

## Cuyahoga Arts and Culture

### Minutes of Regular Meeting of Board of Trustees

Tuesday, March 11, 2008, 10:00 am

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A regular meeting of the Cuyahoga Arts and Culture (CAC) Board of Trustees was called to order at 10:15 a.m. in the 2<sup>nd</sup> floor Reitman conference room in the Idea Center at Playhouse Square, 1375 Euclid Avenue, Cleveland, Ohio. Four of the five members of the CAC Board of Trustees were in attendance: David Bergholz, Chris Coburn, and Steven Minter, and Santina Protopapa. Linda Abraham-Silver was not present.

#### 1. Approval of minutes from February 12, 2008 Regular Meeting

Trustee Protopapa noted one change; she stated she was present for the Project Support discussion detailed in the minutes. CAC will revise the minutes to reflect the noted corrections. The February 12, 2008 meeting minutes were not approved.

#### 2. Finances and Operations

Meg Harris, Director of Administration, stated that the cigarette excise tax revenue for February was \$1,512,005. This figure was \$53,189 lower than forecast but 277% greater than February 2007. Year to date, the revenues are \$2,949,527 which represents a 3% increase over the same period for 2007, using the .045 Stadium Tax as the basis for comparison.

Ms. Harris stated that the revenues and expenditures through February were within budgeted figures and that discrepancies are footnoted on the R&E report. She stated that 66 GOS grantees had received the first payment of 50% of the 2008 GOS grant awards and all had submitted written confirmation of this receipt. Ms. Harris highlighted that the StarOhio interest rate is currently 3.61% as compared to 5.5% when CAC started investing in StarOhio in May, 2007. She stated this interest rate will likely decline and that will impact CAC's intention to cover its 2008 operating expenses through the interest on investments.

President Minter inquired as to whether CAC could, for example, purchase CDs that were more likely to be stable for a period of six months. Trustee Coburn agreed that CAC's investment tools be discussed in the near future. Trustees Coburn and Minter volunteered to form an Investment Advisory Committee to determine any investment alternatives for CAC funds.

Ms. Harris provided an update on the audit process, stating that CAC is in the process of working with the Auditor of State and that a letter of engagement is expected in the next week or two. She added that it is not likely that CAC will have a completed audit by the May 13 Annual Meeting.

Ms. Harris then explained that it is required by Ohio law that CAC offer the Ohio Public Employee Deferred Compensation Plan for CAC staff. There is no cost to CAC. She explained that the Board of Trustees needs to pass a resolution adopting the plan and appoint a Responsible Officer for the plan.

Trustee Minter moved to approve the resolution to establish an Ohio Public Employee Deferred Compensation Plan for CAC staff and appoint Meg Harris as the Responsible Officer. Trustee Coburn seconded the motion. On a roll call vote, Trustees Bergholz, Coburn, Minter and Protopapa each voted yes.

### 3. Grant Program Updates

#### A. Project Support

ED Boyle asked Achala Wali, Director of Grant Programs, to provide an update on CAC's 2008 Project Support (PS) Grant Program.

Ms. Wali stated that there were two deadlines recently for PS, February 26 for online application submission and February 27 for submission of the required paper copies, eligibility documentation and supplementary materials. CAC received 94 grant applications. CAC staff reviewed all applications for eligibility, completeness and required documentation. After the review, CAC staff determined that 18 applicants did not meet eligibility criteria and one (1) applicant removed itself from the process. A list of the 19 applicants was distributed to board members with the CAC recommendation that they not be eligible for the Grant Application Panel Review:

African Soul International	Withdrew Application
Art Advantage Projects	Application Incomplete
Arts in Strongsville	Application Incomplete
Broadway United Methodist Church	Application Incomplete
Cleveland Chamber Collective	Application Incomplete
Cleveland Jazz Orchestra	Not eligible
Coventry PEACE	Application Incomplete
Fairmount Center for the Arts	Not eligible
Glenville Development Corp.	Application Incomplete
Good Company: A Vocal Ensemble	Application Incomplete
Greater Cleveland Sports Hall of Fame	Application Incomplete
Lakewood Alumni Association	Not eligible
Mt. Pleasant Community Zone	Not eligible
Ohio and Erie Canalway	Not eligible
Snickerfritz Cultural Workshop	Application Incomplete
The Comfort Source	Application Incomplete
The Montessori School at Holy Rosary	Not eligible
Wake Up and Live Actors Studio	Application Incomplete
Warrensville City School Distr.	Application Incomplete

In response to Trustee Minter's request for clarification regarding necessary documentation from churches, Ms. Wali stated that one church did not supply proper documentation for their budget or their budget approval and that churches were considered like governmental entities if they did not have 501 (c) 3 status, in terms of required eligibility documentation.

ED Boyle stated that there are other churches that did supply CAC with proper documentation and will move on to the Grant Application Panel Review.

Trustee Minter stated that he had the same question in regard to “Good Company: A Vocal Ensemble”. Ms. Wali stated that this organization is listed in Guidestar as a 501 (c) 3 but did not provide the necessary documentation required of an applicant with a 501 (c) 3 status.

Trustee Berholz asked if the letter notifying each organization of their ineligibility would include the reasons why they would not be reviewed by the Grant Application Review Panel. ED Boyle responded that CAC would state a reason of ineligibility in each letter and that it would be sent this week.

Trustee Protopapa noted that there were a number of projects and requests that exceed the operating budgets of organizations. ED Boyle responded that at this time, CAC does not have guidelines about grant request amounts in relation to organizational budget size and continued that the applications and requests will have to go to the panel as is. She added that panelists are used to seeing this to some extent and will be encouraged to take this into consideration as part of their evaluation of each applicant in terms of organizational capacity and management.

ED Boyle requested the Board’s approval to move the 75 eligible applicants to the Grant Application Panel Review. Trustee Bergholz moved the request and Trustee Protopapa seconded. On a roll call vote, Trustees Bergholz, Coburn, Minter and Protopapa each voted yes.

Ms. Wali continued with a discussion about the selection of panelists for the PS grant review stating that there is currently a pool of ten panelists, CAC intends for there to be nine panelists for the review process and that most of them were from out of state. She noted that in that looking for panelists from out of state, CAC sought people with more of a broad base of understanding of community programming rather than focusing solely on their area or discipline of expertise.

Trustee Coburn strongly stated that CAC should employ panelists only from outside of Ohio and that this is the best way to address any real or perceived conflicts in terms of determining who gets CAC’s grants.

Ms. Wali offered that she and Ms. Harris attended the Ohio Arts Council’s “Arts Innovation” grant program panel review on March 6<sup>th</sup> to observe their panel process. The Ohio Arts Council also uses a public panel review to determine grantees and uses panelists from in the state. Observing the OAC panel reaffirmed her belief that using panelists from within Ohio was beneficial because they could add context for the applicants to the panel.

Trustee Coburn stated that there are other ways CAC can provide this insight to the panelists and still use panelists from out of state.

Trustee Protopapa reflected on comments made after the GOS Panel by applicants that having panelists from inside the region would have been beneficial in terms of the panelists’ understanding of certain dynamics that occur in our region.

Trustee Bergholz stated that it can be a fine line between having panelists from outside the region to ensure objectivity and inside the region to know enough about the community. He agreed with Trustee Coburn that CAC should keep the review process removed from the staff

and board, but also agreed with Trustee Protopapa that panelists need to understand the climate for arts and cultural organizations in Cuyahoga County.

ED Boyle then asked the board to reaffirm that the CAC PS panel review would only have panelists from outside of Ohio and to approve those panelists that are not from Ohio.

Trustee Bergholz moved to approve all non-Ohio based panelists. Trustee Protopapa seconded the motion. On a roll call vote, Trustees Bergholz, Coburn, Minter and Protopapa each voted yes.

Trustee Minter asked that present board members give him, in his capacity of Board President, the authority to approve all new panelist recommendations as long as they are out of Ohio given that the board will not meet again until May 13, after the PS Panel Review on April 23 and 24.

Trustee Bergholz moved to allow President Minter to approve additional panelists from outside Ohio for the 2008 PS Panel Review. Trustee Protopapa seconded the motion. On a roll call vote, Trustees Bergholz, Coburn, and Protopapa each voted yes.

#### B. General Operating Support

ED Boyle noted that per Board discussion at its February 12, 2008 meeting, Arts Collinwood has been notified that it will not receive GOS funding in this first three-year cycle. It had not submitted to CAC the required most recent fiscal year's certified financial review or audit in order to receive its GOS grant agreement.

#### 4. Other Business

ED Boyle noted that the board has an engagement memorandum from Amy Morgenstern of Main Stream Enterprises, Inc. to facilitate the CAC Board's planning session to be held on March 19. The contract is in the amount of \$9,600 and is to prepare and conduct stakeholder interviews, summarize stakeholder input and create an agenda for the planning session, and prepare and facilitate the planning session.

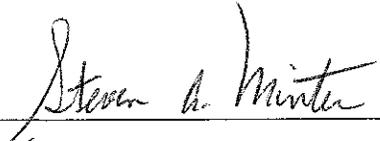
Trustee Bergholz moved to approve the contract with Main Stream Enterprises, Inc. Trustee Coburn seconded the motion. On a roll call vote, Trustees Bergholz, Coburn, Minter and Protopapa each voted yes.

ED Boyle noted that Trustee Minter had been reappointed to the CAC Board by the Cuyahoga County Commissioners for a three year term.

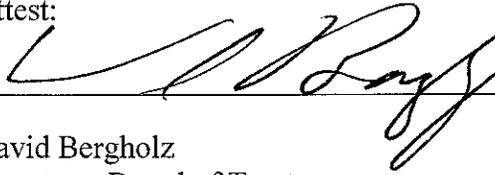
#### 5. Public Comment

Audience member Rick Pollack stated that he has served as a panelist for OAC and did site evaluations for OAC. He stated that when serving as a panelist, having site evaluations included in the grant review process was very helpful.

There being no further business, the Regular Meeting of the CAC Board of Trustees was adjourned at 10:47 a.m., March 11, 2008.

  
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Steven Minter  
President, Board of Trustees

Attest:

  
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David Bergholz  
Secretary, Board of Trustees