

**Friends of Carrollwood Cultural Center
Board Meeting
May 15, 2013
Carrollwood Cultural Center**

Board Members Present: Nancy Stearns, *President*; Evelyn Bless, *Vice President*
Jennifer Fritch; Alan Preston, *Treasurer*, Kathy Sutton,
Secretary, Sandra Harrington

Board Member Candidate : Bill DeMare

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

Call to order at 7:05p.m.

No public comment.

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

2. Adoption of Consent Agenda
Motion by Evelyn Bless
Second: Alan Preston
Discussion: There was no Programs Committee meeting during the month of April; only Governance, Development and Finance Committees.
Motion Passed: 6-0

3. New Board Member Nomination – Bill DeMere
Motion by Evelyn Bless
Second: Alan Preston
Discussion: None.
Motion Passed: 6-0

4. Executive Director’s Report
Motion
Second:
Discussion: On Friday, 5/10—the County ADA compliance officer visited the Center and the County was fined for non-compliance of certain regulations. The Executive Director indicated that the faucets were rusting in the Lobby restrooms and need to be replaced as soon as possible. In addition, the wheelchair lift in the main stage area has not been operational for the past 6-7 months. A crew is also being brought in to check the lobby doors. The cost for the repairs of the infrastructure and mechanisms is estimated at \$8-10K.
The security and fire alarm systems for the Center are non-functional as well. The County is responsible for addressing these repairs. However, there is currently a

staffing issue at the County, which has resulted in non-resolution of problems brought to their attention.

The Executive Director commented that there is a possible collaborative effort with the Firehouse Cultural Center in Ruskin, which opened this year. Both the Executive and Artistic Directors of the FCCC will be negotiating paid performance opportunities. In addition, this will also be a viable marketing opportunity for the Center.

The “Open Market” over the weekend was a success. However, the Executive Director will have a follow-up discussion with the contact (Greg) to clearly outline expectations. Currently, the “Open Market” pays a flat rental fee and will be offered the second Saturday of each month. There were certain observations: the Studio restrooms were left in an unsuitable manner, no cleanup of the grounds, and a suggestion is to have bigger signage and better marketing efforts for upcoming dates.

Board member Jennifer Fritch will discuss strategies with the Executive Director regarding the replacement of the Marquee sign to achieve a successful resolution from the County.

The Executive Director will also contact Wanda Sloan regarding funds for the Village lawn care. A suggestion was made to initiate a campaign to “adopt-a-median” (from South Village to Dale Mabry).

He will also explore the cost of a banner, which will include the Center’s logo and mission statement for placement in the lobby area of the Center.

The sum of \$2,000 is also needed to reinstate jazz classes.

The anticipated grant funding has been reduced due to current challenges being experienced by non-profit organizations throughout the State of Florida.

Motion Passed: None

5. Facilities and Capital Funding Update

Motion by

Second:

Discussion: The Steering Committee met with Paul Berg, John Miley, and Nancy Stearns. An organizational meeting will be scheduled between the month of May and the middle of June. The individuals involved are John Miley, Nancy Stearns, Paul Berg, Jennifer Fritch, Rob Curry, Van Chandler and Bill). It was suggested to contact Shorty Robbins as a possible resource to provide a sample of a proposal. John Miley would also follow up with Mark Thornton.

Motion Passed: None

6. Friend-raiser Event

Motion

Second:

Discussion: The Friend-raiser is proposed for October 18 and going forward will be an annual event. It will start at 8:00am and end at 9:00am and is being promoted as a “Breakfast and Learn Friend-Raiser”. The aim is to market the Center to a broader base within the community. Board members are encouraged to sponsor a table for \$100. The plan is to have 9 tables of 8 (3 tables have already received sponsorships). This will be the kickoff for the proposed 2014 official “Fund-Raiser for the Center.

Volunteers are needed for the event. There will be 4 committees (Invitation and Follow-up, Decoration and Setup, Food, and Video) established during the planning stages. Board members will provide a listing of guests and are encouraged to submit their listing of names to Todd prior to the Friend-raiser meeting proposed for the week of 5/20/13.

Motion Passed: None

7. Treasurer's Report

Motion

Second:

Discussion: The Center remains financially challenged and cash is still a critical element for the Center's operations (currently \$40K in bank account). To address this situation, sponsorships and major Donors remain an important goal for the Center. However, the Rental Income for the Center is trending well (\$3,800 profit) and Pottery sales have doubled which is a positive sign.

The 990 and audit have been extended for 3 months and Robert DiMarco will probably be contacted to do the audit.

It should be noted that there is keen focus on strategizing and implementing processes for the Center to become a self-sufficient entity.

Motion Passed: None

8. Other

Motion

Second:

Discussion: The Artistic Director indicated that the Center provides high quality talent and that there are top quality events planned for the future such as "A Funny Thing Happened on My Way to the Forum". The cast is in place and is being directed by Craig Hartfield. There is also an art reception planned for November 9, which will include the Top Brass from MacDill Air Force Base. This event will be open to all Veterans.

In 2014, there will be a production of "Wizard of Oz" and a Tuskegee Airmen event in February. These are just some of the highlights. The Artistic Director and Executive Director are also brainstorming on budget strategies.

Motion Passed: None

The meeting adjourned at 8:25pm.

Recording Secretary: Janet Bucknor

Approved: