

## ***FINAL MINUTES, Development Committee, July 6, 2011***

**Called to order: 1:08**

**Present voting members:** Evelyn Bless, Nancy Stearns, John Miley, Tom Aderhold, Nancy Manning

**Absent voting members:** Kathy Sutton, Libbie Jae, Bob Kerns

**Also present:** Paul Berg, Todd Dunkle

**Chair:** Evelyn, **Minutes:** Nancy M.

**Approval of last meeting's minutes:** Nancy S. moved to approve the proposed minutes; seconded by Tom. No corrections needed, approved unanimously.

**Budget Review:** Paul passed out the Profit & Loss Budget vs. Actual statement for January – June 2011. While Sponsorships are only 25% of that budgeted, Paul said that Richard is putting together several series for which it should be easier to sell sponsorships—so we will see these go up.

### **Review of action items:**

- Status of donor plaque: Todd should be getting photos this week from supplier.
- Introductory words to Vision statement: have been put on the CCC website.
- Strategic Plan: on website. It appears on the About Us page, in the list of other documents. It was suggested the Plan do not include the “brainstorming” documents, which are internal “working” documents.  
**Action item:** Evelyn to resend to Paul w/o brainstorming documents; Paul will replace current version with just the strategic plan deliverables.
- Tom/Todd meeting on HOAs: They have not met, but there was discussion of possibly setting up a town hall meeting for officers of area HOAs to meet their representatives. (see below)
- Todd's package for county commissioners: in progress.
- Field trip to the Largo Cultural Center: generated lots of good ideas. The

notes from the trip are posted on the CCC website, with the BOD Meeting Minutes. In particular, staff is urged to look at ideas of yearly catalog and contact with “Culture Builds Florida Communities” person and website (Paul would do this). Other ideas: posters on inside of restroom stalls and in lobby; retractable seating. Paul and Todd plan unannounced visit there.

**Development report (Todd):** Todd has written two grants; Richard has also done two or three. There are many grants available, mostly directed toward children’s programs. Todd is tracking with spreadsheet.

**Annual meeting of FCCC in January:** Discussed holding this in conjunction with the January Board of Directors meeting. This would be a chance to introduce Board members and staff, and to update members on the “State of the Center”.

**AGENDA ITEM FOR BOARD:** Nancy S. will make this an agenda item for the full Board to consider.

**Strategic Plan: update: Business priorities**

- #1 (financial); not discussed.
- #3 (program metrics and benchmarks), due 7/31:  
**Action item:** Paul will give us report on metrics and additional measurement instruments next month.
- #4 (customer satisfaction measures): Paul passed out five drafted surveys: for members, volunteers, staff/instructors, students, and event attendees. These will be reviewed offline and discussed at next month’s meeting.

**Future with County plans:**

John Miley presented list of future opportunities for expanded programming, based on County budget contractions. Tabled until next month.

Tom presented two drafted letters, seeking input and guidance from officials on future Center arts/culture programs to help improve outcomes in these areas:

- One to be sent to the Hillsborough County School District regarding enhancing academic performance, and
- The other to County Commissioners Crist and Beckner regarding reducing recidivism in the juvenile detention population. Nancy S. suggested that

we cc all other commissioners with this letter.

**Action item:** To inform Board, Nancy S. will include the letters in the Director package at next Board meeting. Tom to send finals to Paul, who will prepare package.

- Possible plan to invite all HOAs to panel discussion by political representatives on topic growing from these two initiatives. This initiative will need a name and event planning by Center staff.

Next Development Committee meeting: Wednesday, August 3, 1:00 PM.

Meeting adjourned at 3:18 PM.