



Date		INSTRUCTOR	REG #	Cost	TEACHER FEES	Fees Collected	PROFIT or LOSS
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Winter 2024

<b>JANUARY</b>							
Jan 27	Intro to Watercolour	Diane Wandler	8	25	214.27	200	-14.27
<b>FEBRUARY</b>							
Feb 3 & Feb 10	Beginner Watercolour (2 classes)	Diane Wandler	2		35	0	-35.00
Feb 17 & Feb 24	Intermediate Watercolour (2 classes)	Diane Wandler	5	80	296.17	400	103.83
Feb 17, 24, Mar 2	Creative Photography for Beginners	Angelina Brooymans	6	75	225	450	225.00
Feb 7, 14, 21, 28	Crafty Kids SPRING 2024 Session 2 (Feb)	Brooklyn, Madison, Michelle	4	80		320	320.00
Feb 14, Mar 20, Apr 10	Art and Soul	Varies	14	10		140	140.00
Feb 23	Needlefelting Bowls Feb 23 2024	Mischelle Pierce	3				
	Students moved to Mar 23 class						
<b>MARCH</b>							
Mar 20	Studio Open House	Mischelle, Jojo	14	0		0	0.00
Mar 23	Needlefelting Bowls Mar 23 2024	Mischelle Pierce	9	25	167.22	225	57.78
Mar 23	Ukrainian Easter Eggs	Louise Nyeste	10	35	382	350	-32.00
Mar 6, 13, 20, 27	Crafty Kids SPRING 2024 Session 3 (Mar)	Brooklyn, Madison, Michelle	6	80		480	480.00
<b>APRIL</b>							



## **FINANCIAL SUMMARY**

Fall 2023	1522.42
Winter 2024	2000.34
Summer 2024	2945
<b>TOTAL</b>	<b>6467.76</b>

NOTE: No Teacher Fees were indicated for Crafty Kids

## **REPORT**

Jojo Massey took over as Program Director in October 2023

Thank you to Kathy Kanda for her past service in this role.

Thank you to Amanda Pryzner-Dunn for stepping in to help out in the interim

Thank you to both Kathy and Amanda for helping to show Jojo the ropes.

### **Ongoing Issues**

Payment by Square in the Gift Shop continues to be problematic.

Marilyn has asked Gift Shop Volunteers to send Jojo an email if someone pays for a Course in the Gift Shop. This has helped immensely.

Jojo stepped down as Program Director at the end of Sept 2024.

She will continue as Program Coordinator with the following responsibilities:

### **Program Coordinator Duties**

- Be a member of the Program Committee
- Work as a support person with the Program Director
- Create Registration Forms for NVCAC Courses
- Monitor Registration of Courses
- Provide Class Lists to Instructors 2 days before their Course
- Create Square Payment Buttons for Courses
- Monitor payments for Courses through Square Online and Gift Shop
- Other supportive duties as required

### **November 2023**

- Set the Semesters (Quarters) to match the calendar:  
Winter (Jan - Mar) | Spring (Apr - Jun) | Summer (Jul - Sep) | Fall (Oct - Dec)
- Created an "Instructor's Invoice Form" to create consistency in Instructor billing  
General - <https://forms.gle/LznqhMiQUV9RdQRx7>  
Custom - <https://forms.gle/W6bcGex4H9PCf8wA8>
- Request that Instructor's submit their Invoices within 30 days of class completion
- Set a \$25 limit to Instructor supplies "from home" (ie: no receipt)
- Set one-hour paid prep/cleanup time for 6 students attending a class  
Set an additional hour paid prep/cleanup time for 7+ students attending a class

- Established that, once a course is advertised on our website, that if it does not run due to lack of enrolment, the instructor will be paid for one hour prep and any supplies purchased (with receipt)
- Set Workshop hours for classes as: Mornings 9 am to noon, Afternoons 1 pm to 4 pm
- Sent out an email to all past Instructors with respect to delivering classes in the Winter 2023 Semester
- Recruited new NVCAC member Kristina Brewer to assist with Donation Day and Clean-Up day (Fridays)
- Adopted Program Calendar (private) in Google Drive for all Program Committee Activities.  
Adopted Events Calendar (public) for Instructors to check schedule and see what dates are available to deliver a class

## January 2024

- Adopted Course Proposal Form: <https://forms.gle/CWgfArRwuujik6hh7>
- Created new Fee Structure for Instructors:
  - Base rate is \$25/hour of instruction for the first 8 classes taught at NVCAC (For a Course (multiple classes) each class will count as one)
  - Rate will increase to \$30/hour for the 9th to 16th classes taught at NVCAC
  - Rate will increase to \$35/hour for the 17th class onward\*
  - All classes will receive one hour of pay for prep time up to and including 6 students attending (at base rate of \$25/hour)
  - Classes with 7+ students attending will receive an additional hour of pay for prep time(at base rate of \$25/hour)
- Created Registration Form for Private Events (not yet fully adopted)
  - Birthday Party
  - Wedding/Baby Shower
  - Corporate Art
  - Corporate Business
  - Book Studio Space
  - Book Coworking Space
  - Other

## March 2024

- Held “Studio Open House” Event
  - Invited existing Instructors and those interested in becoming an Instructor
  - Mischelle hosted the Open House
  - Jojo demonstrated the Course Proposal Form and Invoice Form
- Set Advertising Guidelines for Newsletter
  - Courses in the Newsletter – Frequency
    - We will request our own corner (column) in the Newsletter
    - New courses will be fully featured in the Newsletter
    - Courses that have already been featured in the Newsletter will be listed and have links to the Programs Page on the Website

- Removing Courses from the Website
  - Courses will be left on the website until they are fully completed (ie: if there is more than one class)
  - If the Course fills up before it is over we will add a note:  
“This Course is now full. If you are interested in taking future Courses in XXX then please email [programs@nicolavalleyarts.com](mailto:programs@nicolavalleyarts.com) and your name will be added to a waitlist.