



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

Wednesday, September 21, 2011

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A regular meeting of the Cuyahoga Arts & Culture (CAC) Board of Trustees was called to order at 4:01 p.m. in the Chelm Family Theatre of Maltz Museum of Jewish Heritage, Beachwood, Ohio.

The roll call showed Trustees Matt Charboneau, Sari Feldman, and Steven Minter to be present. Chris Coburn and Vickie Johnson were absent. 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; and Stacey Hoffman, program manager.

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

Motion by Trustee Minter, seconded by Trustee Charboneau, to approve the minutes of the June 13th, 2011 Regular Meeting of the Board of Trustees. Discussion: None. Vote: All ayes. Motion carried.

Motion by Trustee Minter, seconded by Trustee Charboneau, to approve the minutes of the June 22nd, 2011 Special Meeting of the Board of Trustees. Discussion: None. Vote: All ayes. Motion carried.

Motion by Trustee Charboneau, seconded by Trustee Minter, to approve the minutes of the August 30th, 2011 Special Meeting of the Board of Trustees. Discussion: None. Vote: All ayes. Motion carried.

### **2. EXECUTIVE DIRECTOR'S REPORT**

Ms. Gahl-Mills stated that the Board had received a written Executive Director's report. She stated there were several updates to the report to share today. She called on Stacey Hoffman to provide an update on the 2012 Project Support grant program.

Ms. Hoffman stated that there were 100 applications eligible to move forward to the 2012 Project Support panel review scheduled for October 17-19, 2011. Total requests from the 100 eligible organizations were over \$1.3million. Forty percent (40%) of the eligible projects are in the category of Artistic Presentation. Thirty-three percent (33%) of the applications were from organizations applying to CAC for the first time.

Ms. Gahl-Mills stated that the Audit and Finance Committee meeting scheduled for September 16<sup>th</sup> was postponed and will be rescheduled

Ms. Gahl-Mills stated that Rocco Landesman, Chairman of the National Endowment for the Arts, spent the day in Cleveland on September 20<sup>th</sup> and saw firsthand how our arts and community development work in our region. Ms. Gahl-Mills thanked Deena Epstein, Senior Program Manager of The Gund Foundation, for organizing a successful day.

Ms. Gahl-Mills announced that PBS Arts from Cleveland: Women Who Rock will be televised on November 18<sup>th</sup> and will include a feature on public funding's influence on Cleveland's arts scene.

### **3. CONNECT WITH CULTURE**

Ms. Paulsen introduced Judi Feniger, Executive Director of Maltz Museum of Jewish Heritage.

Ms. Feniger provided a summary of the activities taking place at Maltz Museum of Jewish Heritage.

### **4. COMMUNITY PARTNERSHIP FOR ARTS AND CULTURE (CPAC)**

Megan Van Voorhis, Vice President of CPAC, provided an update on the Creative Workforce Fellowship and the Artists in Residence Programs. Ms. Van Voorhis stated that CPAC had completed work on the 2009 and 2010 fellowship years with the production of a print catalog that compliments the video bank they have created of all 2009 and 2010 Fellows. CPAC is mid-process with the 2011 fellowships and is again creating a video documentary of each Fellow. She stated that there were 205 applications for the 2012 CWF cycle with 174 eligible to move forward to the panel review that will be held at the Shore Cultural Center from October 23<sup>rd</sup> - 25<sup>th</sup>.

Ms. Van Voorhis also provided an update on the Artists in Residence program. CPAC received letters of interest from thirteen communities, that pool was narrowed to five communities which were then invited to submit a formal application to the program. The neighborhood of North Collinwood was selected as the pilot site of the Artists in Residence Program. This two year pilot program, made possible by a grant from Leveraging Investments in Creativity (LINC), will provide a series of micro-loans to foster home ownership in the neighborhood and micro-grants to support artists' work in carrying out community-based arts projects within the North Collinwood neighborhood. Ms. Van Voorhis stated that this initiative is an outgrowth of the Rust Belt to Artists Belt, also funded by LINC, which was held in Cleveland in 2008 and 2009, in Detroit 2010 and 2011 and is scheduled for St. Louis in 2012.

Mr. Minter commented that it was thrilling to have four Creative Workforce Fellows speak to Mr. Landesman about why they live in Cleveland and what the CWF funding meant to them. They were able to state that Cleveland is not a way station to somewhere else, Cleveland is their home.

### **5. REVIEW, DISCUSSION AND BOARD ACTION**

#### **Revisions to CAC Mission, Vision, Values**

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Ms. Gahl-Mills asked the Trustees to refer to the Revisions to CAC Mission, Vision, Values Memo in their packets (*see attached memo*). She read the proposed new mission, vision, and values statements to the audience.

Ms. Feldman commented that the new statements appropriately captured the evolution of CAC. Mr. Minter added that the new statements were an improvement from what had originally been established.

Motion by Trustee Charboneau, seconded by Trustee Minter, to approve the revised Mission, Vision and Values for CAC. Discussion: None. Vote: All ayes. Motion carried.

#### **Revised General Operating Support Formula**

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Ms. Gahl-Mills and Ms. Paulsen took the Board and meeting attendees through a presentation on the proposed changes to the General Operating Support formula (*see attached presentation*).

Ms. Feldman commented that the feedback that CAC has had from both grantees and panelists is that the score should matter in some way. Mr. Charboneau asked how the smallest organizations of the GOS grantee pool were likely to be impacted by these changes. Ms. Gahl-Mills responded that the changes would still treat all organizations equally, regardless of size, and that many small groups have received excellent scores in the panel process and so would benefit from the changes. Mr. Minter asked how these changes would alter the impact the staff and/or board have on the formula. Ms. Gahl-Mills responded that no component of the revised formula provides any additional power to the staff or Board in terms of the awarding of grants or the determination of the grant amounts. The formula is purely a mathematical calculation which takes into account scores assigned by the panel, an organization's financial health indicators calculated from data entered into the Ohio Cultural Data Project (and based on an organization's audited/reviewed financial data) and three years of Eligible Revenue and Support (ERS) Form data.

Ms. Feldman addressed the audience and asked for comments on the proposed changes to the GOS formula.

An audience member said that CAC is to be applauded for its transparency and clear presentation of the modifications to the GOS formula.

Questions followed:

Q. Volunteers play an important part in non-profit organizations. How is the level of volunteer involvement incorporated into the funding process?

A. Grant applicants are given the opportunity to discuss the impact volunteers have on their organization in the narrative sections of the grant application. Volunteer engagement relates to one of CAC's funding criteria: Community Engagement.

Q. Does CAC fund new organizations?

A. CAC has clear guidelines that relate to an organization's ability to apply for a grant from CAC. The eligibility criteria are determined by CAC's governing code, Ohio Revised Code 3381 and policy set by the Board of Trustees.

Q. Will there be going or additional training related to the Ohio Cultural Data Project (OCDP) so that organizations are made aware of the valuable tools that can help in the area of capacity building.

A. CAC is working with CPAC to determine the types of trainings that can be done together, to help the organizations funded by CAC in a variety of areas. CAC will look at bringing staff from the OCDP back for additional training prior to the next GOS cycle. It was noted that data from the OCDP helps CAC measure and report, to the community at large, on our investment in arts and culture. Reporting through the OCDP will not go away and CAC is committed to providing ongoing training to make sure organizations understand how the data in OCDP is used and how it can benefit them organizationally as well.

Q. When will the revised formula will be used to determine grant award amounts?

A. It will be used for the next GOS funding cycle, 2013-2014, and will include ERS data from fiscal years 2009, 2010 and 2011. CAC already has data for FY09 for all current grantees.

Q. How are the collaborative projects of an organization measured by CAC in relation to grant funding and grant award determinations?

A. Collaboration is captured in the narrative section of the application; .it is not incorporated into the formula per se. Guidelines for GOS 2013-14 will be presented for discussion at the December 12<sup>th</sup> board meeting and brought to the Board for approval at the February 13<sup>th</sup>, 2012 meeting.

Ms. Van Voorhis stated that CPAC supports the process used in examining and presenting revisions to the GOS formula. She added that the process was very rigorous and thoughtful in taking feedback. Ms. Feldman added that CAC started with a good, solid formula to build on.

Motion by Trustee Charboneau, seconded by Trustee Minter, to approve the revised General Operating Support formula. Discussion: None. Vote: All ayes. Motion carried.

### **2012 Project Support Panelists**

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Ms. Paulsen stated that the Board had received the name of one additional proposed panelist for the 2012 Project Support panel. She asked for a motion to approve the proposed panelist.

Motion by Trustee Charboneau, seconded by Trustee Minter, to approve the 2012 Project Support panelist. Discussion: None. Vote: All ayes. Motion carried.

### **2012 CAC Board Meeting Schedule**

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Ms. Harris stated that the Board had received a list of proposed meeting dates for 2012. She read the dates: February 13, April 9, June 11, September 10, November 12 and December 10, 2012. She stated that the February, April and December meetings would be held in the Smith Studio at the Idea Center and the locations for the three other meeting were yet to be determined. She asked for a motion to approve the proposed 2012 Board meeting schedule.

Motion by Trustee Charboneau, seconded by Trustee Minter, to approve the 2012 board meeting dates. Discussion: None. Vote: All ayes. Motion carried.

### **Personnel Report**

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Ms. Harris stated that the Board had received a personnel report. She asked the Board to approve the personnel report.

Motion by Trustee Minter, seconded by Trustee Charboneau, to approve the Personnel Report of September 21, 2011. Discussion: None. Vote: All ayes. Motion carried.

### **Contracts**

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Ms. Harris informed the Board that no new contracts had been entered into since the last meeting.

### **6. PUBLIC COMMENT**

None

### **Next Meeting**

The next meeting of the CAC Board of Trustees is scheduled for Monday, November 14th 2011 at 4:00 p.m. at BAYarts

Motion by Trustee Minter, seconded by Trustee Charboneau, to adjourn the meeting. Discussion: None. Vote: All ayes. Motion carried. Meeting adjourned at 5:10 p.m.

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Sari Feldman, President, Board of Trustees

Attest:

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Vickie Eaton Johnson, Secretary, Board of Trustees