needs to be a new secretary for the board, beginning in January of '26. Nance has volunteered.

There needs to be a new Member Show committee head as well. Gail Hapeman will take that on. She is the VCA Liaison presently as well as the Vice President. Marla will write that job description and give Gail the lists of past helpers/hangers.

THE BOARD MOVED AND VOTED YES ON THE FOLLOWING

1) Board members who are the heads of committees will write a description of their job by the next meeting. The description should list any volunteers that are needed by the committee and the tasks those volunteers are needed for.

2). Both Lindsay and Sy shall write a detailed description of their jobs as well as list any volunteers that are needed and tasks those volunteers are needed for. Lindsay requested, and the board approved, that she has until the end of the year to draft her description.

All descriptions should include information about any electronic website or email used as part of the position. Passwords will be kept with the President, Vice President, Treasurer, Secretary and will be available to Committee Heads.

The descriptions should be detailed enough to enable another person to competently perform necessary tasks in the event of illness or vacancy.

STUDIO TOUR REPORT

Lindsay reports that the direct mail of tour brochures went out. She is ramping up social media with studio's reels-on Facebook and Instagram. We all commented that we have seen them and they are really professional. She sent out an email last week to Studio Leads explaining how to re-post, use hashtags and generally how to increase the social media impact.

Lindsay needs help with setting up the tour info center on Friday December 5th. Brooke volunteered and Lindsay will ask others as well. Gale has a person to ask.

NEWSLETTER COMMITTEE REPORT

Annette will be leaving the board at the end of the year. There are 2 new member-editors who volunteered at the annual meeting, Barbara W. and Susana L., and Annette has been working with them. There will need to be a board member to chair the committee next year. Annette has made a job-description template as there is a specific process and timeline for getting all info to Sy, the VIVA coordinator, by the 18th of the month.

SPONSORSHIP/SCHOLORSHIP COMMITTEE REPORT

Since the VIVA sponsorship program has evolved over the past few years, we talked about combining the 2 committees into one. They are intertwined. Sponsorship by island businesses has evolved into support from our VIVA members and tour participants. Pamela has guided this process. Many island businesses have their own scholarship funds or regularly donate to an established fund and we have appealed to our members, especially to ones on the Studio Tour, who greatly benefit from VIVA's work in producing the 2 tours every year and bringing patrons to their studios.

Tara is currently the VIVA Scholarship Chairperson and liaison to the High School. VIVA will be contacted in January of 2026 by the High School Scholarship Foundation for the amount of funding for 2026. Tara will be the new contact person.

Pamela will be leaving the board at the end of the year and will write a job description.

FROM THE PRESIDENT-GALE

We need all of the committee heads ' job descriptions by the next meeting, December 11th.

We need the job descriptions for our 2 consultants as well, Tour Coordinator and VIVA Coordinator. The Tour Coordinator will complete the description by the end of the year.

The next meeting will be December 11th, the second Thursday, which falls between the 2 tour weekends.

We need to let our membership know in the December newsletter that they will need to renew their \$25 membership in January of 2026. Subsequent newsletters will remind the membership as well.

GENERAL DISCUSSION

Shall we have a Volunteer Committee? People have said that they volunteer and never hear from us.

Shall we look into "Slack" as a program for board communication? It was brought up as a more organized way of communicating, rather than email threads. There can be separate folders for committees and documents located there. It was tabled and will come up again after the Studio Tour. Our new board members have used this successfully. Brooke says that there is a Slack website feature "test drive" on zoom.

It was suggested that we create an "Org. Chart" to clarify committee work and leads.

Drop Box has been not been usable to board members. Specific folders exist in our account and perhaps they can be used effectively to store our documents.

Chris will send out by email the By-Laws and amended "rules".

Respectfully submitted, Marla Smith, Secretary