

**Friends of Carrollwood Cultural Center
Board Meeting
October 16, 2013
Carrollwood Cultural Center**

Board Members Present: Nancy Stearns, *President*; Evelyn Bless, *Vice President*; Rex Henderson; Bill DeMare, Sandra Harrington; Alan Preston, *Treasurer*

Board Members Absent: Jennifer Fitch; Kathy Sutton, *Secretary*

Staff Present: Richard Haether, *Artistic Director*; Todd Dunkle, *Development and Marketing Director*

Call to order at 7:05p.m.

Public comment to FCCC Board from Nancy Manning that teachers at the Center have not been paid for months. Alan Preston, FCCC Board Treasurer, will investigate the claims and provided his contact information.

1. Adoption of Consent Agenda

Motion by Alan Preston

Second: Rex Henderson

Discussion: Delete Finance Minutes from agenda. Approve 9/18/13 Board Minutes only with revisions noted by FCCC Board President (captions: Executive Director's Report and Friend-raiser).

Motion Passed: 6-0

2. Executive Director's Report

Motion

Second:

Discussion: The Executive Director was absent from the Board Meeting. However, it was noted that the FCCC Board President, the Executive Director, and Jack Carlisle were scheduled to have discussions regarding items that needed to be replaced at the Center (e.g. Marquee Sign). The FCCC Board President also encouraged the Board members to read the article regarding non-profits provided to them by the Executive Director. The Board President also advised that the Center paid in advance for 8 individuals to attend the upcoming Non-profit seminar and that if any member was interested in attending, they should reimburse the Center for the cost of attendance.

Motion Passed: None

3. Artistic Director's Report

Motion None

Second:

Discussion: The Center hosted 515 3rd and 4th graders accompanied by approximately 60 chaperons for field trips that generated revenues in the amount of \$400. In addition, there are 8 field trips scheduled for the remainder of 2013 and an additional 10 proposed for 2014.

The Center will be scheduling the Tuskegee Airmen Exhibition on February 7, 2014 and are soliciting sponsors for the exhibition. Docents will be provided for classes

during the exhibition and 3 of the Airmen will be available for the opening night of the exhibition. The Al Downing All Stars Band will provide entertainment after the opening. The Artistic Director has sent marketing ads to schools and is trying to solicit the involvement of MacDill Air Force base or ROTC. The exhibition will be in the Gallery only and there will be a gallery donation box for attendees. The intent is to only have no more than two classes simultaneously visit the exhibition.

Other proposed events include Mallory Lewis and Juliann Abryzzo – Christian Pop Artist.

Motion Passed: None

4. Capital Funding Meeting

Motion None

Second: None

Discussion: There are no current updates. The next meeting will be on November 4 at 3:30pm

On another note, a facilitator is needed for the expansion of the Strategic Plan. Bill de Mare will network with some of his resources regarding identifying a Facilitator. In addition, Kathy Sutton was absent from the meeting and is currently working on an organization efficiency update.

Motion Passed: None

5. Friend Raiser Update

Motion

Second:

Discussion: All Board members who will be attending the event are requested to arrive by 7:30am. Board members and a group of volunteers will welcome guests.

Tables will be set up in the theatre and will be numbered with nametags. An information packet will be provided to each guest. The food will be buffet style and the event will kick off with welcome remarks by Todd Dunkle, Development and Marketing Director. Collected donations will be given to Development and Marketing Director as well. It is important to encourage comments from visitors and educate them about the Center programs and the public/private partnership with the County. To date, the Development and Marketing Director has only received 22 confirmed responses.

The Board members will see a preview of the video that will be shown at the event. A link of the video will be sent to their email addresses. There will be 9 tables. A Board member will be at 7 tables, the Executive Director will be at the 9th table and John Miley at the 8th table.

Motion Passed: None

6. Line of Credit Increase – Additional \$35,000

Motion by Bill De Mare

Second: Rex Henderson

Discussion: Increase Line of Credit retroactive to approval of September 18 from \$25,000 to \$60,000.

Motion Passed: 6-0

7. Treasurer's Report

Motion

Second:

Discussion: Form 990 needs to be revised prior to deadline date. Audit information to be distributed to Board members before 2014 audit and will also be discussed at Finance Committee meeting.

Financial report—revenue is down \$2,000, but still favorable in comparison to 2012. In addition, the Center has not achieved the proposed goal of \$40,000 in reserve funds due to certain extenuating circumstances such as reduction in approved grant amounts and decrease in sponsorship expectations. The Center is also experiencing a cash crunch due to delay in receipt of funds from the County.

Some critical actions items will be directed to the financial sustainability of the Center and review of the financials with an end result geared towards decisions on addressing negative variances. Some suggestions would be to increase ticket pricing, gain additional revenue from room rentals, events, programs, and classes. Change mentality to consider the Center as a “profit center” (reduce expenses, increase revenue).

Motion Passed: None

8. Other

Motion

Second:

Discussion: Executive Director’s interim review to be conducted after next Governance Committee meeting.

New Business Self-Assessment – to be scheduled during the month of November.

Sign Update – Monument Style – 2-week extension; proposed cost range \$10-20K.

Proposed community partnerships – Ad Litem program, Tampa Bay Harvest (1st Sunday before Thanksgiving), Tampa Bay Youth Symphony (2nd Sunday in June)

Motion Passed: None

The meeting adjourned at 9:10pm.

Motion:

Second:

Motion Passed:

Recording Secretary: Janet Bucknor

Approved: