

**Friends of Carrollwood Cultural Center  
Board Meeting  
November 16, 2022  
Carrollwood Cultural Center**

Meeting was held at the center and on Google Meet

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

**Online:**

**Board Members Absent:** None

**Staff Members Present:** Paul Berg, *Executive Director*

**Guests:** Nancy Manning (Virtual)

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**Call to order,** quorum present, at 11:49 a.m. Bill DeMare, *President*.

**Pledge of allegiance**

**Public Comment:** None

**1. Adoption of Agenda:**

**Motion:** Susan Baxter Gibson

**Second:** Sophia Denicolo

**Motion Passed:** unanimous

**2. Consent Agenda Approval:**

**Board Minutes:** October

**Executive Director's Report:**

**Motion:** Evelyn Bless

**Second:** Susan Baxter Gibson

**Motion Passed:** Unanimous

**3. BOD Handbook:** The board discussed changes that need to be looked into prior to board approval. The governance committee will look at their questions and issues and bring the document back before the board in January.

**4. Finance Update:** To date the Center has a strong cash flow. The committee is looking to begin the audit for the last fiscal year.

**5. Strategic Planning:** Paul gave an update on the Studio parking lot which is still on the Counties list. The county has stated that the project will cost over \$100,000. A quote for new landscaping the entry of the main facility was provided by Fieldstone. The quote includes minimizing the current landscaping to make it easier to maintain. The board asked if Fieldstone could provide a visual representation of

what it would look like. The Center is also waiting on a quote for new carpet in the main hall of the Studio. Currently, the interior of the Studio is being painted.

6. **New Business:** Craig Nowicke announced that he is retiring from the board of directors to spend more time with his photography. The board thanked Craig for his years of service.

- a. The Executive Director review committee will consist of Bill DeMare, Craig Ruska and Susan Baxter-Gibson. Evelyn will send out the review form and the board should complete it and return it by December 19. Paul will send out an annual update for consideration.

7. **Unfinished Business:** none

8. **Round Robin:**

9. Adjournment time: 12:54  
Submitted by:  
Paul Berg, Executive Director