

11-08-2018 FINAL Governance Committee minutes

Present: Nancy Stearns, Chris Hugues, Nancy Manning, Evelyn Bless. Also present: Paul Berg.

Absent: Neil Smith, Jan McCarthy

Chair: Nancy Stearns, minutes: Evelyn. Called to order 1:05 pm.

Approval of October minutes: motion: Evelyn. 2nd: Nancy M. Approved unanimously.

FCCC Board application:

- Reviewed and made changes to procedure and forms:
 - Consolidated, shortened number of steps.
 - **ACTION ITEM:** Nancy Manning will update documents with changes, send to Paul for inclusion in Board packet next week.
 - **Agenda item for Board:** review and approve (or not).
 - **Agenda item for Governance next month:** Orientation for new Board members.
- Sophia Denicolo:
 - Interviewed by Neil Smith, Chris Hugues and Evelyn Bless on Nov. 1, 4:15-5:30 pm. Paul Berg was also present. Discussed role and responsibilities of Board, Center programs, her interests. Paul emailed application forms to her.
 - Paperwork not yet received, so cannot move forward.
 - **ACTION ITEM:** Paul will send her a reminder, ask for paperwork by next Governance meeting Dec. 6, explain that next Board meeting is January.

Advisory Council. Tabled to next month. Draft “recruitment ad” for review passed out; see second page.

ED Performance Review.

- Reviewed forms and procedure:
 - Forms: changed rating scale to match most common of 5=high and 1=low. “Summary” changed to match individual evaluation forms.
 - Procedure: revised to complete both the performance review and salary adjustment by end of February.
 - **ACTION ITEM:** Nancy Manning will update forms and procedure, send to Paul for inclusion in Board packet.
 - **Agenda item for Board:** Performance Review Committee; procedure, forms, timeline.
- Note on ED goals: Directors need to be aware that this year’s ED goals are truncated in time due to delayed review this year.

Committee Review forms. Agenda item for next month.

Old business.

- **Board self-evaluation.** This was completed in May but not shared with Board.
 - **ACTION ITEM:** Evelyn will move “conclusions” to first page, send to Paul for inclusion in Board packet.
- **Board Composition Matrix.** Needs to be consolidated.
 - **ACTION ITEM:** Evelyn will consolidate, request missing forms.

Adjourned 3:10 pm. Next meeting Dec. 6, 1 pm.

Draft recruitment ad/message:

The Carrollwood Cultural Center is seeking members for our Board of Directors and new Advisory Council. Our mission is to create culture through community and create community through culture. Our goal is to transform the quality of life in our region by engaging people with culture and the arts at a community level.

If you care about the arts and want to make a difference for yourself, your neighbors and the diverse communities of Tampa Bay, we'd like to hear from you. Our Board meets monthly in support of Center activities. The Advisory Council, which meets quarterly, helps us find ways to better serve our communities. We also have many opportunities for volunteers to assist in Center programs.

Email questions and requests for an application to info@carrollwoodcenter.org.