



**Regular Meeting of the
Cuyahoga Arts & Culture Board of Trustees**
Smith Studio, Idea Center at Playhouse Square
Monday, December 10, 2012
3pm- Executive Session
4pm- Public Session

1. Call to order

- a. Call to order- motion to move into executive session to discuss personnel matters and staff compensation

**** Executive Session ****

- b. Motion to conclude executive session for personnel matters and staff compensation
- c. Motion to approve November minutes

2. Executive Director's report

3. Finance Report

4. Connect with Culture

- a. Remarks from Jerry Wareham, ideastream
- b. Zygote Press video

5. Board Action

- a. Approval of agreement with Neighborhood Connections
- b. Approval of operating budget for 2013
- c. Administrative matters
 - i. Employee handbook revisions
 - ii. Internal controls Policy
 - iii. Capitalization, Depreciation and Retirement of Property and Equipment Policy
 - iv. Aetna Flexible Spending Account resolution
 - v. Personnel Report
 - vi. Contracts and misc, including CDP

6. Public Comment

Next Meeting:
February 25th at 4 p.m. in the Smith Studio at the Idea Center at PlayhouseSquare

7. Adjourn



Minutes of the Regular Meeting of the Board of Trustees

Monday, November 19, 2012

A regular meeting of the Cuyahoga Arts & Culture (CAC) Board of Trustees was called to order at 4:01 p.m. in the Museum of Contemporary Art Cleveland (MOCA), Cleveland, Ohio.

The roll call showed that Trustees Sari Feldman, Vickie Johnson, Matt Charboneau, and Steven Minter were present. It was determined that there was a quorum.

Also in attendance were: CAC staff: Karen Gahl-Mills, executive director, Jill Paulsen, director of grant programs, Meg Harris, director of administration; Jennifer Schlosser, communications manager, Stacey Hoffman and Jesse Hernandez, program managers and Jake Sinatra, program associate.

1. APPROVAL OF MINUTES

A motion was made by Trustee Minter, seconded by Trustee Johnson, to approve the minutes of the September 10th, 2012 regular meeting and the October 15th, 2012 special meeting of the Board of Trustees. Discussion: None. Vote: All ayes. Motion carried.

2. EXECUTIVE DIRECTOR'S REPORT

Ms. Gahl-Mills welcomed meeting attendees and thanked MOCA Cleveland for hosting today's meeting. Ms. Gahl-Mills introduced Jill Snyder, Executive Director of Museum of Contemporary Art Cleveland. Ms. Snyder provided a summary of the activities taking place at MOCA Cleveland.

Ms. Gahl-Mills stated that during the meeting, CAC staff would ask the Board to approve the recommended grants for 2013 Project Support and 2013-14 General Operating Support, and made other comments.

Ms. Harris gave a report on CAC's finances.

(Trustee Coburn arrived at 4:10 p.m.)

3. BOARD ACTION

Approval of panelist roster for Creative Culture Grants Program

A motion was made by Trustee Minter, seconded by Trustee Charboneau, to approve the panel roster for the Creative Culture Grants 2013 program. Discussion: None. Vote: All ayes. Motion carried.

Approval of 2013 Grant Scores, Allocations and Grant Awards

Ms. Paulsen provided an overview of the 2013 Project Support and 2013-14 General Operating Support grant programs. She stated that, with the Board's approval, in 2013:

- CAC is investing in more organizations than ever before;
- Participation in CAC's grant programs is growing;
- CAC grants will support organizations of all sizes and disciplines; and
- CAC-funded organizations will serve residents throughout Cuyahoga County.

Project Support 2013

Ms. Paulsen and Ms. Hoffman presented an overview of the Project Support 2013 Grant Program Memo (attached), provided to the Board in advance of this meeting.

The following actions were taken throughout the presentation:

Approval of 2013 Project Support panel scores;

A motion was made by Trustee Johnson, seconded by Trustee Charboneau, to approve 2013 Project Support I and II panel scores. Discussion: None. Vote: All ayes. Motion carried.

Trustee Minter asked staff to comment on, for the benefit of the audience, the method that CAC uses for scoring. Ms. Hoffman described CAC’s scoring process for the Project Support program, stating that following the panel review meetings, the highest and lowest scores are removed, and the rest are averaged, resulting in the score for Project Support applications.

Allocation of Project Support funds

Motion by Trustee Coburn, seconded by Trustee Charboneau, to approve the allocation of \$1,559,218 to the 2013 Project Support Grant Program with the following breakdown:

- \$1,334,563 to 501c3 orgs for PS I and II
- \$223,655 for units of government for PS I (derived from interest on invested monies)

Discussion: None. Vote: All ayes. Motion carried.

Approval of grant awards for Project Support I program

A motion was made by Trustee Minter, seconded by Trustee Coburn, to approve the 2013 Project Support grant as listed in the board handout to Access to the Arts, Cuyahoga Community College and Ohio City Inc. Discussion: None. Vote: All ayes. Abstain: Charboneau. Motion carried.

Project Support I Applicants	Grant Award
Access To The Arts	\$6,072
Cuyahoga Community College	\$31,549
Ohio City Near West Development Corporation	\$8,794

A motion was made by Trustee Charboneau, seconded by Trustee Johnson, to approve the 2013 Project Support grant as listed in the board handout to Baldwin Wallace University and Cleveland State University. Discussion: None. Vote: All ayes. Abstain: Charboneau. Motion carried. Discussion: None. Vote: All ayes. Abstain: Minter. Motion carried.

Project Support I Applicants	Grant Award
Baldwin Wallace University	\$46,927
Cleveland State University	\$31,399

A motion was made by Trustee Minter, seconded by Trustee Charboneau, to approve the 2013 Project Support I grant awards in the amounts below, as detailed in the Board handouts, to the following organizations:

Project Support I Applicants	Grant Award
Art House Inc.	\$27,077
Art Therapy Studio	\$42,132
Arts Collinwood, Inc.	\$30,249
Berea Arts Fest	\$11,161
Boys & Girls Clubs of Cleveland	\$14,385
Building Bridges Murals, Inc.	\$9,829
Cassidy Theatre, Inc.	\$19,499
Chagrin Foundation for Arts and Culture	\$35,028
City of Bedford	\$2,342
City of Cleveland Heights	\$31,399
City of Cleveland, Division of Recreation	\$24,571
City of Euclid	\$28,708
City of Strongsville	\$2,838
CityMusic Cleveland	\$46,856
Cleveland Arts Prize	\$36,750
Cleveland Center for Arts and Technology	\$44,570
Cleveland Contemporary Chinese Culture Association	\$12,771
Cleveland Metroparks	\$7,701
Cleveland Metropolitan School District	\$33,699
Cleveland TOPS Swingband	\$13,545
Cleveland Urban Design Collaborative	\$29,449
Cleveland Women's Orchestra	\$8,475
convergence-continuum	\$9,648
Detroit Shoreway Community Development Organization	\$20,657
Downtown Cleveland Alliance	\$46,927
Duffy Liturgical Dance	\$19,933
Earth Day Coalition	\$39,404
Ensemble Theatre of Cleveland	\$15,232
Fairmount Center for the Creative and Performing Arts	\$33,706
Fevered Dreams Productions	\$9,503
Foluke Cultural Arts Center, Inc.	\$4,926
Friends of Cleveland School of the Arts	\$22,100
Historic Gateway Neighborhood Corporation	\$12,155
Historic Warehouse District Development Corporation	\$9,920
Hospice of the Western Reserve, Inc.	\$30,732
Independent Pictures	\$12,160
Inlet Dance Theatre	\$28,749

Jennings Center for Older Adults	\$14,279
Local 4 Music Fund	\$15,589
Mandel Jewish Community Center of Cleveland	\$36,065
Mercury Summer Stock	\$13,670
Merrick House	\$9,648
Music and Art at Trinity Cathedral	\$18,194
Olmsted Performing Arts	\$11,522
Open Doors, Inc.	\$21,733
Orange Community Arts Council	\$42,070
Scenarios USA	\$48,356
St. Clair Superior Development Corporation	\$25,375
The Singers' Club of Cleveland	\$11,890
The West Shore Chorale	\$9,622
Tremont West Development Corporation	\$7,600
University Circle Inc. (UCI)	\$46,713
West Side Community House	\$20,082

Approval of grant awards for Project Support II program

A motion was made by Trustee Minter, seconded by Trustee Johnson, to approve the 2013 Project Support grant as listed in the board handout to Arts in Strongsville. Discussion: None. Vote: All ayes. Abstain: Charboneau. Motion carried.

Project Support II Applicants	Grant Award
Arts in Strongsville	\$4,150

A motion was made by Trustee Coburn, seconded by Trustee Minter, to approve the 2013 Project Support grant as listed in the board handout to Case Western Reserve University. Discussion: None. Vote: All ayes. Abstain: Charboneau. Motion carried. Discussion: None. Vote: All ayes. Abstain: Charboneau and Feldman. Motion carried.

Project Support II Applicants	Grant Award
Case Western Reserve University	\$4,430

A motion was made by Trustee Charboneau, seconded by Trustee Coburn, to approve the 2013 Project Support II grant awards in the amounts below, as detailed in the Board handouts, to the following organizations:

Project Support II Applicants	Grant Award
Achievement Centers for Children	\$4,580
American Slovenian Polka Foundation	\$4,460

Arts Renaissance Tremont	\$4,860
Bellaire Puritas Development Corp.	\$4,407
Brecksville Center for the Arts	\$3,720
Cedar Fairmount Special Improvement District	\$4,300
Cesear's Forum	\$4,300
Choral Arts Society of Cleveland	\$3,883
Cleveland Blues Society Incorporated	\$4,140
Cleveland Chamber Symphony	\$4,410
Cleveland City Dance Company	\$4,220
Cleveland Classical Guitar Society	\$4,460
Cleveland Jobs with Justice	\$4,510
Cleveland Shakespeare Festival	\$4,500
Cleveland West Art League	\$3,019
Coventry Village Special Improvement District	\$4,670
Cudell Improvement, Inc.	\$4,490
Dancevert	\$4,280
Eliza Bryant Village	\$4,890
Esperanza, Inc	\$4,720
Famicos Foundation	\$4,380
Good Company: a Vocal Ensemble	\$4,330
Heights Chamber Orchestra	\$3,804
Historical Society of Old Brooklyn	\$2,502
Icho Daiko, Inc.	\$2,863
International Services Center	\$4,740
Irish American Archives Society	\$4,420
Jewish Family Service Association of Cleveland	\$4,340
Joyful Noise Neighborhood Music School	\$4,645
Kamm's Corners Development Corporation	\$4,780
Lake Erie Ink: a writing space for youth	\$4,505
LakewoodAlive, Inc.	\$3,059
MidTown Cleveland, Inc.	\$4,090
MorrisonDance	\$4,020
Musical Upcoming Stars in the Classics	\$4,014
Northeast Ohio Council on Higher Education	\$4,540
Northeast Shores Development Corpotation	\$4,780
Northern Ohio Bibliophilic Society	\$1,014
Old Brooklyn Community Development Corporation	\$4,360
Opera per Tutti	\$4,480
Quire Cleveland	\$4,290
Schuhplattler und Trachtenverein Bavaria	\$4,430
Shaker Arts Council	\$4,110
Shore Civic Centre Corporation	\$5,000

Sokol Greater Cleveland Gymnastic and Educational Org.	\$4,230
St. Malachi Center	\$3,398
Suburban Symphony Orchestra	\$4,008
Symphony West	\$4,050
The Cleveland Chamber Music Society	\$4,670
The Housing Research & Advocacy Center	\$4,560
The Roberto Ocasio Foundation	\$4,600
Theater Ninjas	\$4,480
VSAO/Cleveland Division (Very Special Arts)	\$4,700
West Side Catholic Center	\$4,570
Western Reserve Fire Museum at Cleveland	\$4,140
Westlake Chinese Culture Association	\$4,210
Westown Community Development Corporation	\$4,180
Woodland Cemetery Foundation of Cleveland, Ohio	\$4,590

Ms. Hoffman thanked the board for approving 118 awards totaling \$1,559,218 and ranging from \$1,165 to \$48,356, and congratulated all of the applicants.

General Operating Support 2013-14

Ms. Paulsen and Mr. Hernandez presented an overview of the 2013-14 General Operating Support Grant Program Memo (attached), provided to the Board in advance of this meeting.

The following actions were taken throughout the presentation:

Approval of 2013-14 General Operating Support total scores

A motion was made by Trustee Minter, seconded by Trustee Coburn, to approve General Operating Support 2013-14 total scores. Discussion: None. Vote: All ayes. Motion carried.

Allocation of 2013 General Operating Support funds

A motion was made by Trustee Minter, seconded by Trustee Charboneau, to approve the allocation of \$13,700,000 to the 2013 General Operating Support Grant Program. Discussion: None. Vote: All ayes. Motion carried.

Trustee Minter asked staff to describe, for the benefit of the audience, what was meant by a modest decrease to the 2013-14 General Operating Support program allocation. Mr. Hernandez and Ms. Gahl-Mills explained that the overall funding was decreased from \$14million to \$13.7million annually.

Approval of grant awards for 2013 General Operating Support program

A motion was made by Trustee Minter, seconded by Trustee Johnson, to approve the 2013 General Operating Support grant as listed in the board handout to the Cleveland Institute of Music and Cleveland Play House. Discussion: None. Vote: All ayes. Abstain: Charboneau. Motion carried.

Organization	Grant Award
Cleveland Institute of Music	\$716,270
Cleveland Play House	\$405,680

A motion was made by Trustee Charboneau, seconded by Trustee Johnson, to approve the 2013 General Operating Support grant as listed in the board handout to Heights Arts. Discussion: None. Vote: All ayes. Abstain: Coburn. Motion carried.

Organization	Grant Award
Heights Arts	\$25,151

A motion was made by Trustee Coburn, seconded by Trustee Johnson, to approve the 2013 General Operating Support grant awards in the amounts below, as detailed in the Board handouts, to the below listed organizations. Discussion: None. Vote: All ayes. Motion carried.

Organization	Grant Award
Apollo's Fire	\$104,259
BAYarts	\$41,069
Beck Center for the Arts	\$188,659
Brecksville Theater on the Square	\$11,609
Chagrin Valley Little Theatre	\$44,301
Children's Museum of Cleveland	\$87,040
Cleveland Artists Foundation	\$19,529
Cleveland Botanical Garden	\$357,703
Cleveland Institute of Art	\$735,372
Cleveland International Film Festival	\$151,829
Cleveland International Piano Competition	\$62,976
Cleveland Jazz Orchestra	\$30,619
Cleveland Museum of Art	\$1,467,045
Cleveland Museum of Natural History	\$647,658
Cleveland POPS Orchestra	\$89,884
Cleveland Public Theatre	\$111,547
Cleveland Restoration Society	\$88,917
Community Partnership for Arts and Culture	\$88,696
Contemporary Youth Orchestra	\$30,680
DANCECleveland	\$50,166
Dancing Wheels	\$54,731
Dobama Theatre	\$34,784
Great Lakes Science Center	\$391,709
Great Lakes Theater	\$246,553
GroundWorks DanceTheater	\$45,804

Heights Youth Theatre	\$19,883
ICA-Art Conservation	\$105,901
ideastream	\$987,909
Karamu House	\$145,433
Lake Erie Nature & Science Center	\$112,346
LAND studio	\$257,706
Maltz Museum of Jewish Heritage	\$151,012
Museum of Contemporary Art Cleveland	\$126,931
Nature Center at Shaker Lakes	\$74,929
Near West Theatre	\$65,565
North Coast Men's Chorus	\$22,437
Opera Circle	\$23,098
PlayhouseSquare	\$1,730,876
Progressive Arts Alliance	\$44,537
Rainey Institute	\$65,911
Rock and Roll Hall of Fame and Museum	\$1,001,023
Roots of American Music	\$33,319
Shaker Historical Society	\$16,901
Singing Angels	\$39,320
SPACES	\$50,502
The Cleveland Orchestra	\$1,452,817
The Music Settlement	\$245,462
The Sculpture Center	\$20,035
Ukrainian Museum-Archives	\$23,077
Valley Art Center	\$33,311
Verb Ballets	\$47,854
Western Reserve Historical Society	\$277,267
Young Audiences of Northeast Ohio	\$170,836
Zygote Press	\$23,559

Trustee Coburn stated to the audience that CAC's board members recuse themselves from voting to approve certain grants for the sake of being overly cautious. He stated that just because a board member recuses him or herself from a certain vote doesn't mean that he or she has a conflict of interest; CAC's board does everything possible to err on the side of caution.

Contracts

Ms. Harris informed the Board that there were no administrative matters for the board to consider.

4. PUBLIC COMMENT

A representative from Shaker Historical Society asked about CAC's process – how does CAC provide meaningful grants to small organizations versus medium or large ones? Ms. Gahl-Mills stated that the

General Operating Support and Project Support programs provide two opportunities for grants, and that CAC's grant process judges everyone based on the same criteria, rewarding vibrancy, public benefit and other factors regardless of size, so that every organization can successfully achieve a meaningful grant.

Next Meeting

The next meeting of the CAC Board of Trustees is scheduled for Monday, December 10th, 2012 at 3:00 p.m. at the Idea Center at PlayhouseSquare. The Board will immediately move to Executive Session at 3 p.m. and resume the public session of the meeting at 4 p.m.

Motion by Trustee Coburn, seconded by Trustee Charboneau, to adjourn the meeting. Discussion: None. Vote: All ayes. Motion carried. Meeting adjourned at 4:36 p.m.

Sari Feldman, President, Board of Trustees

Attest:

Matthew Charboneau, Secretary, Board of Trustees

**Executive Director's Report
Regular Meeting of the Board of Trustees
10 December 2012 (amended)**

Today's meeting is centered primarily on one strategic issue: the approval of the 2013 operating budget.

Our operating budget brings our priorities to life for the coming year. With it, we make concrete our plans for the future by putting resources behind our objectives. (Our team's objectives for 2013 follow this memo.)

You'll notice that we have, once again, allocated more resources toward programs than in prior years, even at a time of shrinking revenues. We have, once again, efficiently allocated our administrative expenses such that we will have what we need to carry out our work. And we have made provision for some new work, specifically through a proposed contract with Neighborhood Connections, that will allow us to bring our vision of neighborhood-based grantmaking better into focus.

One might ask why we are proposing a budget in which it appears, at first glance, that expenses exceed revenues. After all, we actually provide financial incentives for our cultural partners to do just the opposite. Why, then, do we not seemingly play by our own rules?

Recall that CAC was forward funded and so has an operating reserve on its books specifically designated for funding current operations and future grant programs. In fact, that operating reserve that has grown by over \$1.3million since 2010 thanks to sound fiscal management by our team. So it is more appropriate to say that, in 2013, our expenses will be financed by current tax revenues and transfers from our operating reserve. The budget before you will be balanced, represents an appropriate level of fiscal discipline, and is aligned with CAC's [spending policy](#), and I look forward to discussing it with you during our meeting.

Also in the materials for today's meeting, you will find:

- ⇒ A recommendation for an agreement with Neighborhood Connections for 2013, representing a pilot, neighborhood-based grantmaking strategy in Cleveland and East Cleveland that aims to grow our footprint with arts and culture activity that we are not currently reaching;
- ⇒ An update on our grant program activity post-award announcement, including a snapshot of a current PS partner, TOPS Swingband;
- ⇒ Details about CAC's efforts in the community and how we are leveraging social and traditional media to get the word out about our work; and
- ⇒ Our YTD financial results.

Thank you, as always, for your thoughtful attention to the matters before the Board. Best wishes to you and yours for a happy and healthy holiday season.



Team Objectives for 2013

Mindful of the [agreements](#) that we have made with one another, and grounded by CAC's [Mission, Vision & Values](#), we state the following objectives for 2013:

Grantmaking & Knowledge-Building

- Continue to build strong relationships with cultural partners such that CAC is seen as a vital resource not only through its grantmaking but through its knowledge-building and learning activities.
- Evaluate and measure the effectiveness of all of CAC's grant programs, both formally and informally, to begin to answer the question, "Where does CAC funding make a difference?"
- Build a robust and cross-program learning agenda, always helping to build strength into the arts and cultural sector while building relationships with partner organizations.
- Continue to create and share tools that provide technical assistance to those applying for and receiving funding (i.e. workshops/webinars addressing budgeting, support materials, marketing & publicity, evaluation, OCDP, etc.) such that we increase the understanding of and familiarity with CAC's process.
- Implement partnership with Neighborhood Connections to extend CAC's funding reach to neighborhood-based organizations.
- Convene partner organizations in ways that encourage information sharing, highlights collaborations, and seeks linkages that address issues of common cause.

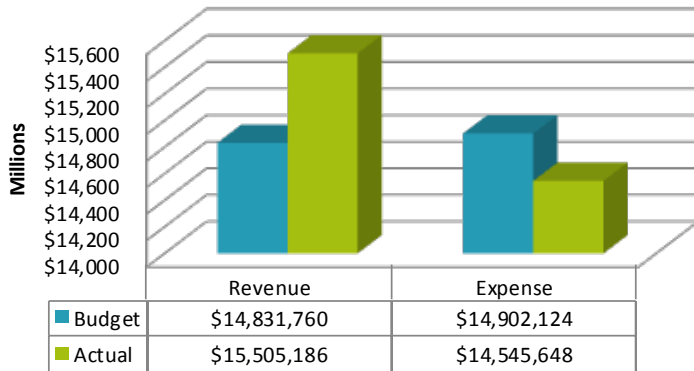
Raising Awareness

- Communicate impact of CAC funding to stakeholders and County residents, reaching beyond the cultural community to the community at large.
- Seek a "seat at the table" for CAC in important community conversations.
- Continue to raise CAC's national profile through publications and speaking engagements.
- Continue to build strong relationships with elected officials and community leaders.

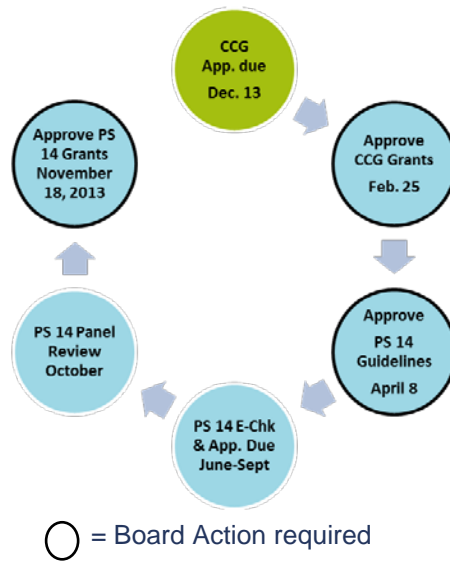
Building Internal Capacity

- Create a strong marketing/promotions toolkit that supports the needs of our cultural partners.
- Evaluate and adjust internal CAC systems and tools so that they are useful to the CAC team, our cultural partners, and to the general public (i.e. GO system, Pearl database)
- Streamline tracking of events, to facilitate CAC team attendance when possible.
- Support team learning and development, both individual team members and team as a whole.

Budget to Actual through 11/30/12



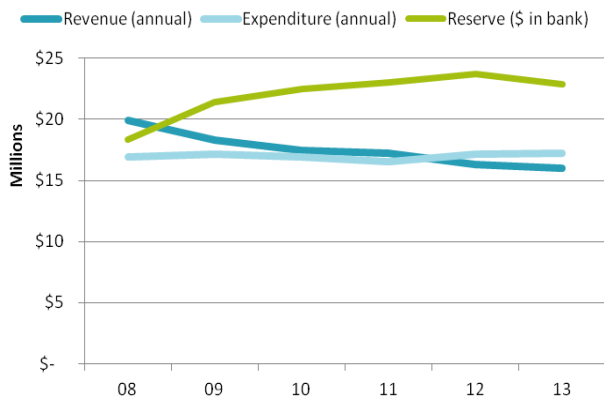
Grant Cycle Status



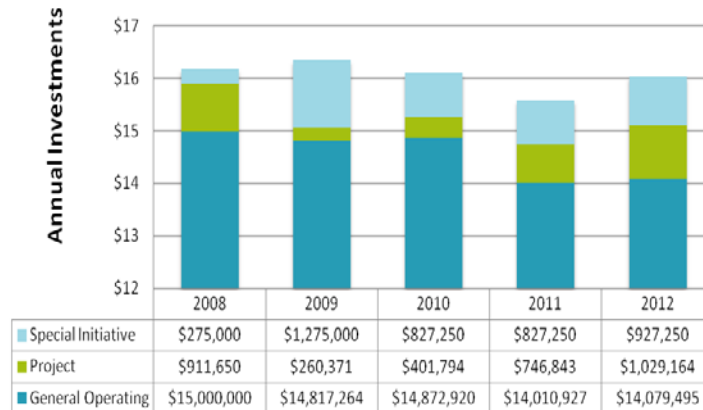
Key dates December through April

10-Dec.	Board Meeting Idea Center, 3 p.m. - executive session, 4 p.m. board meeting
13-Dec.	Creative Culture Grants program application deadline
21-Feb.	Creative Culture Grants program public vote deadline
25-Feb.	Board Meeting Idea Center, 4 p.m.
08-April	CAC Annual Meeting Idea Center, 4 p.m.
18-April	Helicon Collaborative Bright Spots Workshop for GOS cultural partners

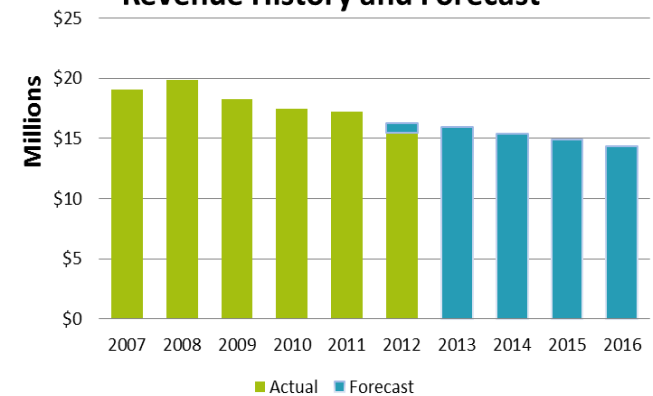
Revenue and Expenditure History



Grantmaking History



Revenue History and Forecast



CAC Board Meeting December 10, 2012 Updates from Staff

1. FINANCIAL REPORT YTD

Revenue

Tax revenue was \$15,475,358 as of November 30, 2012. This figure is \$661,598 above forecast year-to-date. Revenue continues to decline year-over-year with collections down 1.15% compared to the same period in 2011.

Interest revenue through November was \$29,828. This figure exceeds our forecast by \$11,828. The investment of \$13million in STAR Plus has yielded \$3,202 over the past five weeks.

CAC inactive monies are currently invested in the following:

- o STAR Plus- \$13,003,202 (yield .25%)
- o Baird Public Investment Advisors - \$8,009,662 (target yield .35%)
- o STAR Ohio- \$1,831,000 (yield .10%)

Expenditure

Expenditures through November were \$14,545,648. This figure is approximately \$356,000 under budget year to date and is due primarily to the timing of payments, particularly in the area of grant payments.

Audit/Finance Committee

The audit and finance committee met on November 14, 2012. At this meeting, the committee reviewed the proposed changes to the Internal Financial Control Policies and Procedures for CAC. Committee members offered recommendations to the proposed revisions and further recommended that the Board adopt the revised policy at the December 10 meeting.

At the December meeting we will also present a Capitalization, Depreciation and Retirement of Property and Equipment Policy to the Board for approval. This policy details which assets shall be capitalized and therefore depreciated and which may be expensed. Currently CAC has a \$500 capitalization threshold. The new policy proposes raising that threshold to \$2,000.

2. HUMAN RESOURCES

Over the past several months, CAC has been working with legal counsel to add and/or revise several personnel policies for inclusion in CAC's Employee Manual. These changes, all of which were written and/or reviewed by legal counsel, are detailed in a memo provided to the Board with this month's meeting materials. Additionally, the Board will be asked to approve a resolution that relates to CAC's Flexible Spending Account (FSA) Plan. Due to changes mandated by the Affordable Care Act, the contribution threshold for out-of-pocket medical expenses will be reduced to \$2,500. Board action is required on this item.

Additionally, in 2013, we will switch our medical coverage from Anthem to Medical Mutual. We have received a quote from Medical Mutual, via our COSE membership, which reduces the cost of our medical coverage by approximately 11% or \$3500 per year. Additionally, the coverage offered through Medical Mutual is more favorable for participants than our current plan. Finally, by moving to a new health plan effective January 1, we are able to move to a renewal cycle that matches our fiscal year and allows for better budget planning.

3. CREATIVE CULTURE GRANTS

The Creative Culture Grants program was officially opened to eligible lead applicants via a notification email sent November 1. A follow-up message was sent November 29, reminding eligible lead applicants of the December 13 deadline. CAC has fielded multiple calls from cultural partners and the general public concerning the grant program and possible projects, and has also met with a few eligible lead applicants to discuss their projects. As of November 29, five organizations had begun their application in CAC's online system, and CAC expects additional applications based on inquiries and conversations with groups.

4. CAC IN THE COMMUNITY

Arts and Culture Roundtable with County Executive Ed FitzGerald. On November 20, CAC, together with the Community Partnership for Arts and Culture, hosted an Arts and Culture Roundtable event featuring County Executive Ed FitzGerald. The event was held at the Idea Center's Westfield Insurance Studio Theatre in PlayhouseSquare, and was hosted by ideastream's Dee Perry.

Mr. FitzGerald spoke on the importance of the arts and culture sector to Cuyahoga County's economy, and took questions from the audience of more than 100 representatives from the arts and culture community. In December, ideastream will broadcast the program in its entirety on The Ohio Channel, which airs in households all over the State of Ohio. We will be sure to let board members know once we know once it is scheduled.

**Arts and Culture Roundtable with
County Executive Ed FitzGerald
November 20, 2012**



(Photo by Jennifer Schlosser)

Post-Panel Site Visits. Following the announcement of the 2013-14 General Operating Support scores and awards, CAC has actively reached out to organizations to offer consultations on the context of scores and the review process. Meetings are held at the spaces and offices of cultural partners when possible, allowing CAC staff to utilize the meetings as site visits and gain a deeper understanding of the work being accomplished by the organizations. To date, 16 organizations have or are scheduled to meet with CAC staff before the end of the year.

Post-Panel Technical Assistance. CAC will offer four small-group workshops to review and discuss the grant agreement, disbursement of funds, reporting requirements and publicity requirements of the Project Support program during the weeks of December 3 and 10. Staff will share resources with cultural partners and seek feedback about how CAC can help the organizations be successful in the upcoming year. While the workshops are not mandatory, staff encourages first-time grant recipients to attend.

Cultural Partner Collaborations. CAC staff had the opportunity to observe the Cleveland TOPS (Tough Old Pros) Swingband perform in late November at Trinity Cathedral. The performance was part of the Brownbag Lunch Concert Series (a CAC-funded program) put on by Music and Art at Trinity. We were pleased to see the collaboration between two Project Support recipients. The concert drew a standing-room only crowd.

Looking ahead to 2013, CAC will continue to encourage cultural partners to work together – just as TOPS and Trinity are doing. We will do so by bringing cultural partners together at trainings and workshops so they can learn from one another and discover ways to partner together in the future.



Cleveland TOPS at Trinity Cathedral – November 28, 2012
(photos by Jennifer Schlosser)

Media Relations. CAC has had a flurry of media coverage focusing on the grant awards announcement on November 19 and the Arts and Culture Roundtable with County Executive Ed FitzGerald on November 20. Don Rosenberg of The Plain Dealer concluded his series of articles on CAC’s grantmaking process with an article that ran in the paper on Tuesday, November 20. Below is a list of media placements:

Date	Media Outlet	Headline	Topic
November 20	CoolCleveland.com	Video: Karen Gahl-Mills & Sari Feldman at CPAC Roundtable	Video interview with Karen and Sari about the Arts and Culture Roundtable event
November 20	CoolCleveland.com	Video: County Exec Ed FitzGerald on Arts & Culture	Video interview with the county executive about arts and culture in Cuyahoga County
November 20	CoolCleveland.com	Video: Cindy Einhouse of Beck Center at CPAC Roundtable	Video interview with Karen and Sari about the Arts and Culture Roundtable event
November 20	Sun News	Shore Cultural Centre takes home Cuyahoga Arts & Culture grant	
November 20	ClevelandClassical.com	CAC announces commitment of nearly \$29 million in grants to 175 arts and culture organizations in Cuyahoga County	Coverage of grant awards announcement

November 20	The Plain Dealer	Cuyahoga Arts and Culture grants \$15.26 million to 175 organizations for 2013	Coverage of grant awards announcement
November 20	Crain's Cleveland Business	Cuyahoga Arts & Culture trustees approve nearly \$29 million in grants	Coverage of grant awards announcement
November 20	CoolCleveland.com	VIDEO: Chris Coburn of Cleveland Clinic Innovations: "Cleveland leads the country"	Video interview with Chris Coburn about the grant awards announcement
November 20	CoolCleveland.com	VIDEO: Liz Maugans of Zygote Press: "We were humbled"	Video interview with Liz Maugans about receiving a grant from CAC
November 20	CoolCleveland.com	VIDEO: Santina Protopapa of Progressive Arts Alliance: "I'm honored"	Video interview with Santina Protopapa about receiving a grant from CAC

Staff have also pitched targeted stories to local community newspapers and online publications regarding the funding that CAC has provided to organizations in their communities.

Social Media. Twitter continues to be a popular way for community members to engage with CAC, so we plan to continue to build on this success. This fall, we have posted regular updates on the grantmaking process, the grant awards announcement, the Arts and Culture Roundtable event, stories about our cultural partners and other items of interest about the arts and culture sector in Cuyahoga County. Since September 1, 2012, we've increased our Twitter followers by 158 people, for a total of 1,090 followers. A number of community members and leaders, as well as our cultural partners, shared positive updates about receiving a grant from CAC and re-tweeted stories posted by CAC.

Email Communications. We continue to utilize email to connect with and educate our constituents about CAC's work, and have sent out the following emails in the past few weeks:

- [December Events Email](#)
- [November E-Newsletter](#)

5. ITEMS OF NOTE

Celebrations. We were pleased to attend the groundbreaking of Near West Theater's new facility on November 27. This General Operating Support grant recipient's plan for a new theater space at the intersection of Detroit Avenue and West 67th Street in the Gordon Square Arts District was [featured on the front page of the Plain Dealer](#).

Cuyahoga Arts & Culture
Revenue and Expenditure through 11/30/12

Cash Basis	Through 11/30/12	Through 11/30/12	\$	%
	Actual	Budget	Over/Under Budget	of Budget
Ordinary Revenue/Expenditures				
Revenue				
Excise Tax	\$ 15,475,358	\$ 14,813,760	\$ 661,598	104.5%
Interest	\$ 29,828	\$ 18,000	\$ 11,828	165.7%
Total Revenue	\$ 15,505,186	\$ 14,831,760	\$ 673,426	104.5%
Expenditures				
Arts & Cultural Programming				
Salaries, Wages and Benefits	\$ 245,468	\$ 261,387	\$ (15,919)	93.9%
Program	\$ 147,748	\$ 151,640	\$ (3,892)	0.0%
Grants**	\$ 13,623,159	\$ 13,861,632	\$ (238,473)	98.3%
Total A&C Exenditures	\$ 14,016,375	\$ 14,274,659	\$ (258,284)	98.2%
General & Administrative				
Salaries, Wages and Benefits	\$ 275,090	\$ 291,147	\$ (16,056)	94.5%
Facilities, Supplies, Equipment	\$ 40,477	\$ 54,760	\$ (14,283)	73.9%
Professional Fees	\$ 213,705	\$ 281,558	\$ (67,853)	75.9%
Total G&A Expenditures	\$ 529,273	\$ 627,465	\$ (98,192)	84.4%
Total Expenditures	\$ 14,545,648	\$ 14,902,124	\$ (356,476)	97.6%
Net Ordinary Revenue	\$ 959,538	\$ (70,364)	\$ 1,029,903	

** Grants figure is amount paid to date for 2012 General Operating Support, Project Support, and Special Initiative grants.

The remainder of the 2012 grant awards appears on the Balance Sheet.

accrual basis

Cuyahoga Arts & Culture Balance Sheet

As of November 30, 2012

ASSETS

Current Assets

Checking/Savings

Baird (U.S.Bank) 8,009,662.33

KeyBank 286,575.27

Star Ohio Excise Tax 1,831,443.20

STAR Plus 13,003,201.87

Total Checking/Savings 23,130,882.67

Accounts Receivable

Accounts Receivable 1,532,126.02

Total Accounts Receivable 1,532,126.02

Total Current Assets 24,663,008.69

Fixed Assets

Furniture and Equipment 73,506.82

Software and Webdesign 23,866.67

Accumulated Depreciation -62,018.55

Total Fixed Assets 35,354.94

TOTAL ASSETS 24,698,363.63

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 6,722.81

Total Accounts Payable 6,722.81

Other Current Liabilities

Payroll Liabilities 11,683.78

GOS Grants 1,398,083.00

Project Support Grants 264,248.00

Total Other Current Liabilities 1,674,014.78

Total Current Liabilities 1,680,737.59

Total Liabilities 1,680,737.59

Equity

Retained Earnings 23,720,417.73

Net Income -702,792.69

Total Equity 23,017,625.04

TOTAL LIABILITIES & EQUITY 24,698,362.63

CAC CIGARETTE TAX COLLECTIONS HISTORY AND 2012 ACTUAL REVENUE				
	<u>2011</u>		<u>2012</u>	
Month	Monthly Tax	10-11 % Change	Monthly Tax	11-12 % Change
JANUARY	\$ 1,393,423.02	-6.01%	\$ 1,235,807.10	-11.31%
FEBRUARY	\$ 1,156,877.63	0.84%	\$ 1,085,586.87	-6.16%
MARCH	\$ 1,333,792.52	-12.04%	\$ 1,422,259.41	6.63%
APRIL	\$ 1,439,526.45	-9.09%	\$ 1,522,972.04	5.80%
MAY	\$ 2,600,959.94	8.17%	\$ 2,811,582.89	8.10%
JUNE	\$ 1,590,940.64	2.76%	\$ 1,316,309.75	-17.26%
JULY	\$ 251,257.17	-54.01%	\$ 357,019.11	42.09%
AUGUST	\$ 1,555,208.35	17.00%	\$ 1,385,541.46	-10.91%
SEPTEMBER	\$ 1,848,885.83	14.97%	\$ 1,345,263.90	-27.24%
OCTOBER	\$ 1,231,977.00	-16.27%	\$ 1,460,889.45	18.58%
NOVEMBER	\$ 1,252,512.70	-5.92%	\$ 1,532,126	22.32%
DECEMBER	\$ 1,585,877.43	6.60%		
TOTALS	\$ 17,241,238.68		\$ 15,475,358.01	-1.15%

2013 Budget Appropriation Summary

Revenue	2012	2013	Change
Excise Tax	\$ 16,314,000	\$ 16,019,000	\$ (295,000)
Interest Income	\$ 20,000	\$ 35,000	\$ 15,000
	<u>\$ 16,334,000</u>	<u>\$ 16,054,000</u>	<u>\$ (280,000)</u>
Expenditures			
Arts & Cultural Programming			
Salaries, Wages and Benefits	\$ 284,328	\$ 330,897	\$ 46,569
Program	\$ 151,640	\$ 237,760	\$ 86,120
Grants	\$ 16,035,909	\$ 16,273,894	\$ 237,985
Total A&C Expenditures	<u>\$ 16,471,877</u>	<u>\$ 16,842,551</u>	<u>\$ 370,674</u>
General & Administrative			
Salaries, Wages and Benefits	\$ 343,591	\$ 357,323	\$ 13,732
Facilities, Supplies, Equipment	\$ 57,960	\$ 114,890	\$ 56,930
Professional Fees	\$ 296,350	\$ 218,200	\$ (78,150)
Depreciation	\$ -	\$ 7,500	
Total G&A Expenditures	<u>\$ 697,901</u>	<u>\$ 697,913</u>	<u>\$ 12</u>
Total Annual Expenditures	<u>\$ 17,169,778</u>	<u>\$ 17,540,464</u>	<u>\$ 370,686</u>