

**Friends of Carrollwood Cultural Center  
Board Meeting  
April 17, 2013  
Carrollwood Cultural Center**

**Board Members Present:** Nancy Stearns, *President*; Evelyn Bless, *Vice President*  
Jennifer Fitch; Alan Preston, *Treasurer*

**Board Members Absent:** Kathy Sutton, Sandra Harrington

**Staff Present:** Paul Berg, *Executive Director*, Richard Haether,

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Call to order at 7:10p.m.

No public comment.

1. Adoption of Consent Agenda

**Motion** by Alan Preston

**Second:** Evelyn Bless

**Discussion:** Accept Consent Agenda to include February 12 Development Committee Minutes; March Development and Governance Minutes, March 20 Board of Directors Minutes, and Minutes for Executive Director Evaluation.

**Motion Passed:** 4-0

2. Executive Director's Report

**Motion**

**Second:**

**Discussion:** The Executive Director indicated that the Cultural Center staff appreciated the trophies provided to them by the FCCC Board of Directors. He also commented that the Janet Jennessy concert is sold out.

There is also a possibility of a future rental or partnership collaboration with the Blues Society. In addition, the Executive Director would notify members via an email blast advising that Friday, April 12 was the final date for the "early bird" ticket discount.

Summer Camps—currently 2013 registration is ahead of 2012 numbers.

Open Air Market—the first day of this new venture is May 11. The promoter is responsible for handling all marketing details. However, there is a notice on the front of the Cultural Center and the event will also be promoted on the Carrollwood Village website. The market will be from 10:00am-2:00pm with approximately 50 vendors with the possibility of an increase to 80 or 100 vendor participation at future events. There is also a discussion regarding a combined effort for the Open Air Market and the "Arts in the Park" event.

The recent Open House for classes was a success (50 class registrations). In addition, 8 new members signed up for the Center. Membership is on track for 2013.

Friend Raiser—this event is a breakfast meeting from 8:00-9:00am on October 18. The format will be a quick presentation and the target audience will be previous donors as well as new members. A request was made to the Board to provide their individual lists for invitations to be sent out to prospective guests. There will be 9 tables of 8 and subcommittees have been developed as follows: Invitation and Follow Up, Food, Decorations/Set Up. A video will also be shown at the breakfast gathering with

consumers providing testimony about the *Carrollwood Cultural Center*. Board members are also requested to sponsor a table for \$80.00. To date, 2 tables have been sold with a remainder of 7. The Pottery Department will probably provide a piece as a takeaway for guests. In addition, a container would be placed on the tables for impromptu donations.

Major Fundraiser—target date of 1<sup>st</sup> quarter 2014.

Sign Replacement—no updates and this project remains a work in progress.

**Motion Passed:** None

3. FCCC Board of Directors to approve the concept of pursuing County Capital Investment Funds (post 2017) for a working amount of \$3 Million with the Board supporting and raising 10% of overall goal

**Motion** by Evelyn Bless

**Second:** Alan Preston

**Discussion:** A timeline and flowchart will be developed for this initiative. It is important that the application be submitted 2 years in advance for consideration. The application should be specific and clearly outline the vision for the Center expansion as well as identify resources for matching funds from the Center for the project. It is also important to note that certain Capital campaign funds are restrictive. Some of the individuals who will be contacted to assist with the project are Harry Woodruff (architect) and Ken Tinkler (lawyer).

**Motion Passed:** 4-0

4. Treasurer's Report

**Motion**

**Second:**

**Discussion:** Finance Committee meeting was held on April 16. Total profit for 1<sup>st</sup> quarter 2013 is \$569. The Center is experiencing a critical cash issue (e.g., \$40K of the \$95K infusion of County funds has already been allocated to outstanding expenses). In addition, there is a current operating loss of \$6K. However, the Center is expecting a \$25,000 grant during Summer 2013.

Regarding the auditor, the Finance Committee's decision is to remain with the current auditor with a caveat to explore prospective candidates and a final decision to be made by end of year 2013. The Treasurer will provide Board members with financial reports that are more user friendly.

**Motion Passed:** None

5. Old Business

**Motion** by

Second:

**Discussion:** Executive Director to update County Commissioner(s) on current Center operations.

**Motion Passed:** None

6. Other

**Motion**

**Second:**

**Discussion:** Executive Director to provide Recording Secretary with documents to be discussed at upcoming Board meetings.

Arrange Capital Campaign meeting. This meeting will include Board members, volunteers, Center staff and other stakeholders. In addition, a Steering Committee meeting should be scheduled within the next month.

Jennifer Fitch will take a tour of the Center once she provides Executive Director with available dates so he can make the appropriate arrangements for the tour which would probably be scheduled on a Monday evening.

**Motion Passed:** None

The meeting adjourned at 8:39pm.

**Recording Secretary:** Janet Bucknor

**Approved:**