

12_05_2013 FINAL Governance Committee minutes

Present voting members: Nancy Stearns, Nancy Manning, Libbie Jae, Bob Kerns, Evelyn Bless, Sandra Harrington

Also present: John Miley, Paul Berg

Chair: Nancy S., minutes: Evelyn

Called to order 1:08 p.m.

- Adoption of November minutes: Motion: Evelyn, 2nd: Libbie. Accepted.
- **Finalize member survey:** Changes: ask for local media sources, websites related to entertainment choices. Will go out January as hard copy; request mail back or drop in box in Center lobby. Return by March 1.
Action item for Paul: include mention of member meeting Feb. 19.
- **Strategic planning session:** Evelyn and Paul will meet to finalize facilitator choice and decide next steps. Currently, elements of strategic planning are: 1) Have "Loring" financial / governance training for Board first. Fill in rest of Board on Loring information. Maybe combine financial goals planning with strategic planning, since they are part of same plan. 2) Collect and have available the staff input on Studio. 3) Strategic planning session for Board, staff, stakeholders in March or April. 4) May also incorporate information about HOA soccer field/bandstand/landscape plans.
- **Capital improvement:** Limitation is that we do not have resources to allow ED to devote 50% of time to making it a success. Nevertheless, we will collect information that will immensely help strategic planning.

Have asked Paul, Richard, Rob and Helen for wish list for Studio. May have pro bono architect who will take info and come up with preliminary conceptual design. Possibly Woodruff, the designer of Center's main building. We are focusing on Studio remodel/rebuild now. We may not yet be asking the right questions, but this is a start.

- **Board candidates** update: being posted on websites such as Tampa Bay Businesses for Culture and the Arts, Arts Council. We can be selective at this point. Best strategy is to go after promising potential candidates, ask them to join a committee.
- **Center policy for thanking donors:** currently, 250 and up get individual thank you letter from Todd, call from Nancy Stearns. The Center will now: donors who give 25-250 will get form letter.
Action items: Paul will inform staff. Evelyn will talk to Pat Keeley about need to unbundle chorus contributions.

- **Policy research.**
Agenda item for January: review this.
Action item: Evelyn will provide definition of “policy” to Paul.
- **Annual meeting** of members: will be 2/19.
Agenda for January: plan, assign responsibilities.
- **Board self assessment:** two are in.
Action item: Paul will resend to Board with Loring self-evaluation; Jan. 1 hard deadline.
- **New Board member orientation:**
Action item: Evelyn needs to have a checklist and keep following up to ensure all steps are done. The orientation to our development strategy will be the Loring training.
- **Sharing BOD info** with non-Board Board committee members. Committee heads should forward BOD packet and Alan’s financials to non-Board members.

Most important financial reports for potential donors are audit, monthly income statement and balance sheet. Norm is not to post these; only one to be posted is possible the audit.

Adjourned 3:05 p.m.

Next meeting: January 2, 1 p.m. Development: January 7, Programs/Events: January 8