

Cain Center for the Arts
Board of Directors Meeting
Sept. 9, 2019
MINUTES

Attending: Greg Wessling, Pat Bechdol, Troy Stafford, Woody Washam, Denis Bilodeau, Kate Gaither, Donna Johnson, Bill Morgan, Caroline Mullan, Steve Brumm, Paul Newton, Joshua Dobi, Ginger Griffin, Janice Travis, Justin Dionne, Allison Elrod, Anita Overcash, Penny Hawkins, Andrew Grant

Absent: Cynthia Bush, Jim Duke

- I. Introduction - Greg welcomed the board and thanked everyone for attending. A quorum was present.
- II. Approval of Minutes from August 12, 2019 Board of Directors Meeting - Janice noted that there was a typo on the date for the upcoming board meeting on the Minutes. **Action 1:** Anita to correct the date on the Minutes from Aug. 12, 2019. There being no other edits or corrections, Kate motioned to approve the Minutes. Second by Woody, all approved of the Minutes as circulated.
- III. Executive Director's Report - Justin presented the working timeline. He also noted that several things are currently in the works, including the merging of the PARC-run Cornelius Arts Center with Cain Center for the Arts, a license agreement with the Town, and that a program coordinator is likely to be hired to start in December of 2019.
- IV. August Financials - The operating report for August showed a total revenue of \$71,656.73. Troy noted that line item "In-kind Income" of \$44,740.96 was for the in-kind work from Deloitte. There was a surplus of \$2,106.57. The capital campaign report for August showed a total revenue of \$121,849.68. There was a surplus of \$110,437.89. The balance sheet for August showed \$2,984,625.96 for total accounts receivable. Total liabilities and net assets was \$8,703,573.06. Troy noted that line item "Allowance for Uncollectible Pledges" at \$42,000.00 was added per Jim's request and for accounting purposes. Kate requested that the percentage of the budget used (over or under) be added back into financials. **Action 2:** Justin to speak with GreerWalker about adding back the section in financials that shows budget used (over and under).
The audit review has been completed. It will be reviewed by the Finance Committee and Executive Committee before being presented to the board at the October meeting.

- V. Construction / Campaign Updates - Justin presented schematic designs to the board. These included a site plan, the first floor, and the second floor. Justin noted that the team was able to add a visual arts classroom back so that there are three classrooms total. The designs were recommended by the Executive Committee who asked for approval from the board. Motion by Donna, second by Kate. All approved of the schematic designs as presented. Next, these designs will go to the Town board for approval. Once they are approved, design development will begin.
- The construction schedule may be delayed by 60 days or less in order for pricing to be aligned with 100 percent design completion. Executive Committee recommended that we move forward with design development, which may delay the original timeline by 60 days or less. This will shift the construction timeline, but it was also recommended that the campaign timeline be adjusted to match the construction changes. Changes to construction and to the campaign timeline were agreed upon by the board. Reforecasting to the campaign tracker will also be reflected based on the timeline changes. Allison presented a list of upcoming campaign and community events to the board. The board was encouraged to attend these events and to bring a prospect. Kate asked about volunteer opportunities at community events. **Action 3:** Anita to share volunteer opportunities at community events with the board.
- PMA Consulting - The contract with PMA Consulting was extended through December at a reduced rate.
- VI. Strategic Plan - The updated Strategic Plan was included in the board packet. The only changes included some updates to insurance based on recommendation from Denis. The strategic plan will most likely be revisited quarterly. Janice suggested that in the future it should be clear about what CCA is selling. Kate suggested removing the wording “only” in reference to the center being the region’s only arts center. Motion by Pat to accept and adopt the strategic plan as presented and prepared, and as subject to future modifications. Second by Kate, all approved of the Strategic Plan.
- VII. Other Business - Greg noted that we are currently working on a license management agreement through pro bono services from McGuireWoods. Greg and the board also honored Janice Travis, who is rolling off the board, with a plaque that thanked her for her service.
- VIII. Adjournment - There being no further business to discuss, the meeting was adjourned.