

***ACTION ITEMS FOR CCA BOARD OF DIRECTORS MEETING - JAN. 14, 2019***

Justin Dionne	<b><i>Action 1:</i></b> Justin to talk to Doug about escrow accounts and protection through the bank(s) where money is stored.
Andrew Grant and Justin Dionne	<b><i>Action 2:</i></b> Andrew to check with Julie about what the Town would like to see in terms review and audit. Justin to follow up with Andrew about the audit.
Mayor Washam	<b><i>Action 3:</i></b> Mayor Washam asked Justin if he could borrow the foam rendering boards for a presentation he is doing at Alton's. He will collect from Justin.
Justin Dionne	<b><i>Action 4:</i></b> Justin to create flyers to be sent to parents of children attending educational outreach shows.
Anita Overcash	<b><i>Action 5:</i></b> Anita to send information on Connect with Culture Days to Andrew.

**Cain Center for the Arts  
Board of Directors Meeting  
Jan. 14, 2019  
MINUTES**

Attending: Greg Wessling, Pat Bechdol, Troy Stafford, Carroll Gray, Woody Washam, Doug Singleton, Kate Gaither, Jim Duke, Donna Johnson, Denis Bilodeau, Janice Travis, Ginger Griffin, Cynthia Bush, Paul Newton, Caroline Mullan, Andrew Grant, Penny Hawkins, Justin Dionne, Allison Elrod, Anita Overcash

Absent: Steve Brumm

- I. Approval of Dec. 12 Minutes - Motion by Pat, second by Woody. All approved of the Dec. 12, 2018 Minutes as submitted.
- II. Update and Executive Director Report - Greg updated the board about concern over the \$4 million in Town bonds to be given to CCA and the lack of an official contractual agreement. Greg met with the Town after the last board meeting. The Town is currently working on further agreements and they have met in closed session to review options to revising the Master Services Agreement. Mayor Washam and Commissioner Bilodeau said the meetings were productive.
- III. Executive Director Report - Justin said there has been some good press about Cain Center for the Arts recently. He stressed that 2019 is going to be critical for fundraising.
- IV. November and December Finance Reports - Troy presented the November and December Finance Reports. The total operating expenses for November were \$33,638.64. There

was an increase to the November operating and maintenance expenses of \$7,000.00 for consulting fees. The December Finance Report reflected a total revenue under donations & grants as \$43,103.67. The total operating expenses for December were \$36,357.75. There was an increase to the salaries line because of the addition of Allison Elrod to staff. A new line item was added for interest income. This will include the two percent interest earned from the Aquesta escrow account. Kate asked about how money in the escrow account is being protected. **Action 1:** Justin to talk to Doug about escrow accounts and protection through the bank(s) where money is stored.

Executive Committee has moved meetings from Tuesdays to Thursdays to allow for GreerWalker to have more time to create Statement of Activities and Balance Sheets that will reflect the month prior.

FY 19/20 Budget Process Update - Additions to what was previously approved included a bid for an audit and a fee from GreerWalker for filing the 990. Other causes for the overall budget request increase of \$23,500 was due to increase to phones and fees for Neon (the CRM we are using). Insurance costs were also raised since we started classes and need protection for children. It also includes \$31,000 for a part-time Program Coordinator. Justin noted that there is a chance we could receive a grant from ASC in the future (after three years of programming). A full-time Program Coordinator salary would be between \$50,000 and \$60,000. The Town will review the 19/20 Budget at the March 7-8 Budget Retreat. Troy encouraged the board to continue to contribute to CCA's operational giving, in addition to the capital campaign. Doug recommended that Workers Compensation be included under the line item labeled as Labor.

Auditor Update - Justin has received bids from auditors. **Action 2:** Andrew to check with Julie about what the Town would like to see in terms review and audit. Justin to follow up with Andrew about the audit.

- V. Campaign Update - Penny presented a presentation showing the latest progress with the capital campaign. Currently, CCA is 31 percent to goal with actual cash at \$6,195,200. A new document called Pledges and Cash was presented and will be used going forward to track goals, as well as pledges made versus actual payments received. A Campaign Activity Sheet that showed prospects that have been engaged was also presented. Board members were encouraged to contact Allison, Penny, or Pat if they are interested in engaging with a new prospect. The addition of a circle to the Founders' Society was also recommended. The proposed breakdown included the following: \$2,500-\$9,999 for Contributor Circle, \$10,000-\$24,999 for Community Circle, \$25,000-\$99,999 for Catawba Circle, and \$100,000 or greater for Cain Circle. Motion to approve the changes to Founders' Society circles by Troy, second by Cynthia. All approved of the additional circle to the Founders' Society. CCA Campaign Committee meetings are held the fourth Tuesday of the month at 8:30 a.m. at Cornelius Town Hall. The next CCA Campaign

Committee meeting will be held on Tues., Jan. 22. Anyone from the board was invited to attend. A new member, Elise Redmond, joined the Campaign Committee. Currently prospect events are being formalized, including another event with the Cains. New materials are being finalized with Ginger Griffin Marketing & Design. There will be a rebranding launch party at Brick Row on Feb. 21. The event will feature entertainment. **Action 3:** Mayor Washam asked Justin if he could borrow the foam rendering boards for a presentation he is doing at Alton's. He will collect from Justin.

- VI. Construction Update - The contracts with C Design and Rodgers Builders are currently on hold until a reconciliation is completed. On Jan. 10, the CCA Construction Committee met with C Design and Rodger Builders to tour Charlotte Christian School's theater, Charlotte Ballet, and Booth Playhouse. This meeting/tour was needed to ensure that everyone understands expectations and so that the overall visualization & plans match up to costs of project. The hope is for the contracts to be completed by mid-February. If there are any major changes, they will be presented to the board for discussion in February.
- VII. Education Outreach - Educational outreach kicked off on Jan. 4 at Lakeside Charter Academy. Shows will be presented to local area schools in Cornelius, Davidson, Huntersville, Mooresville, and Denver. Board members were encouraged to attend a show and bring a prospect. They should reach out to Anita in order to secure entry into school. Stickers are being passed out by teachers at each performance. Cynthia suggested some kind of flyer that could be sent to parents. **Action 4:** Justin to create flyers to be sent to parents of children attending educational outreach shows.  
Lake Norman YMCA - Justin is in talks with a representative of Lake Norman YMCA about the possibility of having a pre-k dance class there that would be an extension of their pre-k programming.
- VIII. ASC's Connect with Culture Days - CCA will be participating in ASC's Connect with Culture Days on Sat., Jan. 26 from 12-5 p.m. at Cornelius Town Hall. The center will be offering visual arts experiences. Melissa Ohlman-Roberge has planned the visual arts activities, which involve children creating art that is reminiscent of a style by a renowned artist. Charlotte Ballet and Digi-Bridge will also be offering activities. **Action 5:** Anita to send information on Connect with Culture Days to Andrew.
- IX. Next Board of Directors Meeting - Feb. 11
- X. Executive Session - The board met for executive session.

XI. Adjournment - There being no other business to discuss, the meeting was adjourned.