**Friends of Carrollwood Cultural Center**

**Board Meeting**

**October 19, 2016**

**Carrollwood Cultural Center**

**Board Members Present**:Bill DeMare, V*ice President***,** Neil Smith, Evelyn Bless, *Secretary*, Alan Preston, Craig Nowicke, Diane Leeper, Mary Ann Bardi,

**Board Members Absent:**  Dr. David Rowlands, Brenda Heiss, Nancy Stearns, Rex Henderson

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

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Call to order, quorum present, at 4:00 p.m. by Bill DeMare, Vice President

**Public comment**: none

1. **Adoption of Agenda**:

**Motion:** Alan Preston

**Second:** Mary Ann Bardi

**Motion passed:** 7-0

1. **Consent Agenda approved:**

Board minutes –Aug. Evelyn Bless and Alan Preston were not in attendance. Approved as amended.

Committee minutes: Sept. Governance, Oct. Chorus, Aug. MAS, Sept. MAS, Aug. Finance, Oct .Education, Revised Commitment to Service

**Motion**: Alan Preston moved to accept with exception of Revised Commitment to Service which will be addressed separately.

**Second**: Evelyn Bless

**Motion passed:** 7-0

1. **Revised commitment to service.** Paul Berg explained the rewording. Previously the document stated that a board member would work to generate at least $1000 in the form of donations, sponsorships, memberships or in-kind donations. The new wording is, “to actively work to generate…”

and this commitment will be moved to Annual Responsibilities, as the second item on the list.

Alan Preston asked about the rule of email, to see if it met the letter of the law. The opinion of the board was that it was acceptable. Alan also asked about training for the Florida-Government-in–the Sunshine; Paul explained it as on-going training, i.e. fiduciary training, not just orientation. This item will be left in the document. Bill DeMare explained the spirit of the document.

**Motion:** Alan Preston

**Second:** Evelyn Bless

**Motion:** Passed 7-0

1. **Executive Director’s Report:** Paul Berg explained the center’s schedule for the next 2 weeks. The door will be locked to his office area; people will have to go to the window to gain entrance. Renovations of the studio were discussed, those completed and those being finished.
2. **Removal of Dr. David Rowlands:** Bill DeMare explained the Dr. Rowlands passed away a month ago. Phase one will recommend a new board member.
3. **Nomination of Frank Mazzie:** Bill DeMare said that Frank is from Chicago, and he has worked with him on committees. He has been approved by the governance committee.

**Motion**: Alan Preston

**Second:** Neil Smith

**Motion approved**: 7-0

1. **Nomination of Susan Baxter Gibson:** Craig Nowicke spoke on her behalf, as did Paul. She has a background in music and theater. She has been approved by the governance committee.

**Motion:** Craig Nowicke

**Second**: Diane Leeper

**Motion:** Approved: 7-0

1. **Finance Update, Approval of 2017 Budget:** Evelyn Bless asked about a membership drive, and Paul explained what is going on. Diane Leeper asked how we track volunteer and in-kind donations. Paul explained that there is a metric to assess that, and it is not in the budget, but it is important for the tax return. Bill DeMare explained that our budget is a cash flow budget, therefore there is no depreciation. Capital expenditures are excluded from the budget as presented but when incurred will represent a negative cash flow. Paul Berg explained about the permanent building that is needed to store materials and costumes. The facilities committee with address this issue. Vote to approve the 2017 budget:

**Motion**: Alan Preston

**Second**: Mary Ann Bardi

**Motion:** approved: 6-1

1. **Annual Meeting Date:** Bill DeMare stated that we must have annual meeting by law. Bill said that he would prefer to have a meeting in January. He suggested January 18, and the time so be decided at the next meeting. The date and time of the BOD workshop should be decided at the next meeting.
2. **Carrollwood Park Conservancy Update:** The park has been funded for 6.5 million dollars. Bill DeMare explained how the money is going to be allocated. The committee has met with the architect and given him the list of amenities that are wanted at the park. Bill anticipates the park to be done in several phases. Bill explained about a possible project of water conservation which could be funded with a grant. The issue of maintenance of the park has not been resolved yet. The timing is for the water treatment plant to go off line is in early 2017.
3. **Unfinished business**: none
4. **New Business**: none
5. **Adjournment**: Bill DeMare adjourned the meeting at 4:20. The next meeting will be held on November 23, 2016 at 4.00.

Submitted by:

Linda Delapenha

Recording Secretary