



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

Tuesday, June 9, 2009, 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 10:10 a.m. in the 2<sup>nd</sup> floor Board Room in the Idea Center at Playhouse Square, 1375 Euclid Avenue, Cleveland, Ohio.

The roll call showed Trustees David Bergholz, Sari Feldman, Vickie Johnson and Steven Minter to be present. It was determined that there was a quorum. Chris Coburn arrived at 10:15 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 Sari Feldman that the minutes of the May 12, 2009 Annual 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 May 12, 2009 Annual Meeting of the Board of Trustees are approved.**

Ayes: Bergholz, Feldman, Johnson and Minter.

Nays: None.

Absent: Coburn.

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

Meg Harris, Interim Executive Director, provided an overview of CAC activities that took place between May 12<sup>th</sup> and June 9<sup>th</sup> 2009, highlighting the preparation of the 2009 Project Support Panel Review Report.

#### **Finances and Operations**

Ms. Harris stated that the cigarette excise tax revenue for May had not yet been received, so there was no update on revenue since the previous board meeting. Ms. Harris stated that expenditures through May were within budgeted figures and that nearly \$1 million in GOS funds had been distributed to grantees that had completed their midyear report.

Ms. Harris informed the Board that the Code of Ethics policy had been preliminarily reviewed; no major concerns were identified. The official adoption of the code may take place in July.

Ms. Harris provided an update on CAC's financial audit stating that she had not yet heard from the auditor as to specific dates for the audit. She added that she was scheduled to meet with two volunteers from KPMG who would be assessing CAC's internal financial controls in order to create a Scorecard and recommendations for policies and protocols regarding accounts payable, payroll and grantee compliance. The Scorecard will be completed in advance of the August 17<sup>th</sup> Audit Committee Meeting.

### **Approval of PS09 Grants**

Ms. Wali provided a summary of the 2009 Project Support report which had previously been submitted to the Board for review. The grant applications were reviewed April 29 and 30, 2009. The scores were shared with the Board at the May meeting. Staff has since transcribed the panel's comments which are included in the report in addition to notes from the policy discussion.

Ms. Wali continued, stating that a total of sixty-three applications were submitted and reviewed by the panel. Fifty-five of the applicants scored seventy points or higher, making them eligible for funding. Eight applicants are not eligible for funding as they scored below seventy points.

Ms. Harris noted that three conflicts of interest existed with the Board. All other Trustees confirmed that they had no conflicts with any of the 55 proposed grantees. The conflicts were:

David Bergholz:

1. The Lit: Cleveland's Literary Resource Center – Mr. Bergholz did fundraising for the organization in 2008.
2. Mandel Jewish Community Center – Mr. Bergholz's wife is on the film selection committee of the Film Festival.

Steven Minter:

1. Baldwin-Wallace College – Mr. Minter's wife is on the Board of Trustees of Baldwin-Wallace College.

Ms. Wali stated that the Board approved to award the requested grant amount to the grantees at the last meeting. Staff requested some additional information from the eligible applicants and is in comfortable with fully funding the eligible applicants.

Mr. Bergholz commented that the report was good. Mr. Minter shared his appreciation in having ample time to review the report.

Ms. Harris requested a motion to approve funding for the following organizations and amounts:

<b><u>Organization</u></b>	<b><u>2009 PS Grant Award</u></b>
African Soul International	\$17,375
Art Song Festival	\$16,989
Arts Collinwood	\$25,000
Arts In Strongsville	\$3,841

Berea Arts Fest, Inc.	\$1,000
Boys and Girls Clubs of Cleveland	\$11,180
Buckeye Area Development Corporation	\$5,000
Case Western Reserve University	\$7,500
Cassidy Theatre Inc.	\$9,821
City of Bedford	\$2,483
City of Cleveland Heights	\$30,000
City of Cleveland, Department of Parks, Recreation & Properties	\$6,000
CityMusic Cleveland	\$50,000
Cleveland Chamber Symphony Council, Inc.	\$16,000
Cleveland Hearing & Speech Center	\$13,300
Cleveland Metropolitan School District, Department of Arts Education	\$50,000
Cleveland Philharmonic Orchestra	\$5,000
Cleveland Police Historical Society	\$2,000
Cleveland TOPS Swingband	\$11,000
convergence-continuum	\$4,150
Coventry Village Special Improvement District	\$5,445
Creative Filmmakers Association	\$12,009
Cuyahoga Community College District	\$50,000
Dobama Theatre	\$31,633
Downtown Cleveland Alliance	\$44,000
Duffy Liturgical Dance	\$17,700
Ensemble Theatre of Cleveland	\$11,000
First Cut Studios Inc.	\$3,500
Foluke Cultural Arts Center, Inc.	\$3,452
Historic Warehouse District Development Corporation	\$5,000
Jennings Center for Older Adults	\$5,000
Lakewood Alive	\$5,000
Lakewood Public Library	\$4,275
Mercury Summer Stock	\$9,103
Merrick House	\$5,000
Morgan Art of Papermaking Conservatory	\$2,400
MorrisonDance, Inc.	\$4,135
Music & Performing Arts @ Trinity Cathedral	\$22,537
North Union Farmers Market	\$5,000
Ohio Boychoir, Inc.	\$10,000
Ohio City Near West	\$5,000
Olmsted Performing Arts	\$23,050
ParkWorks	\$20,000

Sankofa Fine Art Plus	\$25,000
Shaker Arts Council	\$3,500
Singers' Club of Cleveland	\$14,175
St Clair Superior Development Corporation	\$9,701
Suburban Symphony Orchestra	\$3,300
Tremont West Development Corp.	\$11,944
University Circle Inc.	\$50,000
West Shore Chorale	\$4,497
Zygote Press	\$5,000

It was moved by President Minter and seconded by Trustee Bergholz to approve the 2009 Project Support grant awards to those organizations listed above at the recommended levels for the projects detailed in the PS09 applications.

**Vote on Motion was as follows:**

Ayes: Bergholz, Coburn, Feldman, Johnson, and Minter.

Nays: None.

Ms. Harris requested a motion to approve funding for the following organizations and amounts:

The Lit: Cleveland's Literary Center	\$10,000
Mandel Jewish Community Center	\$47,000

It was moved by Trustee Johnson and seconded by Trustee Coburn to approve the 2009 Project Support grant awards to The Lit: Cleveland's Literary Center and the Mandel Jewish Community Center at the recommended levels for the projects detailed in the PS09 applications.

**Vote on Motion was as follows:**

Ayes: Coburn, Feldman, Johnson, and Minter.

Nays: None.

Abstain: Bergholz.

Ms. Harris requested a motion to approve funding for the following organization and amount:

Baldwin-Wallace College	\$49,300
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It was moved by Trustee Feldman and seconded by Trustee Bergholz to approve the 2009 Project Support grant award to Baldwin-Wallace College at the recommended level for the project detailed in the PS09 application.

**Vote on Motion was as follows:**

Ayes: Bergholz, Coburn, Feldman, and Johnson.

Nays: None.

Abstain: Minter.

Ms. Harris informed the Board that a press release had been drafted. It would reiterate the new Board members, Sari Feldman and Vickie Johnson, as well as indicate the 2009 Project Support grantees.

Mr. Minter asked that staff keep the Board up to date on upcoming Project Support activities in the event they would like/are able to attend.

### **3. CPAC- Creative Workforce Fellowship**

Tom Schorgl, Community Partnership for Arts and Culture, provided an update on the Creative Workforce Fellowship (CWF). There are two cycles of CWF, each awarding a maximum of 20 fellowships with two alternates. The first cycle is open to eligible Cuyahoga County visual, media, craft, design, and mixed-media artists. Adjudication for the first cycle of fellowships took place in an open forum on May 18 and 19, 2009. A total of 248 applications were evaluated; the breakdown of the various disciplines represented is as follows:

- Visual            132 Applications (13 awarded a fellowship)
- Mixed Media    50 Applications (1 awarded a fellowship)
- Craft             48 Applications (4 awarded a fellowship)
- Design            9 Applications (1 awarded a fellowship)
- Media             9 Applications (1 awarded a fellowship)

Mr. Schorgl stated that for its one-year duration, every fellowship offers:

- A \$20,000 financial award
- A membership with the COSE Arts Network
- A full tuition waiver for CPAC's Artist as an Entrepreneur Institute
- Inclusion in the publication of Fellows' work

Mr. Bergholz commented that he had attended the adjudication and it was well-worth his time. This will get national attention.

Jeff Rusnak, M&R Strategic Services, suggested that they put together a simple piece at the end of the fellowship to showcase the artists and the Cuyahoga County connection.

### **4. GRANT PROGRAMS**

Ms. Wali informed the Board of the staff proposal to change the start date of the third Project Support grant cycle from July 1, 2010 to January 1, 2011. In 2010, there are two concurrent Grant Program deadlines. The 2<sup>nd</sup> three year GOS Grant (2011 -2013) cycle and the 2010 PS Grant Cycle.

Ms. Wali stated that if this change were to be approved, it would eliminate overlapping grant cycles; would provide staff with sufficient time to: develop GOS and PS guidelines that have the same foundation and are consistent throughout in meeting CAC goals and objectives; for evaluation of the PS program (seek input from focus groups, formulate grant evaluation plan, site visit, and outreach workshops); and include input from the new ED for the next cycles of grant making

programs and guidelines. An overriding goal is to be able to set the eligibility restrictions without need for future revision (i.e. definitions and documentation of “permanent and viable base” and “arts and cultural programming”).

Ms. Wali shared the proposed timeline with the Board:

- January 2010 – Guidelines Posted (both programs)
- Application Deadline – July 2010 (GOS); September 2010 (PS)
- Panel Adjudication – September 2010 (GOS); October 2010 (PS)
- January 1, 2011 – Grant Cycle Begins (both programs)

Mr. Bergholz asked what the effect this would have on the grantees.

Ms. Wali responded that this change would affect the summer fairs and festivals as they would miss out on summer 2010 funding. Many of the fairs and festivals that CAC has funded are long-standing events with other sources of funding.

Mr. Bergholz suggested that maybe there could be a small pool of funding for the fairs and festivals that would miss out on the summer 2010 funding. The continuity issue is profound; however, coherent guidelines are necessary. He was concerned with the message this might send to the community; could it harm the perception of CAC?

Mr. Coburn stated that the change in the schedule may be beneficial in giving the new leadership (ED) an opportunity to review the guidelines with staff. It is a reasonable request.

Mr. Bergholz was sympathetic to staff’s request to get the two grant programs in sync.

Mr. Minter recommended that staff propose the change to the public and invite comments regarding the proposal.

Ms. Feldman agreed, stating that she would prefer to hear from the public in advance of taking any action. This gap in funding to further explore the guidelines and application seems critical.

### **General Operating Support**

Ms. Wali updated the Board on the May 14 meeting held with GOS grantees regarding the new logo and its use and the credit and publicity requirements. She state there was 100% attendance from the GOS grantees.

Mr. Coburn commented that the branding is helping to make the link between CAC and the money being disbursed into the community.

Mr. Rusnak added that they were able to create a volunteer-based marketing group among interested grantees that might meet quarterly.

Ms. Wali stated that staff had begun a bimonthly newsletter for all GOS grantees. Additionally, the second half of the GOS grants are starting to be paid out as the mid-year reports are submitted.

**5. OTHER BUSINESS**

**Executive Director Search**

Ms. Harris asked Trustee Coburn to provide an update on the search for the open Executive Director position at CAC.

Mr. Coburn stated that 120 resumes had been received to date and that he would keep the Board updated as more information became available.

**First Report to the Community**

Mr. Rusnak provided an update on the report, stating that it would be going to print later that day. The goal is to tell the story of how the CAC funding is impacting the various organizations throughout Cuyahoga County. He reminded the Board of the June 22, 2009 meeting and reception to formally "introduce" the report.

**Public Comment**

There was no public comment.

**Next Meeting**

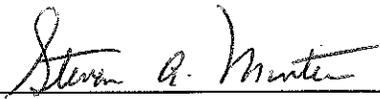
The next regular meeting of the CAC Board of Trustees is July 7th at 10:00 a.m. in the Second Floor Conference Room of Idea Center.

There being no further matters to come before the Board, Trustee Bergholz moved to adjourn the meeting at 11:30 a.m., June 9th, 2009. President Minter seconded the motion.

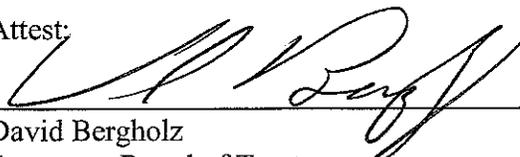
Vote on Motion was as follows:

Ayes: Bergholz, Coburn, Feldman, 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