

Friends of Carrollwood Cultural Center

Board Meeting

April 20, 2010

Board Members Present: Jim Carver, President, Tom Jones, Vice President, Alan Preston, Treasurer, Sandra Harrington, Secretary, Lisa Smiler, John Miley, Nancy Stearns, Dale Nederhoff

Absent: Mike Lavoy

Staff Present: Paul Berg, Executive Director

Guests: Barry Shapiro

The meeting was called to order at 7:00 PM

Introduction of Lisa Smiler, new board member and Bob Shapiro guest.

1. Approval of Board Minutes of March 16th Board Meeting.
2. Motion Made to accept minutes. Minutes Approved - motion approved except for 3 items meeting further discussion.
3. Treasurer's Minutes approved by unanimous vote

Report at main meeting for 1st quarter short fall and why those occurred. Set system in order to account for those short falls. Next meeting to discuss. Explain procedures to curtail expenses when money is not there.

4. Conflict of interest clarification at next meeting as to the policy of Board members who have conflict with other boards. Clarify parameters around being on other boards that may be in conflict with CCC Board. Board has already written policy on this subject

Report on as how we propose to implement procedures for document retention of documents or records. Retaining voice mails do we have the policy or procedure?

Need to have procedures for retaining records including voice mails etc. We need to have these procedures in place.

We do not have the equipment to retain voice mails and need to discuss at another meeting.

5. Resignation of Tom Jones as of April 30, 2010.

Mindy Ambler nominated to VP. Question does VP replace President if he/she cannot finish term.. VP only is acting Pres. But not replace the President

Motion – for Mindy Ambler to assume the position of Vice President - vote taken unanimous vote.

6. Board Nomination of Dawn Johnson. Interview by Nancy and Tom Jones. A wonderful addition to Board. Dawn is the Program Director of Tampa Museum of Art and on the Arts Council.

Discussion:

Interviewing process needs to be reviewed. Only 2 volunteered for committee. John reminded the board to follow policy when nominating new members to the Board. We need to review policy at next meeting. Policy never implemented was only recommended to follow but not voted on. Last two nominations were outstanding candidates to serve on the Board. Nominating committee was set up but no one responded but Nancy and Tom

Policy never set.

Need to set up definite written policy including what is expected of Board Members. The sitting Board needs to spend time on developing policy for interviewing and accepting new Board Members.

Further discussion.... On orienting new board members. Should be meeting of subcommittee and present to the board. To be discussed further.

When a new board member joins they should receive:

- a. Responsibilities and liabilities of the Board
- b. Articles of Incorporation
- c. By-Laws

Look in BoardSource.com for further information on documentation and retention of records. See Paul for log in and password.

Vote on policies at next board meetings.

7. Accept recommendation Dawn Johnson to elect to Board. Motion carried unanimously

8. Financial Meeting April 26th at 3:00 pm...all invited.

9 Presentation by Lisa Smiley to present last session on SWOC program. Further discussion to follow.

Meeting adjourned at 9:30 pm

Respectfully Submitted by,

