

**Friends of Carrollwood Cultural Center
Board Meeting
November 18, 2020
Carrollwood Cultural Center**

Meeting was held on Google Meet
Minutes have been corrected as of
12/16/2020

Board Members Present: Bill DeMare, *President*, Neil Smith, Alan Preston *Treasurer*, Susan Baxter Gibson, *Vice President*, and Evelyn Bless, *Secretary*

Board Members Absent: Craig Nowicke, Sophia Denicolo,

Staff Members Present: Paul Berg, Executive Director

Guests: Nancy Manning

Call to order, quorum present, at 12:02 p.m. Bill DeMare, *President*.

Pledge of allegiance

Public comment: none.

1. Adoption of Agenda

Motion: Alan Preston

Second: Susan Baxter Gibson

Motion passed: 5-0

2. Consent Agenda approval: Board Minutes-October

Motion: Susan Baxter Gibson

Second: Evelyn Bless

Motion passed: 5-0.

- 3. ED Report:** Paul Berg reported that CARE changes are taking place as we speak. Video camera will be installed right after Thanksgiving, if not before. Requests for fire alarm release panels on interior doors may be included in this grant if the timeline for the invoices works. The first live stream will be held this Friday. Richard Haerther, Artistic Director, will be leaving at the end of the year. The position will not be posted immediately. Paul has 2 people that will be helping at evening events. Aaron Washington will step in as interim artistic director, and Paul will help with the recording. Richard will be available for consulting work in the future. The staff will have a lunch for him in December. Susan Baxter Gibson asked what the board is going to do for Richard. After discussion it was decided that Paul would collect donations for Richard and they should be sent to him by Dec. 9. Susan was asked to write a note to accompany the gift. The gift and note will be given at the luncheon. Nancy Manning said that she and Ron would like to donate to the gift. No specific amount was set.

Evelyn asked Paul what changes he is working on. Paul said that he has 6 IPODS for live streaming events. The center can live edit by switching cameras. A new video documentary camera costing \$2200 has been purchased and will be reimbursed by the county.

Evelyn asked Paul about the work of the grant writer. He said that they meet every month. This is a slow time for arts grants. The center is applying for small grants but delays are added to the process.

Susan asked about using Anthony's for events and a way to earn 20% of the profits. Paul said that they were looking into it for December.

4. **Finance Update:** Alan Preston stated that we have a line of credit with First Citrus of \$150,000 which will be used until the Administrative Fee from the county is paid to the center, which is expected before the end of the 1st quarter. The center had \$3700 income in October. The center is planning to borrow, pending approval from the board, up to \$64,000 from First Citrus Bank to pay for improvements, which will be reimbursed under the county's Coronavirus Aid, Relief, and Economic Security (CARES) Act. Paul explained that the 6% loan will be for \$62,864 after fees are paid. \$16,000 has already been spent for this year that will come under the CARES.

Motion to approve the loan from First Citrus Bank: Susan Baxter Gibson

Second: Neil Smith

Motion Passed: 5-0

Alan stated that he is working on getting the audit done for the last fiscal year. Bill said that the center has 3 more payrolls before the end of the year, and if the county's money does not arrive, center personnel will have to contact Ken Hagen's staff.

Paul explained that there will be an end of the year fund raising push targeting specific groups of supporters and other users. This request will go out after Thanksgiving. Evelyn suggested that donors could use Christmas gifting of class or camp tuition. Paul said that people could raise funds on Facebook for a birthday donation.

5. **Board by-Laws Update:** Evelyn Bless said that the revised by-laws were never formally approved and they need to be submitted to the county. She explained the changes that were made. Susan. asked about the prior vacancy in the Vice President office when Bill assumed the President's role. Nancy Manning cited the part of the by-laws that provide for a vacancy to be filled by appointment.

Motion to approve the revised By Laws of the Friends of Carrollwood Cultural Center: Evelyn Bless

Second: Susan Baxter Gibson

Motion Passed: 5-0

Bill asked Paul to check with the center attorney to be sure than motions passed with on-line meetings were legal.

6. **Board Drive:** Bill DeMare outlined what he thought could be a streamlined approach to securing new board members. Procedures and personnel to be involved were discussed at length by the board. Paul was asked about background checks and he explained the procedure. Finger printing is only needed when working directly with children. Bill suggested the final procedures to be as follows: Board president receives resume and shares it with the ED; the resume is sent to Evelyn Bless and the Governance Committee for review; the applicant is interviewed by 2 board members and this is open to the public; the applicant is presented to the whole board and then there is a vote. The continued use of an application form was under discussion. Also, Susan asked if the board VP

could be more involved in the process. Evelyn said that the GC could look at the procedures. No final decisions were made at this time.

7. **New Business:** Future Board Meetings. Bill stated the there would be a meeting on Dec. 16 at 12:00 at the center

8. **Unfinished Business:** none

9. **Round Robin:** Susan ask board members to ask their friends to donate to the center and Evelyn agreed with that. Alan thanked Nancy for joining the meeting. Bill thanked Nancy for all of the work she has done on the Governance Committee. Nancy thanked the board and ED for the innovations the center has made. Neil thanked Paul and his staff for work during difficult times. Paul explained the rights have to be secured for all streaming events and the center is recording everything. They are trying for an HOA event each month on-line. He expressed his appreciation for the work of the board.

10. **Adjournment Time:** 1:23

Submitted by:

Linda Delapenha, Recording Secretary