



## Minutes of the Regular Meeting of the Board of Trustees

Tuesday, November 10, 2009, 9:30 am

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A Regular Meeting of the Cuyahoga Arts and Culture (CAC) Board of Trustees was called to order at 9:34 a.m. in the Smith Studio at the Idea Center at Playhouse Square, 1375 Euclid Avenue, Cleveland, Ohio.

The roll call showed Trustees David Bergholz, Chris Coburn, and Steven Minter to be present. It was determined that there was a quorum. Sari Feldman was absent. Vickie Johnson arrived at 9:45 a.m.

Also in attendance were: CAC Staff: Meg Harris, Interim Executive Director; Achala Wali, Director of Grant Programs; Donnie Gill, Grant Program Coordinator; and Stacey Hoffman, Grant Program Coordinator.

### **1. APPROVAL OF MINUTES**

It was moved by Trustee David Bergholz and seconded by Trustee Chris Coburn that the minutes of the October 13, 2009 meeting Regular Meeting of the Board of Trustees, which were previously submitted and read by the Board, be approved.

**Resolution: Be it resolved that the minutes of the October 13, 2009 Regular Meeting of the Board of Trustees are approved.**

Ayes: Bergholz, Coburn, and Minter.

Nays: None.

### **2. INTERIM EXECUTIVE DIRECTOR REPORT**

#### **Finances and Operations**

Ms. Harris stated that collected to date was \$15,151,292. This figure is on budget with projections for the year. Ms. Harris stated that expenditures through October were within budgeted figures with little outstanding accounts payable.

### **3. GRANT PROGRAM GUIDELINES – PS 2011**

Achala Wali informed the Board of the two changes to the eligibility criteria in the PS11 grant guidelines as stated in the memo provided to the Board.

Ms. Wali stated that the rationale for both changes was to align the eligibility requirements more closely with the objectives of the PS Grant Program which is to increase accessibility to funding for

organizations that provide high quality arts and culture programs for Cuyahoga County residents. She added that the three year requirement seems to pose too high a barrier for access to the program. Organizations would still need to demonstrate to the panel that their organization meets the PS criteria and therefore merits CAC funding.

Ms. Wali concluded that there were no additional changes to the PS11 guidelines from the PS09 guidelines.

Ms. Harris stated that the Units of Government could be included but would need to be paid out of a separate allocation which would be derived from CAC's interest income.

Mr. Minter asked Ms. Harris to elaborate.

Ms. Harris specified that the Units of Government could be funded using the interest revenue of which there is about \$700,000 to date.

Mr. Minter asked Ms. Harris to explain what types of organizations that are Units of Government had been funded.

Ms. Harris replied that examples previously funded Units of Government and their projects include: Cuyahoga Community College for the Tri-C JazzFest; Lakewood Public Library for the Professional Speaker Series; the City of Bedford for the MidSummer Wonderland Festival; and the City of Cleveland Heights for the Cain Park Arts Festival.

Ms. Wali noted that a large number of fairs and festivals, put on by various cities, had also been funded.

Ms. Minter stated that he was pleased to be able to include these types of organizations and projects moving forward.

It was moved by Trustee David Bergholz and seconded by Trustee Chris Coburn to modify the PS09 eligibility criteria to reflect the following:

Applicant must have been a 501(c)(3) for at minimum one (1) year prior to the most current Intent to Apply deadline.

Applicant must have a "permanent and viable base of operations" in Cuyahoga County for at minimum two years prior to most current Intent to Apply deadline.

**Resolution: Be it resolved that following eligibility criteria be reflected in the PS11 guidelines:**

Applicant must have been a 501(c)(3) for at minimum one (1) year prior to the most current Intent to Apply deadline.

Applicant must have a "permanent and viable base of operations" in Cuyahoga County for at minimum two years prior to most current Intent to Apply deadline.

Ayes: Bergholz, Coburn, and Minter.

Nays: None.

#### **4. GRANT PROGRAM UPDATES**

##### **General Operating Support (GOS)**

Donnie Gill provided a brief update on the General Operating Support grant program:

- The Intent to Apply was posted and distributed in October; due February 17, 2010
- Three workshops have been scheduled for December and January and are open to all parties interested in CAC grant programs
- The Panelist Interest Form was posted and distributed
- The CDP workshops were held in September and GOS grantees are beginning to input data

*\*Trustee Vicki Johnson arrived.*

##### **Project Support (PS)**

Stacey Hoffman presented an update on the PS09 grant cycle. She stated that 12 organizations had completed their projects and submitted final reports. She stated that 4 organizations were currently not in compliance with CAC's reporting requirements. She requested that the Board refer to the memo regarding subsequent actions that CAC staff will take for grantees not in compliance with the PS09 grant agreement.

Mr. Minter said that he read the memo and referred to sections 1B, 2B and 8 of the grant agreement. He stated that he was satisfied that the requested action was in line with the PS09 grant agreement.

It was moved by Trustee Steven Minter and seconded by Trustee Chris Coburn that the following actions be implemented for grantees not in compliance with the PS09 grant agreement:

##### **Mid-year report:**

1. 30 days after notification by CAC that the organization is in breach of Agreement:
  - Automatic 10% reduction of final grant award

##### **Final report:**

1. 30 days after notification by CAC that the organization is in breach of Agreement:
  - Automatic 10% reduction of final grant award
2. 60 days after initial notification and 30 days after second notification
  - Organizations that received up to 60% of the grant award in advance
    - Revoke remainder of grant award.
    - Organization will not be in "Good Standing" until PS09 report is submitted to CAC.
  - Organizations that received no advanced payment of funds
    - Revoke full amount of PS09 grant award
    - Organization will not be in "Good Standing" until a letter stating why
      - 1) the project failed to be executed or
      - 2) the final report was not submitted, is received by CAC.

**Resolution: Be it resolved that following actions be implemented for grantees not in compliance with the PS09 grant agreement:**

**Mid-year report:**

1. 30 days after notification by CAC that the organization is in breach of Agreement:
  - Automatic 10% reduction of final grant award

**Final report:**

1. 30 days after notification by CAC that the organization is in breach of Agreement:
  - Automatic 10% reduction of final grant award
2. 60 days after initial notification and 30 days after second notification
  - Organizations that received up to 60% of the grant award in advance
    - Revoke remainder of grant award.
    - Organization will not be in “Good Standing” until PS09 report is submitted to CAC.
  - Organizations that received no advanced payment of funds
    - Revoke full amount of PS09 grant award
    - Organization will not be in “Good Standing” until a letter stating why 1) the project failed to be executed or 2) the final report was not submitted, is received by CAC.

Ayes: Bergholz, Coburn, Johnson and Minter.

Nays: None.

**5. CPAC - CREATIVE WORKFORCE FELLOWSHIP**

Tom Schorgl, President of Community Partnership for Arts and Culture (CPAC), presented a summary of activities to date for the second cycle of the Creative Workforce Fellowship (CWF). Mr. Schorgl stated that CPAC had received 166 applications for the second cycle of the Creative Workforce Fellowship program. The panel will be held on November 23 and 24 at the Great Lakes Science Center; panelists were recruited from outside the region. The applications will be reviewed by discipline.

Mr. Schorgl continued, stating that through the CWF, they will be able to provide funding to forty individual artists. This is one of the best local fellowship programs in the United States.

Megan Van Voorhis, CPAC, presented a summary of the findings from a study conducted on Cleveland’s Arts and Cultural sector. The 65 GOS grantees were surveyed to gain an understanding of how the organizations are faring in the current economic state. The limitation of the survey is that it is based on the organization’s perception. She noted that 55 of the 65 organizations solicited completed the survey.

The following highlights of the findings were shared:

- The arts and culture community includes a significant number of smaller organizations
- There has been a slight decrease in staff

- They anticipate an increase in educational programming
- They are interested in opportunities for collaboration
- They want to increase participation with non-traditional audiences
- They are reflecting on future programming

## **6. Update on CAC' Executive Director Search**

Trustee Chris Coburn stated that a search committee consisting of Trustee Bergholz and himself was established earlier in the year. The committee evaluated proposals from several executive search firms, both local and national, and ultimately contracted with Management Consultants for the Arts (MCA), based in Connecticut. Mr. Coburn stated that MCA was selected for several reasons:

- Fulltime work in the arts and cultural sector
- Possess an extensive national network within the arts
- Expertise in the areas of arts management consulting and executive search.

Mr. Coburn continued, stating that the search committee worked with MCA to create a job description of the ideal candidate that included the following attributes: a creative and proven leader, an artist, executive experience, an advanced degree in business or non-profit management. He summarized that there were 81 applicants, three quarters of whom were from outside of the Cleveland area, for this position. There was a rigorous interview process of several very skilled and capable individuals.

It was moved by Trustee David Bergholz and seconded by Trustee Chris Coburn to hire Karen Gahl-Mills based on the letter of agreement for four years.

**Resolution: Be it resolved to hire Karen Gahl-Mills based on the letter of agreement for four years.**

Ayes: Bergholz, Coburn, Johnson and Minter.

Nays: None.

Ms. Johnson stated that earlier in the year she had attended an open meeting regarding the executive director search. The meeting was an opportunity for the community to provide their input into the types of skills and experience that should be included in the job profile for the next executive director of CAC. Ms. Johnson said she believes that the selection of Ms. Gahl-Mills strongly met the criteria put forth is meeting by community participants.

Mr. Minter stated that while Trustee Sari Feldman could not be present at the meeting, she expressed her enthusiasm regarding the selection of Karen Gahl-Mills as executive director.

Ms. Harris stated that there was one more piece of business; to adopt a pick-up plan for the OPERS Fringe Benefit Method for the position of executive director effect February 1, 2010.

It was moved by Trustee Chris Coburn and seconded by Trustee David Bergholz to adopt a Pick-up plan for the OPERS Fringe Benefit Method for the position of executive director effect February 1, 2010.

**Resolution: Be it resolved to adopt a Pick-up plan for the OPERS Fringe Benefit Method for the position of executive director effect February 1, 2010.**

Ayes: Bergholz, Coburn, Johnson and Minter.

Nays: None.

Karen Gahl-Mills stated that she was honored to be here and that she was very impressed with what's going on Cleveland – putting public money behind arts and culture. She is looking forward to working with the community, the Board of Trustees and CAC staff.

**Public Comment**

Mr. Minter asked if there was any public comment. There was no public comment.

**Next Meeting**

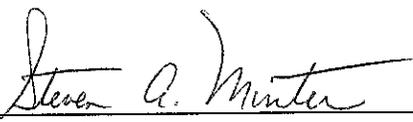
The next regular meeting of the CAC Board of Trustees is December 8, 2009 at 10:00 a.m. in the Second Floor Conference Room of Idea Center.

There being no further matters to come before the Board, Trustee David Bergholz moved to adjourn the meeting at 10:40 a.m. Trustee Chris Coburn seconded the motion.

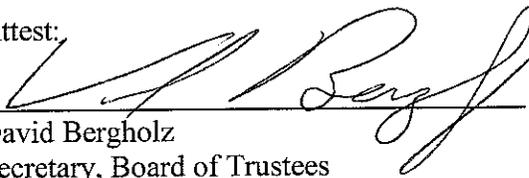
Vote on Motion was as follows:

Ayes: Bergholz, Coburn Johnson and Minter.

Nays: None.

  
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Steven Minter  
President, Board of Trustees

Attest:

  
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David Bergholz  
Secretary, Board of Trustees