

**Friends of Carrollwood Cultural Center
Board Meeting
March 16, 2011
Carrollwood Cultural Center**

Board Members Present: Nancy Stearns, *President*; Evelyn Bless, *Vice President*;
Alan Preston, Treasurer; Kathy Sutton; Tom Aderhold; John
Miley; Dale Nederhoff; Jon Dyer

Staff Present: Paul Berg, *Executive Director*

Call to order at 7:05 p.m.

No public comment was provided.

1. Adoption of Agenda
Motion by Nancy Stearns
Second: Evelyn Bless
Discussion: (none)
Motion Passed: 6-0
2. Acceptance of 2/16/11 Minutes
Motion by Nancy Stearns
Second: Kathy Sutton
Discussion: Amendment Page 2, Article 13 revision “development committee will find a facilitator”.
Motion Passed: 6-0
3. Strategic Planning Workshops
Motion by Evelyn Bless to accept facilitator, dates, venue, and cost
Second: Tom Aderhold
Discussion: Workshops to be accomplished in two sessions (April 2 and 16) 8:30 a.m.-3:30 p.m. at *Grillsmith*. Facilitator Eddie Grossman; Cost: \$650 per day. Tentative agenda needed by Wednesday, 3/23. Information needed—attendees and mission/vision of Center as well as short/long term goals. Camera is needed for sessions. Evelyn to meet with Paul to get list of goals by Monday, 3/21. Headcount to attend 15.
Motion Passed: 6-0
4. Financial Report presented by Alan Preston
Motion by Nancy Stearns
Second:
Discussion: Improvement in financial status, very positive outlook for first quarter 2011. Shigeru Piano was donated with piano purchases; however, it needs to be on Balance Sheet as an asset for the Center. Financial Report once approved by Board will be put on Center website.
Motion Passed: 7-0
5. Record Retention
Motion by Alan Preston

Second: John Miley

Discussion: This policy was adopted to be compliant with IRS guidelines for organizations with 501(c)3 status. Wording removed from policy “voice mail records are kept for 6 months”. Alan to donate Laser Fiche record retention software to the Center as a resource for document record-keeping purposes. Information will be backed up in multiple locations. Scanning of documentation can be processed in one week.

Motion Passed: 7-0

6. Executive Director’s Report written by Paul Berg

Motion by

Second:

Discussion: Guys & Dolls production was a huge success for the Center. Center Board has first concert on Sunday, 3/20. Vendors more receptive to a 2-day event for “Arts in Park”. On March 23 and 24 at 6:00pm for Artist Director Candidates. Focus is on their interaction with audience. Questions to be avoided on relationship, race, creed, personal lifestyle. Goal: to increase class participation by 20% over 2010.—currently on track in meeting goals. \$2,500 Grant to be applied to improving sound systems at the Center.

Motion Passed: 7-0

7. Motion to Adjourn Meeting – 8:37 p.m.

Also discussed Commitment to service—requirement for Board members to attend at least 10 meetings annually based on “Commitment to Service Agreement”. Member(s) should notify President of extenuating circumstances.

Alan Preston to provide Whistleblower policy in April Finance Meeting. Approval to be done at April Board meeting.

Suggestion for Carrollwood Center to initiate using programs as outreach to other areas of the county/community.

Recording Secretary: Janet Bucknor

Approved: