

**Friends of Carrollwood Cultural Center
Board Meeting
January 20, 2016
Carrollwood Cultural Center**

Board Members Present: Nancy Stearns, *President*, Alan Preston, *Treasurer*, Bill DeMare, *Vice President*, Craig Nowicke, Neil Smith, Dan Saxe, Mary Ann Bardi, and Dr. David Rowlands.

Board Members Absent: Dr. David Rowlands, Brenda Heiss, Evelyn Bless

Staff Members Present: Paul Berg, *Director*; Richard Haerther

Call to order at 12:04 p.m. by Nancy Stearns, President

Public comment: None

Adoption of Agenda:

Motion: by Alan Preston

Second: by Dan Saxe

Discussion: none

Motion passed: 9-0

1. Adoption of Consent Agenda:

December Board Minutes

Annual Board Meeting - December

Motion: by Bill DeMare

Second: by Rex Henderson

Consent Agenda also consisted of

Committee minutes:

December Governance

December Finance

ED Report

Discussion: Bill asked that the ED Report be removed from the consent agenda. The date on the minutes for the annual meeting needs to be corrected.

Motion Passed: 9-0

2. ED Report: The year nine MOU was discussed Dan Saxe asked why it is a MOU instead of an addendum. Bill DeMare explained that as far as the budget is concerned we are part of the Parks and Rec. budget and this is probably how they handle internal agreements.

Craig Nowike asked about the sound baffles at the Studio. They will be installed shortly.

Bill commented that the Featured Entertainment Guidelines are very well written but are very close to policy. Rex Henderson commented that they wanted to have something that the committee would be comfortable but that would not make the Artistic Director feel like his hands were tied.

Motion: by Bill DeMare - To approve the Year Nine MOU.

Second: Alan Preston

3. Development Survey: A survey was attached to the Board packet and a hard copy was handed out to each board member.

4. Board Meeting Time: Several board members are having a difficult time attending the 12 p.m. board meetings. The group discussed moving the meetings to 5 p.m. but some members would have difficulty with that start time. It was discussed that moving the board meeting later in the

evening would have a negative impact on classes and rentals. A 4 p.m. time was suggested and all agreed, with the later start time meeting would try to be held to one hour.

Motion: By Alan Preston - To move the board meeting start time from 12 p.m. to 4 p.m.

Second: Dan Saxe.

Motion Passed: 9-0

5. **Market:** Nancy Stearns brought up the difficulty in getting board involvement at the Saturday market. She reminded the board that this was an initiative of the boards and it seems to be the same people from month to month. Alan Preston confirmed for the afternoon and Nancy Stearns for the morning of the next market. Suggestions also included moving the Center's table to the front of the market and within wireless range so that tickets could be sold at the table.
6. **Finance Update:** Finances were reported to be positive to the budget by four thousand dollars. December financials had an extra payroll included in them due to the timing of the pay date and January 1. The 2015 final numbers will be adjusted to account for the timing of items that were part of the bequest.
7. **Election of Officers:** The election of officers does not take place until 2017.
8. **Dellwood Property Update:** Bill DeMare updated the board that Hillsborough County Parks and Recreation is looking to make the new park a destination park. They are looking for a nationally recognized landscape architect and feels that the County is going to maintain management of the park. The Center still would remain a part of the programming. Dan Saxe asked what the upside of the Center management would be. We would be able to create efficiency with staff and also control landscaping, however Center management comes with additional liability. John Miley feels that the management decision will be made at the Commissioner level and not by Parks and Recreation.
9. **Unfinished business:** Rex Henderson brought up the E.D. review that was done. During the review a staff bonus structure was brought up. Paul is to come up with a proposal for how a bonus program would be structured and present it to the Review Committee. There was discussion about who would be included. Diane recommended that every staff member be eligible for the program. There is a line in the current year's budget for staff bonuses. The idea behind this is to incentivize staff to exceed budget goals.
10. **New Business:** Craig Nowicke did a short presentation on a ESRI report that he conducted. The report breaks down the area in 1, 3 and 5 mile radius with detailed information on demographics, income levels and other useful data.

A draft policy handbook that the Governance Committee has been working on was also distributed. The board is to review the document and come prepared to discuss at the February meeting.

Craig Nowicke complimented the Education sub-committee and the minutes of their meeting. Bill DeMare commented that the sub-committees were working well.

11. **Adjournment:** Adjourned at 1:15. Next meeting is Feb. 17, 2016 at 4:00 in the music room of the center.

Submitted by:

Paul Berg

Executive Director