

**Friends of Carrollwood Cultural Center
Board Meeting
August 16, 2017
Carrollwood Cultural Center**

Board Members Present: Nancy Stearns, *President*, Bill DeMare, *Vice President*, Alan Preston, *Treasurer*, Susan Baxter Gibson, and Craig Nowicke, Neil Smith

Board Members Absent: Evelyn Bless

Staff Members Present: Paul Berg

Call to order, quorum present, at 4:00p.m. by Nancy Stearns, President.

Public comment: none

1. Adoption of Agenda:

Motion: Alan Preston

Second: Bill DeMare

Motion passed: 7-0

2. Consent Agenda approval

Board Minutes-July

Committee minutes:

July Final Governance, July Metrics Report

Motion: Bill DeMare

Second: Alan Preston

Motion Passed: 7-0

Motion: Bill DeMare moved for the board to fund a full external audit for 2017

Second: Susan Baxter Gibson

Motion Passed: 7-0

- 3. Audit Report:** Alan Preston introduced Teah Mehri, the auditor. She explained that they provided a compilation document to the board. She recommended that certain things be cleaned up in the board's quick books balance sheet, and she offered to do that as of Sept. 30. Bill DeMare requested a breakdown of the billing of \$4000 for the compilation report. Ms. Mehri agreed to send an itemized hourly billing account to the board.

- 4. Executive director's Report:** Paul Berg reported that the alarm that goes off in the main office was non-stop Monday. It will be checked this month, if anyone is asking about it Camp ended on Friday. Susan Baxter Gibson asked about where the children are coming from because her HOA is asking about participation of youth at the cultural center. This information will be obtained. Outside painting of the studio has begun using the high school summer volunteers. This year's camp gross revenue was about \$70,000. Day camps will be offered this year for days that Hillsborough County Schools has non-student days. Craig stated that he appreciated being recognized as a camp sponsor.

5. **BOD Handbook:** Nancy Stearns asked if everyone had looked over the handbook. Bill referenced several items in the handbook and Nancy made changes in the history section that he requested. Nancy reviewed some of the changes that she sent out.

Motion to accept the changes in the Board of Directors Handbook: Alan Preston

Second: Susan Baxter Gibson

Motion Passed: 7-0

6. **Strategic Planning:** Craig Nowicke reported that Paul has sent out the information for the committees to start meeting... Craig will be gone next month. Some committees have already met according to Paul. Craig suggested that we need to have all groups meet together at some time in the future to review the over- all plans. The board suggested October 14 from 3:00-5:00, location TBA.
7. **Finance Update:** Allan Preston stated that we are in a good cash position. The center is about \$30,000 ahead of budget.
8. **Carrollwood Park Conservancy Update:** Bill DeMar reported that there is a meeting in 10 minutes about the park. The Center just received the 501(3)C non-profit status approval.
9. **Unfinished Business:** none
10. **New Business:** December board meeting will be cancelled.
11. **Adjournment: 5:19 pm**

Submitted by:

Linda Delapenha

Recording Secretary