



**Minutes of the Annual Meeting of the Board of Trustees**  
Monday, April 13, 2015

---

The annual meeting of the Cuyahoga Arts & Culture (CAC) Board of Trustees was called to order at 3:31 pm in the Robert J. Tomsich Lobby of the Allen Theater located at 1407 Euclid Avenue, Cleveland.

The roll call showed that Trustees Matthew Charboneau, Sari Feldman, Joseph Gibbons, Steven Minter, and Eliza Wing were present. It was determined that there was a quorum.

Motion by Trustee Charboneau, seconded by Trustee Gibbons, to adjourn into executive session for the purpose of discussing personnel matters and staff compensation. Discussion: None. Vote: Charboneau: Aye; Feldman: Aye; Gibbons: Aye; Minter: Aye; Wing: Aye. The motion unanimously carried.

At 3:58 pm, a motion was put forward by Trustee Wing, seconded by Trustee Charboneau, to adjourn executive session and resume the public meeting. Discussion: None. Vote: All ayes. The motion carried.

Trustee Feldman stated that, though the Board feels that Ms. Gahl-Mills deserves an increase in compensation, there will be none at this time at Ms. Gahl-Mills's request. Trustee Feldman claimed executive privilege to congratulate the accomplishments of the CAC staff to benefit the public as outlined in the Report to the Community.

Trustee Feldman called the public session to order at 4:00 pm.

Also in attendance were: CAC staff: Karen Gahl-Mills, executive director; Jill Paulsen, deputy director; Roshni Ahmadian; Meg Harris; Jesse Hernandez; Stacey Hoffman; Jennifer Schlosser; and Jake Sinatra.

**1. APPROVAL OF MINUTES, OATH OF OFFICE**

Motion by Trustee Minter, seconded by Trustee Gibbons, to approve the minutes from the February 9, 2015 board meeting. Discussion: None. Vote: All ayes. The motion carried.

Trustee Feldman administered the oath of office to Trustee Gibbons. Trustee Gibbons affirmed that he would honestly, faithfully and impartially perform the duties of the office. Trustee Gibbons will serve a term through March 31, 2018.

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

Tom Schorgl, Community Partnership for Arts & Culture; Talise Campbell, dancer and dance instructor; Joe Marinucci, Downtown Cleveland Alliance; and Cindy Einhouse, Beck Center made comments about the Resolution Request to County Council.

### **3. EXECUTIVE DIRECTOR'S REPORT**

Ms. Gahl-Mills welcomed guests and gave an overview of the meeting's agenda. She thanked Mr. Kevin Moore and the team at Cleveland Play House for hosting the meeting. Ms. Gahl-Mills also thanked Ms. Kathy Severinski from TRIAD Research Group for presenting the results of a community survey at the end of this meeting.

Ms. Gahl-Mills welcomed Ms. Roshi Ahmadian, the newest member of the CAC staff, who began work on April 6.

Ms. Gahl-Mills provided kudos to Ms. Jennifer Schlosser, who worked closely with Mr. Jake Sinatra and Ms. Meg Harris to produce CAC's 2014 Report to the Community. The Report, which was released earlier in the day, makes it plain that CAC has delivered on the promise made to voters back in 2006 when its funding source was established.

### **4. FINANCE REPORT**

Ms. Harris gave a report on CAC's finances through March 2015. She reported that tax receipts through March were \$3,526,708. This figure is \$105,339 or 3.1% over forecast for the period and 4.65% below revenue for the same period in 2014. Interest revenue through March was \$16,744. This figure is below forecast for the period by \$3,256, primarily due to the timing of investment maturities. Cash expenditures through March were just over \$6.75 million. This figure is slightly below budget due to the timing of payments of grants.

Ms. Harris stated that members of the Audit and Finance Advisory Committee and CAC staff will meet with the Ohio Auditor of State on April 15 for CAC's post audit conference for fiscal year 2014.

### **5. CONNECT WITH CULTURE**

Ms. Gahl-Mills introduced Kevin Moore, Managing Director of Cleveland Play House (CPH). Mr. Moore gave an overview of CPH, a resident company of Playhouse Square, which shares some theaters with Cleveland State University. Mr. Moore spoke to the importance of CPH in its work to serve the community through educational programming and showcased aspects of this initiative through a video.

### **6. PRESENTATION – 2014 Report to the Community**

Ms. Schlosser shared highlights of the [2014 Report to the Community](#), which was released earlier in the day. She noted that the wide variety of organizations that CAC funds do remarkable work that helps to educate our children, stimulate our economy, and improve our quality of life. Of note was the work of Waterloo Arts Fest, Valley Art Center's Art by the Falls, Cleveland Asian Festival, Playhouse Square, AHA! Cleveland, and The Cleveland Orchestra's Star-Spangled Spectacular. Ms. Schlosser stated that CAC has mailed over 850 hardcopies and emailed 10,000 shareable versions of the report to its constituents. She encouraged the board to share the highlights of the report through social media and other online resources. She also introduced a video created in conjunction with the Report highlighting the [Cleveland Public Theatre's Student Theatre Enrichment Program](#).

## **7. BOARD ACTION**

### **2016 Project Support Guidelines**

Ms. Paulsen and Ms. Hoffman presented an overview of the memo detailing the changes related to the 2016 Project Support grant program (see [Memo 2016 Project Support Guidelines](#)). Staff stated that the discussion from the February 9 board meeting informed the approach to the changes recommended to the Guidelines to ensure that CAC can work within the reduction in its budget. The major change is to move from a \$50,000 to a \$35,000 maximum request amount. The second reduction is that in the past CAC allowed organizations to request up to 25% of their past public arts and cultural spending, which will be reduced to up to 20% in 2016. Ms. Hoffman explained that these two changes will allow CAC to decrease grant sizes to meet its goal of breadth, funding a large number of organizations. She also noted modest changes to the eligibility criteria. Ms. Hoffman stressed that Project Support still continues to play a major role in CAC's mission, as it helps cultural partners make an impact with smaller dollars.

Mr. Minter asked how many of CAC's current cultural partners will be affected by these changes. Ms. Hoffman explained that 18% of funded groups may be affected, and that she has already begun communicating with them in regards to these recommended changes.

Mr. Gibbons commented that he appreciates the importance of the Project Support grant program and believes it to be a great component of CAC's work.

Ms. Wing echoed that this recommendation will allow CAC to reach a broad range of communities.

Motion by Trustee Gibbons, seconded by Trustee Wing, to approve the policies within the 2016 Project Support Guidelines. Discussion: None. Vote: All ayes. The motion carried.

### **Resolution Request to County Council**

Ms. Gahl-Mills presented the Resolution requesting that the Cuyahoga County Council place the renewal of CAC's dedicated tax resource on the November 2015 general election ballot. She explained that CAC is asking for a straight renewal of the levy for an additional ten years. Ms. Gahl-Mills noted that if County Council approves the Resolution, the public will be able to make comments on the issue sometime in early May, once Council President Brady begins holding public meetings.

Trustee Feldman referred to the [Resolution](#). She noted that without this funding, CAC would cease to exist, compromising all that the organization has done for the community. Trustee Feldman stated that CAC is asking for a straight renewal, because it aims to make sure the public realizes how important this funding has been for the community without risking losing the funding. She explained the prudence of moving forward by placing the issue on the ballot before the 2016 increase in communications costs due to elections. Trustee Feldman noted that this funding has County-wide impact.

Trustee Gibbons mentioned his appreciation for the arts, and how substantive and real its effects are on the quality of life and state of the economy. He stated that he whole-heartedly supports passing the Resolution.

Trustee Wing declared her support for the Resolution by noting that the arts are an important way to improve the city and county we live in.

Trustee Charboneau stated that he would like children like his own to be able to benefit from cultural organizations, and passing this Resolution is the first step in ensuring the existence of such educational experiences.

Trustee Minter echoed his appreciation for the role of the arts and culture in enriching the community and increasing the quality of life for its citizens.

Motion by Trustee Minter, seconded by Trustee Gibbons, to approve the Resolution to Cuyahoga County Council that requests the renewal of the excise tax to fund Cuyahoga Arts & Culture be placed on the ballot for November 3, 2015. Discussion: None. Vote: Charboneau: Aye; Feldman: Aye; Gibbons: Aye; Minter: Aye; Wing: Aye. The motion unanimously carried.

### **Personnel Report**

---

Ms. Harris stated the board had received a personnel report related to the recent hiring of Ms. Ahmadian. She asked the board to approve this report.

Motion by Trustee Wing, seconded by Trustee Minter, to approve the hiring of Ms. Ahmadian by CAC. Discussion: None. Vote: All ayes. The motion carried.

### **Re-Affirmation of Administrative Policies for Cuyahoga Arts & Culture**

---

Trustee Feldman called on Ms. Harris to present administrative policies. Ms. Harris stated that the board would be asked to re-affirm seven policy documents: Allocation Policy, Business Continuity Policy, Cash Reserve Policy, Ethics Policy, Investment Policy, Public Participation Policy and Public Records Policy. She stated that there were recommended changes to the Audit and Finance Advisory Committee Charter and the Internal Financial Controls Policy and Procedures, which were the result of the review of the two documents at the February 4 Audit and Finance Advisory Committee meeting. She asked if there was any discussion related to any of the policies.

Motion by Trustee Charboneau, seconded by Trustee Minter, to re-affirm the following policies: Allocation Policy, Business Continuity Policy, Cash Reserve Policy, Ethics Policy, Investment Policy, Public Participation Policy and the Public Records Policy. Discussion: None. Vote: All ayes. The motion carried.

Motion by Trustee Minter, seconded by Trustee Gibbons, to approve the recommended changes to the Internal Financial Controls Policy and Procedures. Discussion: None. Vote: All ayes. The motion carried.

Motion by Trustee Gibbons, seconded by Trustee Wing, to re-approve the recommended changes to the Audit and Finance Advisory Committee Charter. Discussion: None. Vote: All ayes. The motion carried.

### **Re-Affirmation of Audit and Finance Advisory Committee Members**

---

Ms. Harris stated that, per the Audit and Finance Advisory Committee Charter, the board is asked to re-affirm committee members Ed Bell, Timothy Longville, and Cynthia (Hope) Riehl to the Audit and Finance Advisory Committee for a one-year term.

Motion by Trustee Wing, seconded by Trustee Charboneau, to re-affirm Ed Bell, Timothy Longville, and Cynthia Riehl to one year of service on the Audit and Finance Advisory Committee of Cuyahoga Arts & Culture. Discussion: None. Vote: All ayes. The motion carried.

### **Extension of Contract with Van Meter, Ashbrook & Associates**

---

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

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

### **Election of Officers**

---

Trustee Minter stated that he and Trustee Feldman had served as co-chairs for the Nominating Committee. He presented the following slate of officers: Joseph Gibbons to the position of President, Steve Minter to the position of Vice President; and Eliza Wing to the position of Secretary of the Board of Trustees.

Motion by Trustee Minter, seconded by Trustee Charboneau, to elect Mr. Joe Gibbons to the position of President, Steve Minter to the position of Vice President, and Eliza Wing to the position of Secretary of the Board of Trustees for the term April 1, 2015-March 31, 2016. Discussion: None. Vote: All ayes. The motion carried.

Trustee Gibbons began chairing the meeting as President of the board. He thanked County Executive Armond Budish for appointing him for the board. He also thanked fellow board members and CAC staff and stated that he is honored to serve as President. Trustee Gibbons thanked the residents of Cuyahoga County in advance for their consideration of the levy renewal. He lauded Trustee Feldman for her hard work and mentioned that she has been a pleasure to work with. Trustee Gibbons proposed a Resolution of Appreciation for Trustee Sari Feldman. ([See Resolution](#))

Motion by Trustee Gibbons, seconded by Trustee Charboneau, to pass a Resolution of Appreciation for Trustee Sari Feldman. Discussion: None. Vote: All ayes. The motion carried.

### **8. PUBLIC COMMENT**

There were no public comments.

**Next meeting:** The next regular meeting will be held at 4:30 pm on June 8, 2015 at the Lake Erie Nature & Science Center, followed by a Board Retreat.

### **9. WORK SESSION: Community Survey**

Ms. Paulsen introduced Ms. Kathy Severinski from TRIAD Research Group. CAC contracted with TRIAD Research Group to conduct a telephone public opinion survey with 600 Cuyahoga County residents in December 2014. This is the first time that CAC has conducted a survey of this scope, gathering information from residents beyond its Cultural Partners' audiences. ([See summary of findings](#))

Ms. Severinski explained the goals and key findings of the community survey. Ms. Paulsen continued the discussion by explaining the implications of these findings for CAC and how the organization plans to move from theory to action.

Trustee Minter remarked on the extent to which this data validates the work of CAC.

Trustee Gibbons encouraged CAC staff to reach out to board members for help in any aspect of the work ahead.

**10. ADJOURNMENT**

Motion by Trustee Charboneau, seconded by Trustee Feldman, to adjourn the meeting. Discussion: None.  
Vote: All ayes. The motion carried. The meeting was adjourned at 5:45 pm.

\_\_\_\_\_  
Joseph Gibbons, President, Board of Trustees

Attest:

\_\_\_\_\_  
Eliza Wing, Secretary, Board of Trustees