

ACTION ITEMS FROM EXECUTIVE COMMITTEE MEETING - MARCH 7, 2019

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| Anita Overcash | Action 1: Anita to speak with Greg about what to send to Loy. Some of the materials will include the Management Services Agreement, the Amendment to the Management Services Agreement, the Bylaws, the construction agreement and the architectural agreement. Then Anita will send these materials to Loy. |
| Penny Hawkins or Allison Elrod | Action 2: Penny or Allison to send an email out to the board asking them to respond by 4 p.m. on Friday. A list of updated campaign activity will also be presented to the board at Monday’s board meeting. |
| Penny Hawkins or Allison Elrod | Action 3: It was suggested that Penny and Allison come up with a “run of show” sheet for the May 3rd event and bring it back to the board for comments. |
| Anita Overcash | Action 4: Anita to share <i>Cornelius Today</i> article about education outreach with Carroll. |

**Cain Center for the Arts
Executive Committee Meeting
March 7, 2019**

Attending: Greg Wessling, Pat Bechdol (by phone), Troy Stafford, Carroll Gray, Allison Elrod, Anita Overcash

- I. Welcome - Greg welcomed the group and introduced Loy McKeithen of McGuireWoods. After giving Loy some background information on the history of the CCA board and the project, they discussed the expertise that he could assist with. Loy has experience with municipalities and revitalization. These skills are critical as we secure future strategic plans and contracts with the Town and others are developed. Loy said that Porter Durham of McGuireWoods will also be assisting. The in-kind work from McGuireWoods will be presented to the board for approval at Monday’s meeting. **Action 1:** Anita to speak with Greg about what to send to Loy. Some of the materials will include the Management Services Agreement, the Amendment to the Management Services Agreement, the Bylaws, the construction and architectural agreements. Then Anita will send to Loy.

- II. Executive Director Report - Greg told the committee that the recent two-on-two meetings with commissioners and Town officials to discuss the proposed budget went well. The

group also met with commissioner Kurt Naas privately. Greg said they they all showed positive support for the project. The need for the PARC-run Cornelius Arts Center to eventually merge with our project was brought up during one of the meetings.

- III. February Financials - Troy discussed the Operating Statement of Activities for February. It showed the income of \$30,416.67 received from the town, as well as donation income of \$5,584.99. The total revenue was \$36,944.66. It also showed a pledge write off of \$387.50, which reflects the amount that was not received from Allen Tate. Troy noted that the balance sheet shows all pledges at \$3,041,210.07. He said the total net assets are \$16, 711.59. The Statement of Activities for Capital shows a surplus of \$30,250.01. The total revenue for capital pledges and interest earned was \$40,229.27. Allison presented two versions of the Pledge and Cash update. The second version reflected a change to projections for January and February, largely due to limited time to cultivate in December because of the holidays. Executive Committee approved of the Pledges and Cash Update with revised forecasting to be shown at Monday's board meeting. Allison and Penny have reached out to board members about prospects to be invited to the May 3 event. **Action 2:** Penny or Allison to send an email out to the board asking them to respond by 4 p.m. on Friday. A list of updated campaign activity will also be presented to the board at Monday's board meeting. **Action 3:** It was suggested that Penny and Allison come up with a "run of show" sheet for the May 3rd event and then bring it back to the board for comments.
- IV. Other Business - Anita told the committee about upcoming educational outreach. It is still recommended that board members bring potential donors to a shows. They should reach out to Anita prior to the event, so that she can arrange with schools. **Action 4:** Anita to share *Cornelius Today* article about education outreach with Carroll. CCA is currently partnering with Charlotte Ballet for classes that will be held at the Lake Norman YMCA from March 12-May 22. Sign up has been slow. Currently, only two children are registered. Anita updated the group about an upcoming Rotary Golf Tournament on May 6. Justin is looking for foursomes for the event. This is a good opportunity to connect with prospects. Greg updated the committee on the recommendation to approve the in-kind gift from the Travis' based on the Accounting Policies & Procedures that existed prior to the amendment that was made in the February board meeting. He will discuss the in-kind giving at Monday's board meeting. The next Executive Committee meeting will be held on Thursday, April 4.
- V. Adjournment - There being no further business to discuss, the meeting was adjourned.