Friends of Carrollwood Cultural Center
Board Meeting
May 18, 2022
Carrollwood Cultural Center

Meeting was held at the center and on Google Meet

Board Members Present: Jenifer Mirin, Craig Ruska, *Vice President,* Susan Baxter Gibson*, Vice President,* Alan Preston, *Treasurer,* Bill DeMare, *President*, Evelyn Bless, *Secretary*, Neil Smith, Sophia Denicolo

Online: none

Board Members Absent: Craig Nowicke

Staff Members Present: Paul Berg*, Executive Director*

Guests: none

Call to order, quorum present, at 11:55 a.m. Bill DeMare, *President.*

Pledge of allegiance

Public Comment: none

1. **Adoption of Agenda:**

   Motion: Alan Preston
   Second: Craig Ruska
   Motion Passed: 8-0

2. **Consent Agenda Approval**:

      Board Minutes-April
      Executive Director's Report:
      Governance Committee- April

   Motion: Bill DeMare to approve minutes as amended
   Second: Jenifer Mirin
   Motion Passed: 8-0

3. **Annual Report:** Evelyn Bless asked about the calendar on the web site not having the band scheduled. Paul explained the delay in switching calendars and having to enter events individually right now. Also, there is a deadline for groups to request to be on the performance schedule. Bill DeMare reported on the New Horizon concert in the park on Saturday as an option for the band in the future. There is no shade in the summer for guests at the concert shell. A copy of the Annual report was sent to Rick Valdez.

4. **Board Self-Assessment:** Evelyn Bless reported that she set up the program. She will compile the information and give a report next month.

5. **Finance Update:** Alan Preston reported this that the center is doing well. The center received $14,000 in grants; tuition assistance was higher this year. Paul reported that the center received an AARP grant for $6200. Events in Sept. will be geared toward the visually impaired. Bill inquired about the time line

for refunds for a cancellation for a performance. Paul explained the process and promised to check on it.

6. **Strategic Planning:**

   Motion: Bill DeMare moved for Paul to spend up to $30,000 to have new carpet installed in August after summer camp is completed for the main theater and community room as well as laminate outside the pottery room.
   Second: Craig Ruska
   Passed: 7-0

   Paul has a pending request for a bid for upholstery of the chairs. He is also getting a quote on the center marquee. Paul discussed benefits available for staff. He presented his ideas to the board. and explained how he determines bonuses for staff. Paul is switching payroll companies and including a retirement plan for employees. Staff will get a copy of the strategic plan when it is completed. Paul said that the center needs a full or part time tech position but not a contract position. Bill asked Paul if he had any request to give to the board right now that he needs urgently for employees. He said that salary increases are needed for certain employees. Bill asked for a report of what he needs. Bill and Craig discussed the RFP for the New Tampa Cultural center. More time is needed for study and discussion before the board and Paul can decided if a proposal should be made.

7. **New Business:** none

8. **Unfinished Business:** none

9. **Round Robin**: Sophia talked about summer camp.   She may be virtual at the next meeting. Evelyn is pleased that we are doing things that we have been talking about and the board is "growing up". Bill is amazed at the number of activities that are going on at the center, and he wants Paul to take a good look at staff needs. Craig supported Bill's request that we look at what is needed to keep staff. Neil seconded Evelyn's comment that we are growing up as a center. Susan mentioned how well we are doing but we need to be cautious about what we take on. Paul reported that summer camp is starting in a couple of weeks, and as a result the front door will be locked. Bill thanked the board for their attendance and all that they do and appreciates that no one has a personal agenda.

10. Adjournment time: 1:10

   Submitted by:
   Linda Delapenha, recording secretary