

Cain Center for the Arts
Executive Committee Meeting
March 4, 2020

Attending: Greg Wessling, Troy Stafford, Pat Bechdol (by phone), Steve Brumm, Justin Dionne, Allison Elrod, Anita Overcash

Absent: Cynthia Bush

- I. Welcome - The meeting was called to order and Greg noted that the committee has Cynthia's proxy. There is a quorum. Considerations for approval during the meeting include Design Development, Paver Campaign Phase One, Campaign Marketing Budget, and Non-Discrimination Policy.
- II. Approval of Minutes from February 6, 2020 Executive Committee Meeting - All approved of the Minutes from February 6 as circulated.
- III. February Financials - February financials were unavailable for the meeting but will be added to the Executive Committee meeting packet via the board portal once available.
- IV. Design Development - Steve attended the meeting to discuss Design Development. Some cuts were necessary to make during design development. This includes having only two HVAC units, which would be a savings of \$80,000.00. A third unit could not be added later. The third unit will be added to a wishlist in case more money is raised. The Management Services Agreement will also need to be revised. Justin said that a Demolition Ceremony is being planned for May 1.
- V. Campaign and Founders' Gala Update - Allison gave a powerpoint presentation with Campaign and Founders' Gala Updates. This presentation will be added to the Executive Committee meeting packet via the board portal. In regards to the Paver Campaign Phase One, Allison presented brick option sizes of 6x6, 6x12, and 12x12 and costs of \$250, \$500, and \$1,000. There will also be a presale option for a brick at \$2,000 at the Founders' Gala. The committee asked for more research to be done in regards to pricing but gave unanimous approval. The Paver Campaign Phase One will be taken to the board for a vote on Monday. Allison also presented the Campaign Marketing Budget, detailing new plans and line items for use in the budget. This was unanimously approved by the committee. It does not need to be voted on at the board meeting because the budget had already been approved. It was requested that links to YouTube Cain Center videos be added to the board portal. **Action 1:** Anita to add videos from YouTube to the board portal. The committee agreed that some reports on prospects could be handed out at

executive committee meetings only. It was recommended that weekly reports be sent to board members informing them of things they need to know in regards to prospects.

Non-Discrimination Policy - A Non-Discrimination policy was request for a grant that is being applied for. Allison presented the Non-Discrimination policy. It was requested that the Non-Discrimination Policy should match the Town of Cornelius' policy. **Action 2:** Anita to make the Cain Center Non-Discrimination Policy like that of the Town of Cornelius. Executive Committee gave conditional approval to the Non-Discrimination Policy once changes are made.

VI. Other Business

CAC/CCA Integration Task Force Report - The task force is continuing to meet to prepare for the CAC/CCA transitions. Currently there is one full-time employee and one part-time employee at CAC. There will be details to be worked out regarding if they stay with CCA during the transition. There are still funds available for a programming position, which would need to be on board by July 1 for planning purposes. An outline of the operating agreement is also underway. Justin will be attending PARC board meetings every month. He will be communicating the CAC/CCA transiting plans with the PARC board at the next meeting. Materials regarding communications on the CAC/CCA transition and a press release will also be distributed.

VII. The next Executive Committee Meeting is on Thursday, April 9.

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