



**Board of Directors Meeting
July 12, 2021
MINUTES**

Attending: Greg Wessling, Pat Bechdol, Bill Ward (via Zoom), Troy Stafford, Woody Washam, Jean Bock, Susan Wolff, Denis Bilodeau, Bill Morgan, Donna Johnson, Kate Gaither (via Zoom), Cynthia Bush, Steve Brumm, Susan Wolff, Justin Dionne, Anita Overcash, Perry Mixter, Megan King,

Not Attending: Caroline Mullan, Paul Newton, Joshua Dobi

- I. Welcome - Greg welcomed the group and noted that there was a quorum present. The meeting was held in person with some board members attending via Zoom. Megan King, Perry Mixter, and Susan Wolff introduced themselves to the group in person.
- II. Approval of Minutes from the June 14, 2021 Board of Directors Meeting - Motion by Pat, second by Cynthia. All approved of the June 14, 2021 Board of Directors Meeting as circulated.
- III. Construction Update - Steve said everything is going well with the contractors. The contaminated soil will be dug up the following Thursday.
- IV. Finance Reporting - Bill noted that we don't have financials. He suggested that board meetings be moved because the accounting team is struggling to get them done in four business days. It was recommended that on the Thursday after the 10th business day, Executive Committee meetings will be held and that Board of Directors meetings will be held on the following Tuesday. Everyone was ok with the recommendation. **Action 1:** Anita to send dates out to board members and check their availability before scheduling the meetings.
Aquesta Loan Update - Justin included a draft of the Aquesta Loan in the packet. There will be some slight changes added.
- V. Executive Director Report - Justin presented a report with objectives for July, August, and September. The Office Administrator position is online and it is anticipated that the position will be filled by mid-August. Also, plans for the Studio Program Coordinator are underway. Plans for a consultant to assist with the box office system are being researched. Aparo could assist us in a technology plan that would cost around \$500.00 with professionals donating their time to the project. Justin is working with Deloitte on a plan for rentals, programs, and rates. Fall classes and a series of concerts will be

announced this month. It was noted that policies and procedures related to staff may need to be revised.

- VI. Program Report - Megan updated the group on registration and tickets that will be available on August 2. The search is on for a part-time Studio Coordinator. The move into the CAC is being planned for late August. The possibility of renting Love LKN space for larger shows was suggested. Next month we will share exhibit plans and family friendly plans. Troy asked about scholarships and how we can create that program and make it more visible. Justin said we will make sure to include that on the website and to add a form on the website.
- VII. Development Report - Perry shared unaudited pledges and cash trackers. The Town and LGC noted new requirements for the project. Justin asked people to encourage donors to pay their pledges off early to ensure we meet monthly goals. A campaign admin transfer request totalling \$203,547 has processed funds from capital to operating. We recently had a Porch Party at the home of the Shorts. The event went well. We still need \$15,000 in sponsorships. We are in the process of developing a volunteer structure to be presented at the September meeting. Susan Wolff is leading and Caroline Mullan is also assisting.
Gala planning - Two galas - Nov. 6 at the Peninsula Club in Cornelius and Nov. 12 at Trump National in Mooresville - are being planned. Jean discussed plans and goals for each event.
- VIII. Marketing Update - Justin said that Burke has been making some updates to the website. In the future, we may do some digital ad buys.
- IX. Other Business- Greg discussed the legal documents included in the board packet. These documents were voted on by the board. Motion by Cynthia and second by Steve. All approved of the documents included in the packet. Note that Woody Washam, Denis Bilodeau, and Troy Stafford withstood from voting on the items.
- X. Adjournment - There being no further business to discuss, the meeting was adjourned.