**Cain Center for the Arts**

**Executive Committee Meeting**

**Thursday, May 19, 4-6 p.m.**

Attending: Greg Wessling, Pat Bechdol (virtually), Bill Ward, Paul Newton, Iris Wyatt, Anita Overcash, Perry Mixter

Absent: Justin A. Dionne, Simone El Bey, Cynthia Bush

1. Introduction – Greg welcomed the group. Greg noted that a quorum was present. The May board meeting will be held via Zoom.
2. Approval of April Executive Committee Minutes – Motion from Paul, second by Pat. All approved of the April Executive Committee Meeting Minutes as circulated.
3. April Financials – Bill reviewed bullet point highlights regarding financials. Bill said the Cain Center’s Schwab account has been closed.
4. Construction Update – Paul discussed construction updates. The roof is finally on and the underside of the theater roof is being painted. The massive staging inside of the theater box will come down next week and once that is down there will be a lot more activity. From a financial side, there will be several large checks cut in the next few months. More brick work will begin on the outside of the building facing Catawba Avenue. Times when Catawba Avenue will need to be closed are being determined. Spectrum and Security 101 are becoming involved with the project and communication is becoming more defined. Paul said we are around 44% complete as of 5/18/22. He said we are not behind schedule on anything.
5. Development Update – Perry reviewed active development campaigns. We are designing plans for the FY23 Annual Fund. Greg mentioned the remainder of our FY22 Operating Endowment goal, which is $500,000.00. He hopes someone else will consider going after that and changing the deadline from 6/30/22 to 12/31/22. Perry shared FY23 Sponsors with the group. Pat mentioned that Lori Ivester Jackson has mentioned that she may make a contribution to Cain Center. ***Action 1:*** Perry to touch base with Pat about Lori Ivester Jackson and a follow up plan. Perry also reviewed plans for the Season Preview Party on 7/28/22. It will be catered by La Tea Da’s, who will also be doing some in-kind. Perry also shared plans for the FY23 Development Committee Task Force. There will be a committee meeting on June 10th. Perry discussed a timeline for the Grand Opening, specifically to establish a budget for the grand opening week. This includes plans for public open houses, donor tours, toasts, and two concerts. He shared a chart with budget considerations for the events, as well as artist fees that were quoted. Development Committee recommends the following to the Executive Committee: 1) $300-$350 ticket range, 2) Up to $300K artist fees, 3) To use up to $100K in capital admin funds to subsidize all opening week events, and 4) To assign to events subcommittee. It was noted by Executive Committee that Harry Connick Jr. would be the best value. Executive Committee unanimously approved of the Development Committee recommendations knowing we may need to come up with a shortfall of $20K or so more. An artist will not be recommended to the board, but Justin will be able to secure an artist after board approval on Tuesday. ***Action 2:*** Greg recommended that we order a DVD of one of Harry Connick Jr.’s performances.
6. Program Update – Summer Camps are 85% filled. Justin and Simone are working on a Covid-19 Protocol regarding notifications to students if someone in their class contracts Covid. Classes for Summer A are 95% full and Summer B goes on sale on June 13th. A new art exhibit opens on June 20th with a reception on June 24, 6-8 p.m. There will be another Music at the Mill with musician Toby Lightman on June 10th. There was a school tour on May 17th at Cornelius Elementary School. There is also an upcoming Visual Arts Task Force.
7. Executive Director Report – Greg shared the quarterly workflow with committee members. He also reviewed a partnerships update. This includes This includes 1) Outsourced food & beverage - Bouk Catering (working on a draft agreement), 2) Community Rental Partner - Love LKN (have agreed to 15% discount with yearly escalation (TBD) and next steps with MOU), 3) Community Rental Partner - Charlotte Ballet (no update), and 4) Community Rental Partner - Davidson Community Players (Justin has not been able to meet with them). Executive Committee agreed that Justin should continue to move forward with the partnerships. Greg also recommends a partnership with Deloitte. This will be a fifth pro bono five-year strategic plan. Perry recommended that we list Deloitte as a sponsor if they are ok with that. Pat said there are several more Deloitte partners that have moved into the Peninsula Club and that it would be great if we could get some of them to make individual contributions. Greg also gave an HR/Organizational Update. Approved positions include 1) Technical Director, 2) Director of Operations, and 3) Director of Ticketing and Patron Services. ED requests approval to create and announce a full-time Marketing Director position with the following criteria: 1) Salary Range of $60K-$70K. BRK Communications gave us a quote of $66,000 for FY23 services. Executive Committee unanimously approved of the recommendation for a Marketing Director position, and this will be recommended to the full board on Tuesday. Pat mentioned that expectations will need to be clearly defined.
8. Other Business – Paul traveled to the Dock Street Theater and as he was trading information with the staff there, he had to give him one of his personal business cards. He suggested that the board has some business cards to hand out. ***Action 3:*** Anita to give Paul some temporary “Info” Cain business cards. Executive Committee approved unanimously for a generic card to be created for board members. This is operational and does not need to be taken to the full board.
9. Adjournment – The Executive Committee Meeting was adjourned at 5:06 p.m.