

**Cain Center for the Arts  
Executive Committee Meeting  
June 6, 2019  
Minutes**

Greg Wessling	<b><u>Action 1:</u></b> Greg to discuss LGC requirements with Loy McKeithen.
Allison Elrod	<b><u>Action 2:</u></b> Allison to remove 115 percent from the Cash Tracker.
Allison Elrod	<b><u>Action 3:</u></b> Allison to show breakdown of Campaign Administrative Budget at Monday's meeting.

Attending: Greg Wessling, Pat Bechdol, Troy Stafford, Carroll Gray, Justin Dionne, Allison Elrod, Anita Overcash

- I. Approval of Minutes from Executive Committee Meeting on May 9 - Motion by Troy, second by Pat. All approved of the Minutes from the Executive Committee Meeting on May 9.
  
- II. Voting items on Agenda - Greg noted that going forward, voting items will be featured on the Agenda.
  
- III. Construction Update - Steve gave an update about construction after meetings with CDesign and Rodgers Builders. Steve said that makes more sense for the facility to be at street level instead of being partially underground. This will not require applying for a variance. It will also mean utilities can go out onto the street. The schematic designs were presented. The original dream scheme chart was presented alongside of that with January updates and a new chart that shows a change of a \$19.6 MM increase to the \$16.8 MM in anticipated pricing. A budget amendment for the project was requested in order to keep programming needs for the facility the same. This would require moving \$2.1MM from the capital campaign contingency. Motion by Troy, second by Pat. All approved unanimously of moving the \$2.1MM of the capital campaign contingency to cover anticipated cost changes for construction in order to move forward with design development. In September, CDesign and Rodgers Builders will present final schematic designs for approval from the board of directors and from the Town. It was recommended that Greg talk to Loy McKeithen of McGuireWoods about LGC requirements. **Action 1:** Greg to discuss LGC requirements with Loy McKeithen.

#### IV. May Financials

- Operating Finance Report - The finance report showed the town income of \$30,416.67. Donation income was \$1,000.00. The \$25,000.00 for programming was also reflected. This went towards \$26,375.00 from educational tour contracts with a difference of \$1,137.52. Total revenue was \$56,416.62. Total operating expenses was \$56,539.87. There was a monthly loss of \$123.20.
- Capital Finance Report - We received \$703,470.00 in restricted capital pledges and \$9,834.10 in interest income, which resulted in a total revenue of \$713,304.10. Expenses from May fundraising events were \$41,530.72. The total net surplus was \$671,773.38.
- Balance Sheet - The balance sheet showed \$102,984.09 in the operating account and \$5,261,575.12 in the escrow account. That equals \$5,364,559.21 in total cash and cash equivalents. Total assets equals \$6,780,427.29. The total accounts payable was \$28,810.62. The last payment from the town for this fiscal year will be \$30,416.66. \$59,227.28 was shown for total liabilities. Total liabilities and net assets are \$6,780,427.29.

#### V. Development

- Development Fundraising May Report - For May, \$92,475.00 was raised in cash. This along with interest income of \$9,834.10 and a deduction of \$476.51 totalled \$101,832.59. It was recommended that the blue box with the 115 percent be removed. **Action 2:** Allison to remove 115 percent from the Cash Tracker. The Pledges Tracker reported \$500,000.00 for Naming and \$203,470.00 for Founders' Society pledges. This totalled \$703,470.00. There are 42.60% of pledges in hand with a goal pledge rolling total of \$9,206,500.00. Allison also presented an unaudited version of the Pledges Tracker. It features verbal pledges of \$2,500,000.00 for naming and \$203,470.00 for Founders' Society with a total of \$2,703,470.00. Actual pledges rolling total for the unaudited tracker is \$9,071,900.00.
- Administrative Budget Request - Allison presented the proposed Campaign Administrative Budget. The Campaign/Administrative Budget Request for the next six months (from July 1-December 30, 2019) was \$201,000.00. Out of the original \$75,000.00 allocated for legal and processing fees, \$2,100 was used. That left \$72,900.00 available. Since we are using McGuireWoods legal services pro bono, it was decided that less money needed to be allocated to legal and processing fees.

\$6,000.00 was proposed for legal and processing fees through December of 2019 and \$50,000.00 was redirected to contingency. There will be an estimated remainder of \$295,820.00. Carroll recommended that Allison show the breakdown of some of the Campaign Administrative Budget for Monday's meeting. **Action 3:** Allison to show breakdown of Campaign Administrative Budget at Monday's meeting.

- Campaign Treasurer Role - Jim Duke has agreed to serve as Campaign Treasurer. A clear description of the Campaign Treasurer role was presented to the Executive Committee.

VI. Other Business -

- PR Firm Update - Rachel Sutherland started in mid-May. She attended the May 31 event at Mayor Washam's home. She has also started to work on a press release about the educational tours. Two articles have surfaced, which were not through staff. One of them was in the Charlotte Business Journal and the other in Cornelius Today. Justin and Greg reminded everyone of the importance of confidentiality. It is important for press questions to come to Justin or Greg going forward.
- Frank Joseph - It was recommended that the contract with Frank Joseph be extended. All approved unanimously.

VII. Adjournment - There being no further business to discuss, the meeting was adjourned.