

November 14, 2022

**TO:** Board of Directors  
**FROM:** Jonathan Tepper, Chair  
**RE:** Committee Proposal

---

**Background:**

Following recent Board conversations regarding fundraising, election of new Board members, and Programs/Teaching Artist relations, I believe it time that ArtStream begin new committees in support of these 3 areas.

There are a number of challenges facing the organization in each of these 3 areas. Instead of waiting to address them within the current Board meeting schedule, committees could act faster to render the support that I believe Heller An and the staff require.

ArtStream's Bylaws state:

**ARTICLE VII COMMITTEES** - The Board of Directors may create such committees with such powers as it deems necessary. The Chair shall appoint persons to chair and serve on those committees, including persons who are not Directors of ArtStream. All such appointments must be approved by the Board either prior to the appointment or ratified at the next Board meeting.

**Proposal:**

**Approve the formation and charge for 3 new committees:**

- 1. Governance**
- 2. Program/Teaching Artist**
- 3. Development/Fundraising.**

**Governance Committee:**

The purpose of the Governance & Nominating Committee is to: Exercise general oversight with respect to the governance of the Board of Directors. The committee recruits and reviews the qualifications of and recommends to the Board of Directors proposed nominees for election to the Board. The committee will also orient and engage new board members for participation in a committee or Task Force. The committee will also oversee compliance with all Federal, State and Local non-profit requirements.

**Program/Teaching Artist Committee:**

The program committee evaluates existing programs, oversees program expansion or development, and facilitates board conversations about programs. This will be the main committee to review Teaching Artist relations. Teaching artists would be invited to participate within this committee. The number of those invited would be dictated by the board members

serving on the committee. Note: The At-Large Teaching Artist liaison position to the Board would be terminated if this committee is approved.

**Development / Fund Raising Committee / GALA:**

The role of the development committee is to ensure that ArtStream’s total development program is in concert with ArtStream’s strategic direction and needs. The committee serves as the mechanism by which board members and other volunteers are involved in the fundraising process. This committee supports major fundraising events, i.e., GALA, “Giving” dates, etc., and any other revenue generating events in cooperation with and support of ArtStream staff.

**Recommendations:**

- a. Committees should be staffed with a minimum of 3 Board members.
- b. Committees will be encouraged to elect their own chair who would be responsible to schedule meetings and report to the Board.
- c. Board members can serve on more than one committee. Committees should meet as often as they deem necessary, but at least once prior to an upcoming Board meeting.
- d. Committee Reports would become a permanent agenda item at Board meetings.
- e. Committee members are encouraged to recruit additional (non-Board) members for approval by the Chair.

**Current Standing Committees:**

**Executive Committee**

**Charge:** The purpose of the Executive Committee shall be to facilitate the conduct of ArtStream's business and affairs during the periods between regular meetings of the Board. The Executive Committee may make decisions on the Board's behalf only in urgent circumstances subject to confirmation by the full Board at a regular or special meeting. Approved: May 16, 2022 Board meeting)

**Members:** Board Officers; a fifth member may be appointed when needed

**Finance Committee**

**Charge:** The Finance Committee shall have at least three (3) members including the Treasurer. The Finance Committee shall coordinate the Board’s financial oversight responsibilities by recommending policy to the Board, overseeing staff interpretation of policy, and monitoring the implementation of financial policies. The Finance Committee shall oversee the investments and budget. The Finance Committee shall review and present the annual budget proposal to the Board. The Finance Committee shall meet no less than twice a year. (Approved: January 11, 2021 Board meeting)

**Members:** Treasurer Molly Myers (chair), Lisa Gaffney, Jonathan Tepper  
March 22, 2021 -