



**Minutes of the Regular Meeting of the Board of Trustees**  
Monday, June 16, 2014

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**1. CALL TO ORDER**

The regular meeting of the Cuyahoga Arts & Culture (CAC) Board of Trustees was called to order at 4:04 pm at the Nature Center at Shaker Lakes, 2600 South Park Blvd., Shaker Heights, OH 44120.

The roll call showed that Trustees Matt Charboneau, Sari Feldman, Steve Minter and Eliza Wing were present. It was determined that there was a quorum.

Also in attendance were: CAC staff: Karen Gahl-Mills, executive director; Jill Paulsen, deputy director; Meg Harris, director of administration; Jesse Hernandez, program manager; Stacey Hoffman, program manager; Jake Sinatra, program associate; and India Hines, communications intern. Helicon Collaborative consultants Nick Rabkin and Holly Sidford were also present.

Motion by Trustee Minter, seconded by Trustee Charboneau, to approve the minutes from the Board meeting held on April 21, 2014. Discussion: None. Vote: all ayes. The motion carried.

**2. PUBLIC COMMENT ON MEETING AGENDA ITEMS**

There were no registered requests for public comment relating to items on today's meeting agenda.

**3. EXECUTIVE DIRECTOR'S REPORT**

Ms. Gahl-Mills welcomed Board members and attendees and gave an overview of the meeting's agenda. She thanked the Nature Center at Shaker Lakes for hosting the meeting and retreat.

Ms. Gahl-Mills informed the Board that revenue year-to-date continued to track well below forecast. She added that it is the first time CAC has seen revenues below projections.

Ms. Gahl-Mills informed the Board that there will be no call for Creative Culture Grants (CCG) applications this December. She stated that staff has found that there are many other effective options for raising the awareness of CAC, which was one of the primary goals of the CCG program. She added that having organizations create new programs to apply for this grant does not necessarily help the organizations financially.

Ms. Gahl-Mills stated that Steve Litt has written an article that appeared in The Plain Dealer this past weekend that said CAC had "hit the pause button" on the Creative Workforce Fellowship (CWF) program. She informed the Board that the delay of entering into a new agreement with CPAC for the program was a timing issue. She added that CPAC has undertaken their own evaluation of the program and that the final evaluation took longer than anticipated. She informed the Board that a review and discussion of the CWF program is planned for the September Board meeting.

*(Trustee Gibbons arrived at 4:10 p.m.)*

#### **4. CONNECT WITH CULTURE**

Ware Petznick, executive director of the Shaker Historical Society, made a brief presentation to the board. Ms. Petznick shared some of the recent events and programs put on by the Shaker Historical Society, stating that engagement with community members and new visitors to the historical society is on the rise. She stated that support from CAC has helped to focus their board on the role of the organization in its community and how to better serve its constituents.

#### **5. FINANCE REPORT**

Ms. Harris gave a report on Cuyahoga Arts & Culture's finances through May 2014. Ms. Harris reported that tax receipts through May were just over \$7.7 million. This figure is \$565,000 below forecast for the period. Interest revenue through May was \$27,990. This figure exceeded the forecast for the period by \$6,290. Cash expenditures through May were just over \$8.1 million. This figure is slightly over budget due to the timing of grant payments.

Ms. Feldman asked for an update on the conversations in Columbus regarding the proposed cigarette tax increase. Ms. Gahl-Mills stated that there is still support for this in Columbus and that we may see the issue pursued again in the fall.

#### **6. BOARD ACTION**

Ms. Harris stated that the Board had received the resume from Ed Bell, President of Gries Financial. She stated that the Board is asked to approve the appointment of Mr. Bell to the Audit and Finance Advisory Committee. Mr. Bell is an excellent candidate because of his strong knowledge and experience in investment management. She added that the Audit and Finance Advisory Committee recommended his appointment with the support of staff.

Motion by Trustee Gibbons, seconded by Trustee Wing, to appoint Ed Bell to one year of service on the Audit and Finance Advisory Committee of Cuyahoga Arts & Culture. Discussion: None. Vote: Minter: abstain; Charboneau, Feldman, Gibbons and Wing: aye. The motion carried.

Ms. Harris stated that she had recently attended a public records training led by the Ohio Auditor of State. She stated that annually the Board is required to designate a Public Records Manager for CAC. She asked that the Board reapprove her to this role for the next year.

A motion was made by Trustee Minter, seconded by Trustee Charboneau, to reapprove Meg Harris as the Public Records Manager for CAC. Discussion: None. Vote: all ayes. The motion carried.

Ms. Harris stated CAC would like to extend its contract with Van Meter, Ashbrook & Associates for public affairs consulting for one year in an amount not to exceed \$48,000.

Motion by Trustee Minter, seconded by Trustee Charboneau, to approve a one-year extension of the contract with Van Meter, Ashbrook & Associates in an annual amount not to exceed \$48,000. Discussion: None. Vote: all ayes. The motion carried.

**7. PUBLIC COMMENT**

There were no public comments.

Next meeting: The next meeting will be held at 4:00 p.m. on September 15, 2014 at SPACES.

**8. BOARD RETREAT**

Randy McShepard facilitated the board retreat (see Retreat Agenda.)

**9. ADJOURNMENT**

Motion by Trustee Gibbons seconded by Trustee Minter to adjourn the meeting. No discussion. Vote: all ayes. The motion carried. The meeting was adjourned at 8:36 p.m.

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Sari Feldman, President, Board of Trustees

Attest:

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Steven Minter, Secretary, Board of Trustees