

**Friends of Carrollwood Cultural Center  
Board Meeting  
November 15, 2017  
Carrollwood Cultural Center**

**Board Members Present:** Nancy Stearns, *President*, Neil Smith, Evelyn Bless, *Secretary*, Craig Nowicke, Bill DeMare, *Vice-President*

**Board Members Absent:** Susan Baxter Gibson, Alan Preston

**Staff Members Present:** Paul Berg

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Call to order, quorum present, at 4:00p.m. by Nancy Stearns, President.

**Public comment:** none

**1. Adoption of Agenda:**

**Motion:** Evelyn Bless

**Second:** Neill Smith

**Motion passed:** 5-0

**2. Consent Agenda approval** Board Minutes-Oct.

Committee minutes:

October Metrics Report, October MAS Committee, August Final Governance, October Final Governance

**Motion:** Evelyn Bless

**Second:** Neil Smith

**Motion Passed:** 5-0

**3. Executive director's Report:** Paul Berg announced the Christmas trees are set up in the lobby. And ready for bidding. Auditions for the Hunchback of Notre Dame, to be presented in March, are going very well; lots of talent in the area. Paul explained who is involved putting on the show. Paul explained about the center's web site needing to be ADA compliant.

**4. E.D. Review Committee:** Nancy Stearns explained that we are drawing a name to replace Bill De Mare on the director's review committee. Susan Baxter Gibson's name was selected, and Neill Smith is the alternate. Evelyn Bless requested certain information from the board so that she could complete and distribute the ED form. Craig Nowicke will provide information to Evelyn from last year's review.

**5. Strategic Planning:** Berg Paul reported that the committee is starting by focusing on facilities and programs. Meetings are being set up around committee member's schedules. Craig Nowicke showed the board the BAC (calendar) he is providing for the facilities committee to use. January 17 is the center's annual meeting at 7:00 and the strategic planning session will be held before the meeting at 4:00. Craig suggested a "visioning" exercise that could be done with the board at the January meeting.

6. **FinanceUpdate 2017/2018 budget:**Paul Berg reported on the information that was sent to the board. Paul will break down the year's budget into a monthly budget.  
Motion: Bill DeMare moved that the board accept the budget presented by Paul for fiscal year 2018.  
**Second:** Nell Smith  
**Motion passed:** 5-0
7. **Unfinished Business:**Nancy mentioned that committee annual reports are due today for 2017. The MAS report is missing.
8. **New Business:**  
Board Christmas Party Dec.10. Nancy reported that she sent out invitations to the staff, committee members and the board for the party. An RSVP is requested.
9. **Adjournment: 4:55.**

Submitted by:

Linda Delapenha

Recording Secretary