

**Friends of Carrollwood Cultural Center
Board Meeting
March 19, 2014
Carrollwood Cultural Center**

Board Members Present: Nancy Stearns, *President*; Evelyn Bless, *Vice President*; Alan Preston, *Treasurer*, Bill De Mare, Rex Henderson, Craig Nowicke

Staff Present: Paul Berg, *Executive Director*, Richard Haether, *Artistic Director*, Todd Dunkle, *Development Director*

Call to order at 12:06p.m.

No public comment.

1. Adoption of Agenda
Motion by Evelyn Bless
Second: Alan Preston
Discussion: None.
Motion Passed: 6-0

2. Adoption of Consent Agenda
Motion by Alan Preston
Second: Rex Henderson
Discussion: Change 2013 to 2014, remove Programs/Events and Development minutes.
Consent agenda consisted of:
Committee minutes
Artistic Director's report
New board orientation checklist
Finance report
Authorizing usage of line of credit up to \$57,000 until April 1
Creating a d/b/a Carrollwood Cultural Center
Motion Passed: 6-0

3. Sunshine Review
Discussion: A review of the sunshine law was given by Ken Tinkler.
See attached document for complete review.

4. 2014 Audit
Motion by Alan Preston
Second: Craig Nowicke
Discussion: Discussion about using the same auditor that we used for 2012 for the shortened 2013 year then putting out an RFP for a new auditor. This is the third year that we have used the same person. Rex asked who we have been using. Robert Demarco has been used for previous years.
Motion Passed: 6-0

5. Change of fiscal year
Motion by Alan Preston
Second: Craig Nowicke
Discussion:
Motion Passed: 6-0
6. E.D. Performance Appraisal
Motion: None
Discussion: Completed reviews are due to Nancy by April 4. Bill DeMare and Rex Henderson were chosen with Alan Preston as an alternate; Nancy Stearns will chair the review. A meeting of the reviewer will take place on April 11 at 11 am to consolidate reviews received.
7. ED Report
Motion: None
Discussion: Paul congratulated Ken Tinkler on his new son. He reminded everyone about the Power 2 Give campaign that is going on right now for the sound system. There is currently an anonymous donor that matching ever dollar given with .50. Paul also mentioned that board members have the ability to attend a class for free. It is a great way to get more involved and become more aware of a very important aspect of the Center. The date of the next Friend Raiser is May 30. Please be putting together your potential invite list. Paul will be interviewed by a film crew from Detroit next week. They are touring the nation conducting interviews with non-profit leaders on best practices.
ED Report is attached.
8. Governance Training
Motion: None
Discussion: Paul began a review of the governance training session that is based on a workshop taken in October. A copy of the PowerPoint notes is attached.
9. Strategic Planning
Motion: None
Discussion: There will be a strategic planning workshop on March 28. It is extremely important that board members attend as many workshops as possible so that the board as a whole gets on the same page moving forward. Entire board needs to read Good to Great by Jim Collins, copies were previously distributed. When choosing a facilitator they should have experience with non-profits. The board will need to have a clear understanding of the outcomes of strategic planning.
10. Old Business
Motion: None
Discussion: Bill brought up the monthly market as a positive way for the members of the board to engage the community. The board needs to make a commitment to working a booth at the event every month. The entire event runs four hours and board members do not have to be there the entire time but a commitment needs to be made.
11. New Business
Discussion: Craig distributed and copies of a market report for the surrounding area up to the 5 mile radius. The report includes a lot of important detailed information that will be useful when discussing strategic planning.

12. Adjournment

The meeting adjourned at 2:00pm.

- Rex Henderson left at 1:30pm
- Alan Preston left at 1:45pm

Recording Secretary: Joan Lewis

Approved: