



**Cain Center for the Arts
Executive Committee Meeting
July 8, 2021
MINUTES**

Attending: Greg Wessling, Pat Bechdol, Jean Bock, Bill Ward, Steve Brumm, Justin Dionne, Anita Overcash, Perry Mixter

Absent: Cynthia Bush

- I. Welcome - Greg welcomed the group and noted the meeting was the first in person meeting since early 2020. He thanked everyone for their continued support. He noted a quorum was present at the meeting.
- II. Minutes from June 10, 2021 Executive Committee Meeting - Motion by Pat, second by Bill. All approved of the Minutes from the June 10, 2021 Executive Committee meeting as circulated.
- III. Construction Update - Steve said that the Cornelius Town board will be voting on the legal documents. There is some contaminated soil at the site and it will be dug out and then tested. The soil contains solvents that were used on furniture at the furniture company, which was formerly on the site. Work with Edifice is going well. There is a two-page document being put together by the Town of Cornelius related to construction that will be voted on at the July 19th Town Board Meeting. Around January 2022, Steve said that money remaining from the contingency fund will be known. Justin said the initial furniture bid has come in. It was somewhat higher than expected but there was room in the budget. The furniture team is working with the architect to make sure that the electricity is where it should be located in the center. Pat mentioned front ending upgrades and that the board should be a part of that decision on certain items.
- IV. June Finance Reporting - Bill met with Troy and reviewed documents and he is approved as a legal signer for Aquesta Bank. Bill discussed financial reporting needs with Beth and Justin. GW would have all 11 days if we moved Executive Committee meetings because right now they only have four business days to get the reporting done. There was a recommendation to move the first Executive Committee Meeting to every Thursday of the month after the 10th day has passed. The Board of Directors Meeting

would follow on the next Tuesday. These dates will vary month by month. The Executive Committee unanimously supported the move of future Executive Committee Meetings and Board of Directors Meetings.

Aquesta Loan and Credit Line - A draft of the Aquesta loan to be expected as early as Friday, July 9. Everyone said the final loan package is almost ready. Justin discussed the credit line with the group. Aquesta would like for us to be at \$5.2 million since that is what we need and the LGC said they are more comfortable with \$7.5 as they communicated with the Town of Cornelius. The Town needs approval from the LGC to issue the \$4 million dollar bond. Everyone was in agreement that we will request the \$7.5 million per the LGC request.

There was an update on the moving of the Campaign Admin Funds from the Escrow Account to the Operating Account. That was approved and Perry will be discussing the exact number moved from the Escrow account to Operating account in his presentation. The move of the funds has already been approved.

- V. Executive Director Report - Justin shared a report that showed updates and plans for July, August, and September. The Studio Coordination position has gone live and the creation of a volunteer program is in progress. Justin said we are reviewing financial policies and a depreciation policy is going to be created. Justin is frequently visiting the Cain site to see how construction is going. Justin presented to the Town board last Monday and he will continue to present. The Office Manager/Admin position is being finalized and an annual calendar from the June staff retreat is going to be created. We have announced Fall classes. We will be announcing a Concert Series this month. We have announced the PT Studio Coordinator position. Upcoming programs include Fall 2021 classes and registration starts on August 2nd. Music at the Mill will go on sale starting on August 2nd. The Deloitte Project - The initial model has been created. Deloitte is now putting some recommended scenarios together. Justin said we need to have a box office system by April 30, 2022. Justin is asking for proposals from professionals that work in the field so that they could help with onboarding of a box office consultant. Justin would bring this for the board meeting by August. The second thing is that as staff continues to grow, we need to take a moment to address IT. We will be having more staff and so it is needed to have a consultant do a full analysis of what tech and software we are using and what we need when we open. Apparo submitted a proposal. They get workers from the tech sector to donate time to do an IT road map for the whole organization. They also help with design plans for construction plans. The cost would be \$500.00. Justin and Perry are also talking with ASC to see if we qualify for any tech support type grants. Justin showed the board plans for Music at the Mill. Tony Lucca on 9/18, Seth Walker on 12/11, Nikki Hill on 3/19, Toby Lightman on 6/11. Walter Finley was a Pat Bechdol suggestion for a future event. Megan is working on Marketing Materials for the gallery exhibits.
- VI. Development Report - Perry presented on pledges as of June 30th. It was a light month after a huge month of giving in May. Cash expected and brick sales did very well. We will need to meet our monthly numbers because of the LGC. Perry is assigning solicitors

to everyone who attended the Short party. Additional porch parties and use of the Windfall wealth screening tool should create more prospective donors. The NC legislature house bill is recommending \$2.5 million in the budget to go to Cain Center, but it needs reconciling with the NC senate bill. Greg said that next Thursday night John Bradford is having an event at the Peninsula Club. We are working on finalizing more FY 22 sponsorships. We need 15,000 in sponsorships. Pat asked about a list of benefits that sponsors get and Justin said that at this time we do not have them. We have also applied for some grants at the Hope at the Lake Foundation and Peninsula Foundation. Jean discussed gala planning and goals around the two events. Action items include setting the budget, securing entertainment, securing technology, hiring a professional auctioneer or local personality to assist with the live auction, securing of live auction items, video assistance, and the finalising of guest lists.

- VII. Marketing Update - Justin discussed upcoming things Burke is working on.
- VIII. Other Business - Susan Wolff is taking lead on the Brick Committee and Volunteer Committee. She will be reaching out to another board member to join the committee. Instead of relaunching the Advisory Board, we will be creating the Volunteer Committee. The plan is to hold on attending events for the next two months while Susan and the committee build up what volunteer staff needs to be in order for a September relaunch of the new volunteer program. Eventually maybe a Volunteer Coordinator on staff could assist. Board to consider the creation of the volunteer committee. The Executive Committee approved of plans for the Volunteer Committee. The status of legal documents was discussed. Everyone approved of them. The bank approved of the deed already. These documents will also be taken to the board even though they have seen them already.
- IX. Adjournment - There being no further business to discuss, the meeting was adjourned.