

Cuyahoga Arts and Culture

Minutes of Regular Meeting of Board of Trustees

Tuesday, January 8, 2008, 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. Four of the five members of the CAC Board of Trustees were in attendance: Linda Abraham-Silver, David Bergholz, Steven Minter and Santina Protopapa. Trustee Chris Coburn was not in attendance.

1. Approval of minutes from December 11, 2007 Regular Meeting

Trustee Minter asked that the word “stated” be changed to “suggested” in his comments on page 4 of the minutes of the December 11 Regular Meeting. Trustee Protopapa moved to approve the Minutes from the December 11, 2007 Board Meeting with the requested minor change. Trustee Bergholz seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Minter and Protopapa each voted yes.

2. Finances and Operations

Executive Director (ED) Catherine Boyle introduced Meg Harris, CAC’s Director of Administration and referred Trustees to the Revenue and Expenditures Report. Ms. Harris stated that report on revenues and expenditures are through the end of FY07 but that end of year adjustments have not been made. Ms. Harris will be meeting with CAC’s accountant early next week to finalize end of year adjustments and close FY2007.

ED Boyle reported that she had provided Trustees with an updated report including the most recent cigarette tax revenues for the month of December. She indicated that she had received the monthly email from the state the day before and therefore had prepared a more up to date report. December’s cigarette tax revenue was \$1,732,840 bringing the total for the 11 month year of 2007 to \$18,816,000 which is right on target. ED Boyle explained that the decline rate for the 4.5 cent stadium tax for the year was 21% but that it was clear that the decline rate for both 2007 and 2006 reflects very obvious stockpiling on the part of the cigarette wholesalers after Issue 18 passed in November, 2006.

ED Boyle presented to the Trustees the 2008 CAC budget for appropriation. She stated that total expenses for 2008 are budgeted at \$17,625,244. Administrative Costs (all but Grants Programming and Other Programs) are 4.67% of the total budget. Grants and other funding to arts and cultural organizations, programs and activities in the district makes up 95.33% of the budget. CAC is projecting approximately \$19.4 million in income from the cigarette tax in 2008, \$757,000 in interest on investment of the cigarette tax and a carryover of approximately \$18.3 million from 2007.

Salaries, Wages and Benefits make up 2.46% of the total budget. This includes one new staff member who will work 28 hours a week starting January 9 and there is a salary included for another full time staff at the support level for the grant programs. She noted that the employer responsibility for OPERS has increased for 2008 to 14% of gross payroll.

The category of Facilities, Supplies and Equipment makes up .88% of the total budget. It includes \$30,000 for office improvements. This category also includes \$30,000 for Grants Software Computer Program and Support. CAC intends to have an on-line system for collecting data from the GOS grantees which will incur some expense.

Professional and Contract Services is 1.33% of the budget. It includes contracts for legal services, CPAC's consulting contract, auditing and accounting fees, public relations, advertising and design. ED Boyle budgeted for some promotional materials to be created for CAC in the year ahead as well as a year-end report to the public. She noted that CAC staff continues to work with the website designer to integrate the GOS grantee reporting requirements in addition to the PS online application system.

Grant Programming is 90.93% of the budget and includes \$16 million for GOS and PS grants and the expenses related to the PS Panel Review and Panelists to be held in April.

Other Programs and Services accounts for 4.4% of the budget and includes \$500,000 for support for Individual Artists as well as previously committed funds on behalf of the County Commissioners to the Cleveland Orchestra.

ED Boyle asked the Trustees if they had any questions or comments. She stated that Trustee Coburn had reviewed the budget and inquired about the \$20,000 in "Other Professional and Contract Services". She explained that this includes the payroll services, copier lease contract and annual fees to Guidestar.

Trustee Minter inquired about the "Furniture" line item under Facilities and Equipment and why it contained no expenses for 2007. Ms. Harris explained that the 2007 figures were estimated actuals and did not include end of year adjustments yet. CAC's accountant, Brian Schriefer, is scheduled to meet with her next week to work with her on the end-of-year adjustments and in

anticipation of the State Auditor's audit. Some percentage of the furniture purchased in 2007 will be depreciated; she was not sure how much that would be at this time.

There being no further questions, ED Boyle asked the Trustees for a motion for approval of the 2008 budget appropriation.

Trustee Berholz moved to approve the 2008 budget appropriation. Trustee Minter seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Minter and Protopapa each voted yes.

The next item for Board discussion is the meeting schedule and agenda items for the year ahead. ED Boyle stated that she had provided the Trustees with a tentative schedule. At the next board meeting, scheduled for February 12, agenda topics will include the PS grant funding formula, approval of the PS grant panelists, their honorarium and the panel chair and finalizing the GOS grantee reporting requirements.

At the March 11 board meeting, agenda topics will include an update on the PS grant applicants. She noted that President Minter's term on the CAC board expires March 31, so that will be an item for discussion. She noted she would speak with the County Administrator's office as to what the protocol will be for reappointment to the board and will report on that. CAC Trustees will also need to have an Executive Session after that board meeting to review ED Boyle's employment contract which will expire at the end of April.

The May 13 board meeting will be the Annual Meeting of the Board. Agenda topics will need to include the election of officers for the year ahead. Other agenda items for that meeting will include approving the PS grant panel recommendations and awards and approving the PS grant agreements. ED Boyle also noted that the agenda should also include recommendations on changes to the CAC Board of Trustees By laws.

Either the July or September meeting will include a recommendation from an about-to-be-appointed Advisory Committee on how CAC can support Individual Artists.

3. Appointment of CAC Records Commission

ED Boyle explained that Ohio law states that CAC must have a Records Commission and it must meet at least once a year. The Records Commission is responsible for overseeing the retention and disposal of records as well as providing general oversight. According to Ohio Law, the Records Commission should be composed of, at a minimum, a chairperson, a fiscal representative and a legal representative of the governing board of the district.

ED Boyle recommends that Trustee Bergholz, CAC Legal Counsel Barbara Hawley, CAC Staff Meg Harris and ED Boyle be appointed to the CAC Records Commission, and that it shall meet immediately following the February 12 CAC Board meeting.

Trustee Abraham-Silver moved to approve the CAC Records Commission. Trustee Minter seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Minter and Protopapa each voted yes.

4. Creation of Individual Artist Support Advisory Committee and appointment of members

In light of the CAC Board's commitment to determine how best to support Individual Artists in the CAC district in the coming year, ED Boyle recommended that the CAC Board of Trustees appoint an Advisory Committee to research and ultimately make a recommendation or a series of recommendations to the CAC Board at either the July 2008 or September 2008 Board meeting.

ED Boyle explained that the By laws of the CAC Board of Trustees, ARTICLE VI, Advisory Committees, states, that "The Board of Trustees may establish advisory committees, from time to time, to study issues of concern to the Board or to obtain advice and recommendations from others concerning any matter requested by the Board to be reviewed by the committee so established. Persons serving on any such committees shall have such knowledge and experience as the Board deems appropriate for the purpose for which the advice is sought. The Board shall by resolution establish the composition of the committee, terms of service of each member of the committee, the procedures for the conduct of the committee's activities and meetings and other matters relating to the committee's work".

She therefore asked that the CAC Board appoint a 10-member Advisory Committee for the period of one year, January 2, 2008-December 31, 2008. The goals of the Advisory Council will be to determine what the funding needs are of Individual Artists in the CAC district and make a recommendation to the board on a funding model or models that best meet CAC's stated objectives. ED Boyle and CAC Director of Grant Programs, Achala Wali will both participate and have determined the Advisory Committee will probably need to meet bi-monthly for a series of three or four meetings.

She noted that Trustee Bergholz has agreed to chair this committee, and Trustee Protopapa will also participate. Others who have agreed to be members are: Robert Banks, a local filmmaker; Kathleen Cerveny from the Cleveland Foundation; Ken Emerick, Director, Individual Creativity at the Ohio Arts Council; Deena Epstein of the Gund Foundation; Tom Schorgl, President and CEO of Community Partnership for Arts and Culture; and David Shimotakahara, Artistic Director, GroundWorks Dancetheater.

Trustee Minter asked ED Boyle if his request from the last meeting that Kathleen Cerveny and Deena Epstein discuss "lessons learned" from foundations in supporting Individual Artists would still be on the February agenda. ED Boyle said that she had asked Ms. Cerveny and Ms. Epstein to make the presentation instead to the Advisory Committee and not the full CAC board and that they understood that was the plan.

Trustee Abraham-Silver asked whether this Advisory Committee would also confirm any funding for Individual Artists. ED Boyle said that the Advisory Committee would not be confirming any funding for Artists. Its role will be to make a recommendation or a set of recommendations to the CAC board on funding models.

Trustee Minter moved to approve the Individual Artist Support Advisory Committee and appointment of 10 members for a period of one year through December 31, 2008. Trustee Protopapa seconded the motion. On a roll call vote, Trustees Abraham-Silver, Bergholz, Minter and Protopapa each voted yes.

5. Project Support Grant Program Update

ED Boyle noted that she and CAC staff were surprised at how few Intent to Apply forms have been received in the CAC office for the Project Support grants which are due February 27th. She noted that there was little activity through the holiday weeks. At this point there are approximately 41 Intent to Apply forms submitted; 18 applications have been started; and 13 organizations have scheduled draft application reviews with CAC staff.

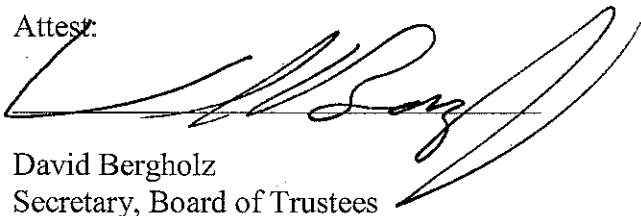
Trustee Minter asked if there was any other public comment.

There being no further business, the Regular Meeting of the CAC Board of Trustees was adjourned at 10:35 a.m., January 8, 2008.



Steven Minter
President, Board of Trustees

Attest:



David Bergholz
Secretary, Board of Trustees