

Cuyahoga Arts and Culture

Minutes of Regular Meeting of Board of Trustees

Tuesday October 9, 2007 10:00 am

A regular meeting of the Cuyahoga Arts and Culture (CAC) Board of Trustees was called to order at 10:00 a.m. in the Second Floor Conference Room of the ideacenter at 1375 Euclid Avenue, Cleveland, Ohio. The five members of the CAC Board of Trustees were in attendance: Linda Abraham-Silver, Dave Bergholz, Christopher Coburn, Steven Minter and Santina Protopapa.

1. Oath of Office

President Minter administered the oath of office to Linda Abraham-Silver and Christopher Coburn. Both Trustees affirmed that he or she would honestly, faithfully and impartially perform the duties of the office. Ms. Abraham-Silver will serve a term through March 31, 2009 and Mr. Coburn will serve a term through March 31, 2010.

2. Minutes of September 11, 2007 Regular Meeting

Executive Director (ED) Boyle requested a minor correction in the minutes for the September 11, 2007 regular Board Meeting to reflect that the minutes were those of a “regular” meeting rather than those of a “special” meeting of the Board of Trustees. Trustee Bergholz moved to accept the minutes and approved the correction in the minutes for the September 11, 2007 regular Board meeting. Trustee Abraham-Silver seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Coburn, Minter and Protopapa each voted yes.

3. Meeting dates for Board of Trustees

ED Boyle announced the Board meeting schedule for 2007 and 2008. There are two regular meetings scheduled for the remainder of 2007, November 13 and December 11 at 10:00 a.m. in the ideacenter second floor conference room. The Board of Trustees will add a special Meeting on Friday, November 30, 2007 at 11:00 am in the ideacenter second floor conference room.

In 2008, the CAC Board of Trustees will meet bi-monthly on the second Tuesday of the month at 10:00 am, beginning Tuesday, January 8, 2008. If needed, the Trustees will call special meetings and will post them on the CAC website.

4. CAC Finances

ED Boyle presented the Revenue and Expense Report and a report on the cigarette tax revenues. Meg Harris, CAC’s Director of Administration, stated that the cigarette tax revenues on the report were through August and received in September, while the expenses reflected are through

September. An estimated revenue figure for September was not accrued for in these figures. The cigarette tax revenues as of August 2007 total \$12,067,054.40. President Minter asked what Ms. Harris and ED Boyle expected CAC would receive through December, 2007. Ms. Harris noted that they expect CAC will receive another \$7 to \$9 million in sales by the end of the year (December 31) based on a 4 year cigarette tax history provided by the County Office of Budget and Management.

5. Board Approval of WESTAF Contract for on-line grant application system

ED Boyle requested the Board approve a \$10,000 purchase of the WESTAF on-line grant application program plus a \$2,000 annual licensing fee. ED Boyle and CAC staff looked at three on-line grant application systems and concluded this would be the best system for CAC's needs and was the most affordable. It is also the same system that the Ohio Arts Council uses and therefore would be familiar to many of CAC's applicants.

Trustee Bergholz moved to approve the purchase of WESTAF on-line grant application program for CAC. Trustee Coburn seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Coburn, Minter and Protopapa each voted yes.

6. Board Approval of 2008 Project Support Grant Guidelines

ED Boyle stated that since the last CAC Board meeting, when the Board requested the proposed guidelines be posted for public comment, that CAC received nine (9) comments. Most of the comments were brief and focused on an organization's eligibility for the Project Support grants. There was also a more lengthy e-mail comment from Cuyahoga Community College (Tri-C) Dean of Performing Arts, Brian Bethune. Based on the feedback received, a few minor grammatical changes were made to the Project Support Grant Guidelines and clarifications to what types of organizations are eligible to apply.

Dean Brian Bethune asked to comment at today's meeting and was in attendance.

President Minter introduced Dean Bethune. Dean Bethune questioned certain parts of the proposed PS guidelines, particularly the \$50,000 cap for grant requests and the restriction that an organization may only submit one application each year. He explained that Tri-C expends approximately \$2 million annually for its arts and cultural programs that reach the greater public. He and his colleagues at Tri-C had been disappointed that Tri-C had not been eligible to apply for CAC's General Operating Support grant and therefore felt the Project Support grant guidelines were insufficient to assist them with their arts and cultural programming. Dean Bethune explained that the institutional operating support from Tri-C was not as great as one would think and that he has to supplement his budget with outside funding from foundations, corporations and other grants. He also stated that the existence of CAC's grant funding has affected his ability to raise funds from other sources.

President Minter noted that there are other organizations in the area that might also be disappointed by the inability to submit multiple project applications. He noted that he and ED

Boyle were in the process of scheduling a meeting Tri-C President, Dr. Jerry Sue Thornton and Dean Bethune to discuss this at greater length.

ED Boyle responded that this is CAC's second grant program and that it is possible there will be other CAC grant programs in the future. The PS grant guidelines as presented reflect CAC's long-term plans and goals. She asked that the Board approve the guidelines in the form presented with the understanding that after the first year of PS grant funding, CAC may decide to amend the guidelines. President Minter moved to approve the 2008 Project Support Grant Guidelines. Trustee Bergholz second the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Coburn, Minter and Protopapa each voted yes.

7. Board approval of Eligible Revenue and Support (ERS) Form for GOS grantees

ED Boyle discussed the upcoming General Operating Support (GOS) Panel Review which will be held on October 15th and October 16th 2007 beginning at 8:30 am. The nine panelists were busy reviewing the applications and were expected at the orientation in Cleveland on Sunday, October 14th 2007.

ED Boyle explained that it would be necessary for each organization adjudicated into the GOS grant pool on October 15th & 16th to complete an ERS form in order to determine their GOS grant award. Meg Harris and CAC accountant, Brian Schriefer, worked on this form, following the Ohio Arts Council's "Form M" and with assistance from the staff at the Ohio Arts Council. ED Boyle explained that this was the only way to fairly compare all these different types and sizes of organizations that CAC could be funding with General Operating Support.

President Minter asked whether small and large organizations would be treated fairly when presenting their eligible revenues on this form. Ms. Harris stated that there was no consistency between the reporting of non-eligible revenue in the financial reviews/audits at all budget sizes. Because of this, it is important for organizations large and small to have this form completed in order to ensure that like sources of revenue and support are included for all organizations.

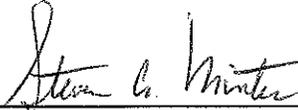
ED Boyle stated that CAC would like to request that those organizations in the GOS grant pool have the ERS form signed by their auditor or accountant and returned to the CAC offices by the end of the day, November 14th, 2007. ED Boyle requested the Board approve the ERS form as presented. Trustee Bergholz moved to approve the ERS form. Trustee Abraham-Silver seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Coburn, Minter and Protopapa each voted yes.

To conclude, Community Partnership for Arts and Culture CEO, Tom Schorgl and ED Boyle discussed the details of the GOS Panel Review proceedings. They explained that the 72 eligible organizations will be reviewed in order of current year budget size as reported on their grant applications and grouped into four different groups for review based on the results of running a Standard Deviation Model on their reported budgets.

President Minter asked if there was any public comment. Ann Albano, Executive Director of The Sculpture Center, asked for a description of the Panel Review process. ED Boyle explained

that the process was detailed at the last CAC Board Meeting and is reflected in the minutes of that meeting which would be posted on the CAC website now that they have been approved.

There being no further business, the regular meeting of the CAC Board of Trustees was adjourned at 10:45 am, October 9, 2007.



President

Attest:


Secretary