



SONORAN GLASS  
S C H O O L

**April 2022**

**HISTORY**

Sonoran Glass School (SGS) was founded in 2001 by internationally-known glass artists Tom Philabaum and Dave Klein. Together with a small, passionate group of local glass artists, Tom and his team transformed a former tire shop in Tucson’s historic Barrio Santa Rosa into a working glass studio. After SGS purchased this property from the City of Tucson in 2014, the campus was transformed to include four studios, each dedicated to a different glass art medium (furnace glassblowing, torchworking, kiln-fusing, and coldworking) and each offering a wide range of courses.

As the only full-service, nonprofit glass arts educational institution in the Southwest, Sonoran Glass School provides a unique community resource. “Full-service” means that our four studio spaces offer a complete range of facilities, equipment, and instruction that enable us to serve established and emerging artists of all ages and abilities.

Our classes, field trips, summer camps, and community events bring glass arts to the broader community. SGS supports a robust Youth Education Program, offering unique arts education to students in Title I schools across Tucson. We offer classes for developmentally disabled adults, veterans, tourists and corporate groups; host visiting artists from across the country; and support Tucson’s glass professionals. In collaboration with Pima Community College and the University of Arizona, we offer semester-long, for-credit classes as well.

The school was designed to be the nonprofit educational arm of Tom’s custom production studio and renowned glass gallery. Over the years, dozens of students have graduated from our programs to become professional working artists, teaching artists (on our staff or elsewhere), or gone on to pursue higher study. We are extremely proud of this pipeline and are thrilled when even former middle-school students grow up to become members of our staff. Thousands more people have come through our doors to engage in classes, special events, visiting artist lectures or corporate team building activities. Partnerships with other arts organizations and local nonprofits allow us to take programming off our campus and into the community.

**MISSION STATEMENT**

Sonoran Glass School engages established and emerging artists of all ages and abilities. Our educational programs nurture creativity and communication, encourage creative expression, and amplify the ability of art and artists to contribute to a vibrant, healthy community.

**VISION STATEMENT**

Sonoran Glass School intends to be the premier glass school in the Southwestern United States; an oasis for glass artists to further their creative expressions in blown, torched, fused, and/or stained glass.

**VALUES STATEMENT**

Our work at Sonoran Glass School is guided and informed by our beliefs in:

• **Artistic Excellence**

We foster an environment where students and working artists alike can grow artistically, creatively, and professionally.

• **Teamwork**

Both within our studios and in our community, our staff nurtures an atmosphere of collaboration and communication.

• **Inclusion and Diversity**

We acknowledge and honor the fundamental value and dignity of all individuals. We demonstrate a commitment to diversity in staff, volunteers, and audiences; including full participation in programs, policy formulation, and decision-making. We create an environment where all feel welcome.

• **Community**

Sonoran Glass School is an integral part of Tucson's arts community. We contribute to a dynamic arts landscape and we advocate for a robust creative economy.

IRS LETTER GRANTING 501(C)(3) STATUS

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 23 2006**

Employer Identification Number:  
86-1041970

DLN:  
17053273766006

Contact Person: SHAREN J LOCKLEAR ID# 31209

Contact Telephone Number:  
(877) 829-5500

Public Charity Status:  
170(b)(1)(A)(v1)

SONORAN ART FOUNDATION INC  
633 W 18TH ST  
TUCSON, AZ 85701-2553

Dear Applicant:

Our letter dated January 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

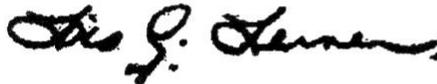
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

## RESPONSIBILITIES & EXPECTATIONS OF BOARD MEMBERS

### What are the ten basic responsibilities of nonprofit boards?

1. **Determine the organization's mission and purpose**: It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. **Select the chief executive**: Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Support and evaluate the chief executive**: The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. **Provide proper financial oversight**: The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
5. **Ensure adequate financial resources**: One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
6. **Ensure legal and ethical integrity and maintain accountability**: The board is ultimately responsible for adherence to legal standards and ethical norms.
7. **Ensure effective organizational planning**: Boards must actively participate in strategic planning on a regular basis and assist in implementing and monitoring the plan's goals.
8. **Determine and monitor the organization's programs and services**: The board's responsibility is to determine which programs are consistent with the organization's mission and ensure they are monitored for effectiveness.
9. **Recruit and orient new board members and assess board performance**: All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
10. **Enhance the organization's public standing**: The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

### What are the legal responsibilities of nonprofit boards?

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties which would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

## **Duty of Care**

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

## **Duty of Loyalty**

The duty of loyalty is a standard of faithfulness: a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain but must act in the best interests of the organization.

## **Duty of Obedience**

The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.

## **What are our expectations of individual board members?**

- Attend and participate in board and committee meetings regularly, as well as the annual Board Retreat. Share your experiences, express your judgement, vote, and then support the decisions of the board.
- Serve on at least one committee and offer to take on special assignments when your expertise or experience is needed.
- Review agenda and supporting materials prior to board and committee meetings. Be informed about the organization’s policies and procedures.
- Make a personal financial contribution to the organization at a level that is personally significant to you.
- In addition, help secure adequate resources for the organization to fulfill its mission by: identifying, cultivating, and/or accompanying staff or other board members to meet with potential donors.
- Attend fundraising and outreach events, as well as offering to help plan and staff these events.
- Be an ambassador for Sonoran Glass School. Be able to articulate the organization’s mission, accomplishments, and goals to the public.
- Work cooperatively and respectfully with fellow board members and staff.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.

- Ensure legal and ethical integrity. Act in the best interests of the organization and abide by our policies and procedures. Excuse yourself from discussions, decisions, and votes where there may be a conflict of interest.

## BOARD COMMITTEES

The Board approved a new committee structure on September 3, 2021. Based on a model that is trending as a nonprofit best practice, the following committees will be listed as Standing Committees in the new Bylaws. All board members are expected to participate in at least one committee.

Issues can be put on the agenda for the full committee or be addressed in Working Groups created for a specific topic. This structure provides flexibility to recruit people with specific needed expertise to participate for time-limited participation (Working Group) or as a full Committee member.

The kinds of issues assigned to each Committee include:

- **Internal Affairs:** finance (including budget and audit), investments, capital acquisitions, human resources, facilities
- **External Affairs:** fundraising, public relations, publications/annual report, marketing
- **Governance:** board recruitment/nominations/onboarding, evaluation of the board's performance, bylaws, board training and education, and board materials/board manual)

An **Executive Committee** will meet when it is necessary to address issues that are time sensitive (in-between regular board meetings) and when there are personnel issues that require board attention (in lieu of a Personnel Committee).

Executive Committee membership include:

- President
- Secretary
- Vice President for Internal Affairs (also Treasurer)
- Vice President for External Affairs
- Vice President for Governance

**COMMITMENT AND FINANCIAL PLEDGE**

Sonoran Glass School’s current revenue streams are from class/program fees, grants, and contributions from individuals. Programming only cannot cover the budget at SGS; we rely on grant and donor support to meet annual expenses. To help maintain a strong and healthy organization, all Board Members are expected to make their own personal gift and to participate in activities to generate income for the organization.

Please affirm your personal gift for 2022-2023 and choose the activities in which you plan to participate. When you have completed this form, please return to our Development Director, Dennis Treadwell: [dennis@sonoranglass.org](mailto:dennis@sonoranglass.org).

**My personal donation for the next fiscal year is:**

\$ \_\_\_\_\_

**I will pay my pledge:**

At one time by \_\_\_\_\_ (date)

In 4 quarterly payments

In 12 monthly payments\*

*Board members are encouraged to become members of our monthly giving program.*

**I will contribute my time in the following ways:**

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**I will offer my skills in the following ways:**

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**I will do this to support SGS:**

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**I agree to fulfill the above-stated fundraising and participation goals to the best of my ability.**

\_\_\_\_\_  
*Board Member*

\_\_\_\_\_  
*Date*

## BOARD MEMBER AFFILIATIONS & CONTACT INFORMATION

### **Jim Boulay**

[azvetsurg@aol.com](mailto:azvetsurg@aol.com)

cell: 520-977-7469

Retired Veterinary Surgeon; Glass Artist

- Joined the Board in December 2017

### **Gina Compitello**

[gina.louise.compitello@gmail.com](mailto:gina.louise.compitello@gmail.com)

cell: (520) 305-6123

Chief Marketing Officer, Tucson Symphony Orchestra

- Joined the Board in April 2021

### **Roberta Elliott**

[robertabelliott@gmail.com](mailto:robertabelliott@gmail.com)

cell: (917) 886-2527

Community volunteer and activist, retired from PR/Media

- Joined the Board in August 2017

### **Katja Fritzsche**

[katjafritzsche@ymail.com](mailto:katjafritzsche@ymail.com)

(520) 576-666

Accountant, glass artist and instructor

- Joined the Board in April 2022

### **Jaime Gutierrez, Interim Treasurer**

[jaimeg@u.arizona.edu](mailto:jaimeg@u.arizona.edu)

cell: (520) 822-7852

Retired Associate Vice-President, University of Arizona; Former Arizona State Senator

- Joined the Board in April 2018

### **Alex Heveri**

[alexartist@msn.com](mailto:alexartist@msn.com)

(520) 349-8709

Public Defender, glass artist, sculptor

- Joined the Board in April 2022

### **Jessica Korff**

[jessica@fdlphoto.com](mailto:jessica@fdlphoto.com)

(520) 975-9051

Photographer; Owner/Operator of Fleur de Leah Photography and REFashioned Magazine

- Joined the Board in April 2021

### **Marcia Lerner, Board Chair**

[marlern@aol.com](mailto:marlern@aol.com)

(646) 326-7438

Art Director and Communications Specialist, retired

- Joined the Board: June 2019

### **Evan Mendelson, Internal Affairs Committee Chair**

[evanmendy@gmail.com](mailto:evanmendy@gmail.com)

(520) 302-7449

Philanthropic and Organizational Development Consultant

- Joined the Board in April 2021

### **Michael Peel**

[mtpeel@gmail.com](mailto:mtpeel@gmail.com)

(520) 975-0145

PhD candidate, advocate for sustainable environmental practices and climate justice

- Joined the Board: September 2019

## SONORAN GLASS SCHOOL PROGRAMMING

As the only full-service, nonprofit glass arts educational institution in the Southwest, Sonoran Glass School provides a unique community resource. One would have to travel from San Francisco to San Antonio to find a similar organization devoted to increasing public access to glass art.

Through make-your-own experiences, classes, field trips, summer camps, and community events, we bring glass arts to the broader community. The school supports a robust Youth Education Program, serving school-age children, many of whom are under-resourced and at-risk, from across Tucson. SGS offers classes for developmentally disabled adults, Veterans, tourists and corporate groups; creates life-long learning opportunities for post-career adults; hosts visiting artists from across the country and supports Tucson's glass professionals. In collaboration with Pima Community College and the University of Arizona, we offer semester-long, for-credit classes as well.

Participants gain a familiarity with glass art and hone fine motor skills, but our experiential, hands-on programming also teaches life skills such as project planning, team building, communication, and leadership.

SGS supports four distinct studios: a hot shop (for [furnace glassblowing](#)), a flame shop ([for torch- or flameworking](#)), a warm shop (for [kiln slumping and fusing](#)) and a cold shop that houses grinders, belt sanders, tile saws, lathes, and a sandblaster. The three main studio spaces all offer a range of classes and experiences for the public. First-time visitors can participate in "make-your-owns:" no-experience-necessary, hands-on activities that are guided by our teaching artists. Students can also explore multi-session classes, visiting artist workshops or, after they have achieved a certain level of proficiency, continue to hone their craft during open studio times. Professional glass artists take advantage of our facilities to do their own work, often engaging our staff for technical assistance during studio rentals.

The [hot shop](#) boasts a main furnace that holds a crucible with 350-400 lbs. of clear, molten glass. This glass is kept at 2000°, 24/7, for most of the year. (We only turn the furnace off for annual maintenance and repairs.) In recent years, we have remodeled the hot shop to make the space more user-friendly and energy efficient, rebuilt the furnace from scratch, and added a smaller color furnace. This last piece of equipment is the only one of its kind for miles around and provides a unique teaching tool and opportunity for professional development.

The GOAT is the mobile arm of the hot shop. [Glassblowing On A Trailer](#) allows us to take both demonstrations and make-your-owns to local schools, resorts, and community outreach activities.

The [flame shop](#) can accommodate 6 -8 people around a common workspace. The shop offers instruction and supplies for both [borosilicate and soda-lime or “soft” glass](#) (COEs of 96 and 104). The 96 is compatible with the glass in our furnace and with some of the warm shop glass, allowing for creative collaborations across shops and among artists.

The flame shop is the smallest physical space on our campus. In a post-COVID environment, it has been difficult to accommodate enough people safely, while still being economically feasible, so this programming has been the slowest to recover from the pandemic.

In the [warm shop](#), students learn glass fusing, slumping, mosaic, stained glass, and kiln casting techniques. These classes teach glass cutting, kiln-forming, and other methods. We primarily use and sell Bullseye glass (COE 90) but 96 is still available in limited quantities.

Our [Youth Education Program](#) (YEP) provides glass art education to many Tucson schools. These classes introduce students to a working studio space, exposure to fine art and professional artists, and the opportunity to engage in the creation of art first-hand. Participants gain a familiarity with glass art and hone fine motor skills, but they also acquire life skills such as project planning, team building, communication, confidence, and leadership. Programming includes field trips to our campus, annual summer camps, and off-site at area schools.

SGS is in its 16<sup>th</sup> year of Youth Programming. Funding for these programs has been provided by Arizona Commission on the Arts, Art Alliance for Contemporary Glass, National Endowment for the Arts, The Kitay Family Foundation, The Arts Foundation for Tucson & Southern Arizona, and generous individual donors and families.

## YEARLY EVENTS CALENDAR

### **BOARD MEETING DATES**

Board meetings are usually held on the last Wednesday of the month at 5:30 pm. As of this writing, meetings are being held via Zoom. Please note tentative Saturday date in October for a board retreat.

#### **Upcoming dates:**

- May 25<sup>th</sup>, 2022
- June 29<sup>th</sup>, 2022
- July 27<sup>th</sup>, 2022
- August 31<sup>st</sup>, 2022
- September 28<sup>th</sup>, 2022
- Saturday, October 22, 2022\*
- November 30<sup>th</sup>, 2022
- December Holiday Social TBD

### **COMMITTEE MEETING DATES**

- Governance Committee – 2<sup>nd</sup> Wednesday of the month, 3:30 – 5:00 p.m.
- Finance Committee – Last Monday of the month, 9:00 a.m.
- External Affairs Committee – 3<sup>rd</sup> Wednesday of the month, 4:00 p.m.

### **PUBLIC EVENTS for 2022**

- Hot Shop/Seasonal Reopening – Friday, September 9<sup>th</sup>, 6:00 p.m.
- Pumpkin Fiesta: Saturday and Sunday, first weekend of October
- Winter Open House: first Saturday in December

### **SUMMER SCHEDULE**

Our campus will be closed for the month of July. The hot shop will remain closed until early September; limited warm shop programming in August is TBD.

## ANNUAL BUDGET

	TOTAL
	Jul '21 - Jun 22
inary Income/Expense	
Income	
4000 · Contributions, Gifts, Grants	188,096.00
4100 · Membership Revenue	12,000.00
4200 · Program Services	216,850.00
4225 · Non-Program Revenue (Misc)	0.00
4500 · (Sales)	95,200.00
4700 · Events Income	32,550.00
4999 · Misc Revenue (Undefined)	0.00
Total Income	544,696.00
Gross Profit	544,696.00
Expense	
500000 · Employee Expense	375,080.00
5800 · Contract Services	20,000.00
5835 · Visiting Artist Wkshop Expenses	6,450.00
5840 · Gallery Consignment Fees	7,500.00
6000 · Program Expenses	36,600.00
6020 · Other Supplies (non program)	3,300.00
6050 · Expenses to Produce Awards	2,300.00
6100 · Dues/Subscriptions/Memberships	1,100.00
6110 · Books / Res Materials/Training	100.00
6120 · Licenses / Permits	500.00
6200 · Office Supplies	1,300.00
6210 · Postage / Shipping / Packing	2,640.00
6220 · Printing & Reproduction	4,000.00
6500 · Travel / Meetings / Parking	360.00
6510 · Professional Development	3,000.00
7000 · Shared Supplies / Expenses	0.00
7001 · Facility Expense	44,400.00
7020 · Insurance	5,500.00
7100 · LT Note Interest Expense - Mort	8,100.00
7105 · Promissory Note Interest	2,040.00
7110 · Amort of Loan Orig Fee	0.00
7200 · Small Equip Purchase <\$1000	0.00
7210 · Equipment Repair/Maintenance	500.00
7350 · Marketing	11,200.00
7360 · Web Management	1,200.00
7370 · Fundraising Expenses	0.00
7400 · Awards Produced - Related Expen	0.00
7500 · Events Expenses	1,800.00
7600 · Bank / Credit Card Fees	5,750.00
7810 · Allocation Exp - Facilities	0.00
7990 · Miscellaneous Expense	0.00
8100 · Depreciation Expense	16,200.00
9100 · Allocation Exp From G&A	0.00
9101 · Allocation Exp from Facilities	0.00

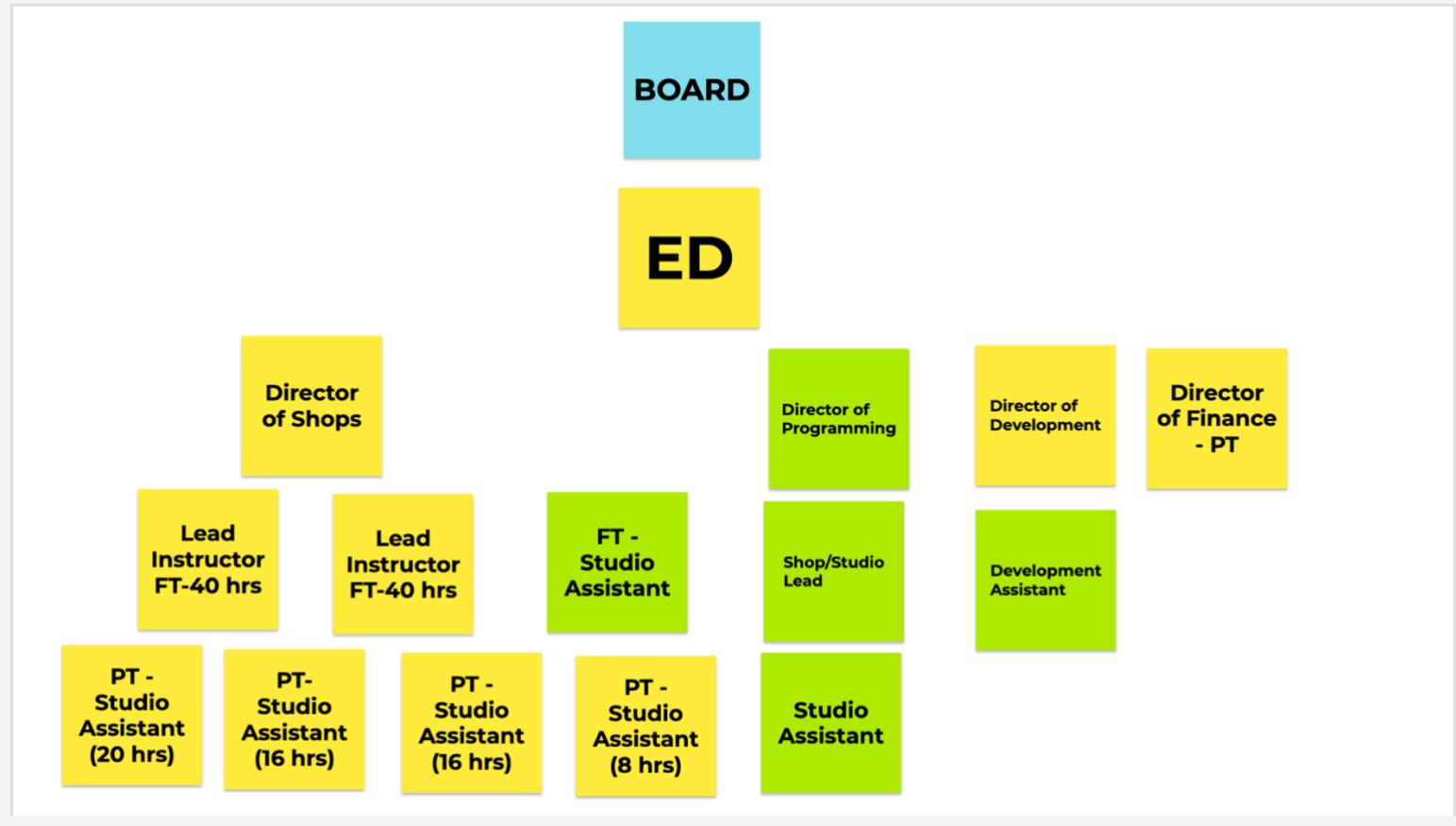
**ANNUAL BUDGET, cont.**

Total Expense  
Net Ordinary Income  
Other Income/Expense  
Net Income

<b>TOTAL</b>	
<b>Jul '21 - Jun 22</b>	
	560,920.00
	-16,224.00
	24.00
	<b>-16,200.00</b>

**ORGANIZATION CHART**

FY 2021 – 2022



Legend:

- Funded Positions for 2021 – 2022
- Future Positions (2-3 years)

## STAFF CONTACT LIST

**Lynn Davis, Executive Director**

[lynn@sonoranglass.org](mailto:lynn@sonoranglass.org)

cell: (520) 977-8994

**Paul Anders-Stout, Director of Shops**

[paul@sonoranglass.org](mailto:paul@sonoranglass.org)

cell: (520) 500-2569

**Dennis Treadwell, Director of Development & Marketing**

[dennis@sonoranglass.org](mailto:dennis@sonoranglass.org)

cell: (520) 245-0808

**Jason Marstall, Lead Instructor**

[jason@sonoranglass.org](mailto:jason@sonoranglass.org)