



OAK PARK ART LEAGUE



Board of Directors Information Packet



OAK PARK ART LEAGUE

ART GALLERY · ART SCHOOL · HISTORICAL PLACE

The OPAL Board of Directors

Information Packet, Application, and Contract

720 Chicago Avenue, Oak Park, IL 60302
oakparkartleague.org

Founded in 1921, the Oak Park Art League (OPAL) is one of the longest, continually-running non-profit arts organizations in Illinois. OPAL fulfills its mission through its offering of high-quality art education to people of all ages and skill levels, programs and guest lectures, artist demonstrations and critiques, plus monthly exhibition opportunities in our art gallery.

Mission

OPAL's mission is to be a welcoming center of artistic inquiry, creative expression and art appreciation in Oak Park and the surrounding communities. Through the offering of dynamic public arts programming and exhibitions, OPAL's goal is to engage the beginner to professional artist in creative practices allowing for the refinement of their creative voice.

The OPAL Board of Directors

The OPAL Board of Directors is comprised of dedicated community members. The Board is responsible for the governance, strategic planning, and finances of the non-profit organization. The Board sponsors fundraising projects throughout the year. Individual Board Members chair committees and aid the staff in specific program projects.

Committees

Committees help maximize the Board's productivity by matching members with expertise needed in the appropriate areas. Each Committee has a designated Chairperson, who can be a sitting member of the Board. Committees may include but are not limited to: Fundraising, Grants, Education, Community Outreach, Membership and Volunteers, and Building and Grounds.

Time Commitment

Regular meetings of the Board are held six times a year in approximately the following months: January, March, May, July, September, and November. Other meetings may take place as needed. The Board also has a yearly retreat for long-term strategic planning. Committee work takes place at separate meetings from the Board meetings. Board members average a minimum of five hours per month volunteering at OPAL. This average varies per person and time of year depending on committee work, meetings, gallery receptions, etc.

Each Board Member shall be elected for an initial two-year term of office. Board Members can renew after the first term for two more two-year terms, for a maximum of six years.

The Selection Process

Interested candidates should submit a completed Board Member Application to the Executive Director and the Board President. Candidates will be interviewed by the Board President and the Executive Director before their application is voted on by the entire Board. Board membership is voluntary. The application process is rolling throughout the year. There are no specific deadlines.

Diversity, Equity, & Inclusion

It is the policy of OPAL as an organization not to discriminate on the basis of age, artistic ability, ethnicity, gender identity, marital status, physical ability, race, religion, or sexual orientation in admission to and participation in all classes, programs, activities, employment, and Board membership.

Core Statistics

Fiscal Year May 2022 - April 2023



Total Revenue = \$183,516

Tuition.....	42.4 %
Art Sales.....	3.8 %
Exhibitions.....	6.3 %
Fundraising.....	24.9 %
Grants.....	13.5 %
Membership.....	9.1 %
	100 %

Total Expenditures = \$169,864

Administrative/Misc.....	1.9 %
Art Sale Commissions.....	3.7 %
Building & Grounds.....	1.1 %
Bank/IT Expenses.....	4.1 %
Office Expenses/Equipment.....	2.8 %
Utilities.....	4.3 %
Payroll.....	49.4 %
Program/School Expenses.....	28.9 %
Insurance.....	3.8 %
	100 %

Net Revenue = \$13,652



FY 2022-23 Accomplishments



Fundraising/Grants:

Our numerous donors, sponsors and grantors partnered with us to allow OPAL to be a welcoming center of artistic inquiry, creative expression and art appreciation in Oak Park and the surrounding communities. Funds raised at our annual Starry Night fundraiser and from our annual year-end appeal, along with contributions from our gallery sponsors contributed to OPAL's success.

Grants received from the supporters of our Youth Art Education Outreach allowed those programs to thrive. General operating support grants received from the Oak Park Area Arts Council and the Illinois Arts Council Agency allowed OPAL to maintain operations necessary to fulfill our mission.

OPAL continued making progress in the grant funding process with the Illinois Department of Commerce and Economic Opportunity toward the goal of installing an ADA accessible restroom on the first level, and additional renovations.



Exhibitions:

OPAL designed and published, for the first time, the entire year's Exhibition Calendar. This proved to be immensely beneficial for exhibiting artists to project and consider the different exhibition "Calls" offered and to plan their submissions ahead of time.

The breakdown of the year's 10 exhibitions included: six "Open Call" exhibitions, two "Member Only" exhibitions, and, two "Juried" exhibitions. We thank Byline Bank and Good Heart/Work Smart Foundation for their continued exhibition sponsorships.



FY 2022-23 Accomplishments *continued*



Studio Courses:

We improved and expanded our facilities to accommodate more course offerings for additional times and days. All of our facilitators and instructing artists are independent contractor professionals who schedule their availability with times and space OPAL provides.

We appreciate these individuals for their creative talents, and thank them for their time, hard work, and dedication to their craft as share their expertise with fellow artists at every level of learning.



Education, Events, and Activities:

We provided facility resources to the **Oak Park Education Foundation's Spoken Word Club**, middle school students, who met and practiced their craft, culminating in a formal presentation/performance in OPAL's Gallery. **Momenta Dance Company** held practices and presented their performance, in the Gallery as well. As an **OPRF Chamber** member, OPAL hosted periodic business and organization panels through the year.

We continued and expanded our outreach programs. The **FamilysARTS** program, free for youth and their chaperones, provides craft activities for them to be creative together for a couple of hours on various Sunday mornings throughout the year.

CritTalk, for adult artists and art appreciators, is a free drop-in session for discussion and learning about the current exhibition and the work presented. This has been held on various Saturdays during the year.

Both of these started as pilot efforts to gauge interest in the community and have become popular programs.

FY 2022-23 Youth Art Education Outreach



As the mission of the Oak Park Art League is to be a welcoming center of artistic inquiry, creative expression and art appreciation in Oak Park and the surrounding region, we are pleased to be able to continue programming for all ages that lives up to this mission.

In 2022-23, through collaboration with **St. Angela Elementary School** and the **Hephzibah Children's Association**, OPAL began to realize its goal of engaging under resourced young people, through art, on a larger scale, other than what we were able to offer through in-house classes at OPAL. By offering art classes to children off-site, we were able to share art education with far more students that could have attended OPAL as well as assist these organizations and teachers with art programs giving these children the resources to develop and refine their creative voice.



With the generous support of the **Mammel Family Foundation**, OPAL received a grant to support an in-school art program for K through 8th grade students at St. Angela Elementary School, in Chicago's Austin neighborhood. This grant enabled OPAL to provide curriculum-based art classes to over 150 students, on a weekly basis during the school year.



FY 2022-23

Youth Art Education Outreach *continued*

Also, through a grant from the **Oak Park-River Forest Community Foundation's YES Fund**, OPAL collaborated with Hephzibah Children's Association and established a way for these young people to make connections with their peers and community, through art, to process their feelings, perform better in school with a balanced education, and to explore interests they may not know they had. In our pilot program, OPAL provided art activity and education for these young folks, in their home environment.

OPAL proudly presented the artwork many of these young people created, giving them a crucial sense of community belonging. At the end of the last school year, OPAL hosted approximately 20 youth, and their chaperones, to a pizza party at OPAL where everyone could see their work highlighted in a real Gallery!

Being able to provide this service to the community highlights OPAL as a place where everyone can feel comfortable and welcome and enjoy an array of program offerings with their friends and families.

We thank and congratulate Na Suen, who was instrumental in pioneering with us to create this "proof-of-concept" pilot program, and the entire St. Angela team of teachers and administrators who worked hard to put together and support this art education program for all the students. We are also grateful to Phoebe Hurd, OPAL's art facilitator and program liaison with Hephzibah Children's Association, and all of Hephzibah's dedicated staff, for everything they do!



FY 2023-24 GOALS

OPAL will aggressively pursue opportunities to expand our diversity, equity, and inclusion initiatives.

Increase studio/course/workshop offerings.

Develop viable community engagement through art centered opportunities.

Develop membership drives and benefits.

Elevate and promote exhibitions in the Gallery.

Develop and implement new sponsorship opportunities and support.

Pursue fundraising opportunities and increase opportunities for donor participation.

Search out specific grant opportunities to support programming, operations, and capital improvements.

Continue to secure and make progress on the ADA restroom and related innovations.

Pursue Board expansion.

Continue development and maintenance of best practices for administrative and business efficiencies.

Continue efforts to improve and update marketing and branding of the organization's mission and its programming.

Have fun. Work smart.



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OPAL Board Member Application

Please read all of the information in the Board Packet and if interested in joining us, please fill out this application and email to the Executive Director at director@oakparkartleague.org, or drop it off in person at OPAL, 720 Chicago Ave., Oak Park, IL 60302. Thank you!

Name _____

Address _____

City, State Zip _____

Phone _____

Email _____

Are you currently a member of OPAL? Yes _____ No _____

If yes, how long have you been a member? _____

Have you or anyone in your family taken classes at OPAL or been involved other ways?

Summary of your educational background:

Summary of your professional experience:

Have you ever served on a Board before? Yes _____ No _____

Have you ever served on OPAL's Board before? Yes _____ No _____

Please list your current and past volunteer organizational affiliations (names of organizations, your role, what period of time you served, including years on OPAL's board if applicable).

Briefly describe why you would like to join the Oak Park Art League Board:

Which skills would you like to use on the Board? Check all that apply.

- | | | |
|---------------------|--------------------|----------------------|
| Board Development | Fundraising/Events | Marketing/Graphics |
| Strategic Planning | Community Outreach | Website/Social Media |
| Governance/Legal | Education | Database Management |
| Program Development | Grants | Membership |
| Building & Grounds | Other _____ | |

What qualities do you bring to the Board?

Do you have any questions or comments about OPAL for us?

____ I read and understand the Board Member Packet.

____ All information provided above is accurate and true.

Signature _____ Date _____



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OPAL Board Member Contract

I, _____, understand that as a member of the Board of Directors of the Oak Park Art League (OPAL), I have a responsibility to assist the organization in the pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will convey OPAL 's work and values to the community, represent the organization, and act as a spokesperson.
2. I will convey our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold OPAL accountable.
3. I will attend at least 75 percent of board meetings, committee meetings, and special events.
4. Each year, but no later than December 31st of each year, I will make a personal financial contribution at a level that is meaningful to me.
5. I will actively participate in one or more fundraising activities.
6. I will excuse myself from discussions and votes where I have a conflict of interest.
7. I will stay informed about what's going on in OPAL. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
8. I will work in good faith with staff and other board members as partners toward achievement of our goals.
9. If I don't fulfill these commitments to OPAL, I will expect the board president to call me and discuss my responsibilities with me.
10. I commit to serving on this board of directors for no less than a 2-year term.

In turn, OPAL will be responsible to me in the following ways:

1. I will be given, at board meetings, monthly financial reports and an update of OPAL activities.
2. Opportunities will be offered to me to discuss with the executive director and the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities to me.

Signed by _____, *Board Member* Date _____

and by _____, *President, Board of Directors* Date _____

NOTE: Once the document is signed, there should be two copies made or scanned in and shared with the Board Member and the President of the Board for each of their files and reference.