

## Cuyahoga Arts and Culture

### Minutes of Regular Meeting of Board of Trustees

Tuesday November 13, 2007 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 10:00 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. Minutes of October 9, 2007 Regular Meeting

Trustee David Bergholz moved to approve the Minutes from the October 9, 2007 Regular Board Meeting. Trustee Protopapa seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Coburn, Minter and Protopapa each voted yes.

#### 2. Review of Revenue and Expense Report

Executive Director Catherine Boyle noted that, as discussed at the last board meeting, CAC has shifted from a cash basis in its reporting to an accrual basis. There is no cigarette tax report for October revenues from the state yet this month; therefore CAC Director of Administration Meg Harris included an estimate for October of \$1.5 million.

#### 3. CAC Public Records Policies and Procedures

ED Boyle explained that this agenda item has been expedited by several standing requests for public records from CAC. CAC Legal Counsel Barbara Hawley and ED Boyle assembled a policy and format for requesting records from CAC.

The policy outlines that anyone may request a record of CAC. Although optional, CAC asks that all requests be in writing, using the Record Request Form posted on the CAC website.

ED Boyle noted that according to Ohio Law, the CAC Board of Trustees must establish a Records Commission and that it must meet at least once every twelve months. ED Boyle confirmed that the Records Commission is responsible for overseeing the retention and disposal of all records and general oversight and must include, at a minimum, a chairperson, a fiscal representative and a legal representative of the board of trustees. She recommended that the Board discuss convening a records commission at its first meeting of 2008.

Trustee Bergholz moved to approve the Public Records Request Policies and Procedures. Trustee Coburn seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Coburn, Minter and Protopapa each voted yes.

#### 4. GOS Grant Application Review Panel's Recommendations

ED Boyle informed the board that the GOS Grant Application Review Panel recommendations ran smoothly. She stated that of the 72 applicants eligible to be reviewed by the panel, 68 scored above the required 75 points in order to be recommended for funding by the Panel.

President Minter questioned if there were any appeals relating to the Panel's recommendations. ED Boyle responded that there had not been any appeals filed and the posted deadline for appeal is now passed. Ed Boyle explained that the four organizations that scored below 75 points were informed that they did not receive the required points to received GOS funding. ED Boyle called all four and had not heard back from one. In all cases, she recommends and encourages them to apply for a CAC Project Support (PS) Grant.

ED Boyle confirmed that at the conclusion of the Panel Review process, the Panel voted to recommend 68 applicants to the CAC Board of Trustees for funding. She stated that 64% of the 68 organizations (or 43 total organizations) approved for funding have annual operating budgets under \$875,000. Of those, more than half have annual operating budgets under \$250,000. Another 19%, or thirteen organizations, fall into the third category with annual budgets between \$1 million and \$4 million, and, twelve organizations are in the largest budget category, from \$6 m to \$45m.

Trustee Bergholz stated that he was pleased with the work of GOS grant panelists and ED Boyle said she received positive feedback from the public and the panelists about the GOS Grant Review. She acknowledged that a full report of the panel recommendations and overview of the process, including panelist survey and audience survey is being prepared. She plans to have it to the CAC board before the 11-30-07 Special Meeting.

ED Boyle requested the board approve these 68 organizations that scored above 75 points for funding. The Trustees disclosed any potential conflicts of interest for the record.

Trustee Coburn indicated that he will abstain from voting to approve funding for Heights Arts Collaborative. Trustee Bergholz will abstain from voting to approve funding for SPACES, Heights Arts Collaborative, The Sculpture Center and The Artists Archives of the Western Reserve. Trustee Protopapa will abstain from voting to approve funding for Progressive Arts Alliance, Art House and the Rock and Roll Hall of Fame and Museum. Trustee Abraham-Silver will abstain from voting to approve funding for The Great Lakes Science Center and the Rock and Roll Hall of Fame and Museum. Trustee Minter will abstain from voting to approve funding for Opera Cleveland.

Trustee Bergholz then moved to approve the funding of the 68 organizations that the GOS Panel recommended. Trustee Protopapa seconded the motion. On a roll call vote, subject to the

above-recorded abstentions, Trustees Abraham-Silver, Bergholz, Coburn, Minter and Protopapa each voted yes.

#### 5. Grant Programs Allocation

ED Boyle recommended that the CAC Board of Trustees approve \$16 million for its grant programs for 2008 and appropriate that amount in the 2008 budget. The General Operating Support grant program will be allocated \$15 million and the Project Support grant program will be allocated \$1 million for 2008. The figure of \$16 million was determined to be an amount that CAC can sustain over the next three years, given the projected receipts of cigarette tax revenues over the course of the three-year GOS grant cycle.

ED Boyle also stated that CAC decided it was best to work with projections for the next three years and not try to project out too much farther than that for purposes of determining future GOS program allocations. Therefore, future 3-year cycles of GOS grant programming will almost certainly have less funding allocated to them. However, for the next GOS cycle (starting in 2010), CAC will be in a position to determine the GOS grant program allocation much earlier in the process so that applicants are aware of the total pool of dollars available.

Community Partnership for Arts and Culture President Tom Schorgl noted that the \$48 million dollars for CAC's grant programs over the next three years will basically replace the private sector support that has dramatically fallen off over the past ten years. These dollars will be a real boost to the 68 grantees. Kathleen Cerveny of the Cleveland Foundation agreed that these dollars will replace a substantial amount of what has been lost.

Trustee Coburn said that he was pleased CAC was establishing a modest reserve, in conservatively projecting the tax revenues and agreeing to the \$16 million for three years. If smoking should drop off dramatically, it would be very disconcerting to have to reduce the program allocations and potentially not be able to sustain the grant amounts.

ED Boyle requested that the board approve the grant program allocations of \$15 million for General Operating Support and \$1 million for Project Support for 2008 with the intent that the board would approve the same amounts in 2009 and 2010.

Trustee Minter moved to approve the Grant Programs Allocation. Trustee Abraham-Silver seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Coburn, Minter and Protopapa each voted yes.

#### 6. Next steps GOS grants

President Minter questioned if the 68 applicants were submitting their Eligible Revenue and Support (ERS) Forms in a timely fashion. Ms. Harris said that the applications are arriving in accordance CAC's November 14, 2007 deadline.

ED Boyle said that she is working with CAC Legal Counsel Barbara Hawley to create the GOS grant contracts. The plan is that there will be two annual disbursements of GOS funds, one in

January and one in July. The first disbursement will be made in January of 2008 once the grantees have returned signed contracts and any additional information requested. Each year of the three-year grant, the contract will be renewed for the next year's funding.

Ms. Hawley explained that Government entities cannot enter into agreements extending beyond the fiscal year, and contracts must be made based on the annual appropriation for the fiscal year. Therefore the three-year GOS grant will be structured as three one-year contracts, with the grant contract renewed each year upon appropriation of funds by CAC to fulfill the grant for that fiscal year.

Trustee Protopapa requested that the grant award letter from CAC explain that this is a grant for one year that is renewable based upon compliance of the contract.

Trustee Coburn asked what the reporting requirements will be and whether it is possible a grantee could lose a grant. ED Boyle answered that she and Ms. Hawley have determined that compliance will be based upon the stated eligibility requirements for the grant and there will be annual reporting requirements as well as providing CAC with annual financial audits or reviews.

Trustee Coburn questioned if CAC staff will conduct site visits with grantees. ED Boyle and CAC's Director of Grant Programs, Achala Wali, confirmed that CAC intends to do site visits with all grantees. At least two CAC staff will attend site visits and reports will be kept with the grantee files. Any recommendations and/or concerns raised by the GOS panelists and CAC staff will be reviewed with grantees at the site visit.

Trustee Minter emphasized the importance of communicating clearly and in a timely manner with the grantees what the reporting requirements will be.

#### 7. Project Support Update

Ms. Wali stated that the CAC Project Support grant workshops are going well and ED Boyle confirmed that WESTAF online Grant Application Form will be available on the CAC website very soon.

President Minter asked if there was any public comment. There was no public comment. There being no further business, the regular meeting of the CAC Board of Trustees was adjourned at 10:51 a.m., November 13, 2007.

  
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President

Attest:

  
Secretary