



**Executive Committee Meeting
August 18, 2022**

Attending: Greg Wessling, Paul Newton, Bill Ward, Jean Bock (by phone), Pat Bechdol, Justin Dionne, Perry Mixter, Anita Overcash, Simone El Bey, Sara Gibson (Operations Director)
Attended at the start of the meeting - Brandon Kincaid (Technical Director), Adam Rich (Ticketing & Patron Services), Ben Osborne (Studio Coordinator)
Absent: Cynthia Bush

- I. Welcome – Greg welcomed the group to the August Executive Committee Meeting. New hires including Brandon, Adam, Sarah were introduced. Justin plans to hire a Marketing Director by September or November. It was noted that a quorum is present as Cynthia and Jean have given Greg their proxy.
- II. July Executive Committee Meeting – Justin had an amendment. He was listed as attending the meeting, but he was not present at that meeting. Action 1: Amendment to be made to the Minutes. All approved of the rest of the Minutes as circulated.
- III. July Financials – Justin said he had a very good Finance Committee Meeting and that they will have the new financial policies & reporting ready for approval in September. On the Operating Report, Justin noted new columns. Future Town income will show under “Grant Income” and not under “Town Income.” We have \$120,000.00 in FY23 Sponsorships. Instead of “Program Revenue,” there are now separate more specific line items (“Class Revenue,” “Facility Rental Revenue,” “Box Office Fees Revenue,” “Ticket Revenue,” “Credit Card Fees Revenue,” etc.) He noted that each department will have its own Statement of Activities that feeds into the Financial Reports. Justin is working with Deloitte to have internal departmental BVAs/workbooks, etc. If anyone wants to see the departmental workbooks, Justin said they can. Greg said that Executive Committee may want to review these.
- IV. Construction Report – Paul said we have around 13 weeks left of construction, which should be complete around Thanksgiving. Design professionals and contractors will work more together starting in mid-November. Exterior bricks to be installed at the end of September and the marquee to be up in October. Paul is working with Gordon Cashion on parking. There are several components that may be delayed but

they are working on alternatives so that we can still open on time and switch out once the ordered components come in. Staff should be moving into the building around the second week of December. Justin shared construction financials and a summary sheet, as well as some progress reports and the updated time lapse.

- V. Development Updates – The Development Committee met on August 10th. We are working on committee assignments for Individual Support, Corporate Support, Stewardship, and Events. He shared a new Active Campaigns Report with both Operating Campaign and Capital Campaign details, including goals, monthly actuals, and any variances. We had 100 percent of board commitments. Pat recommended that there be visibility as to what the Town gives and other grants on the Active Campaigns Report. Perry shared a timeline and campaign goals for Friends of Cain Center. Plans for \$125,000 this Fall/Winter and \$75,000 between January and June 2023.

- VI. Program Updates – Reflections & Movement exhibit has closed. Mud at the Mill will open on September 12 with a reception September 16, 6:30-8:30 p.m. Simone is preparing to announce the future exhibition schedule. Summer camps ended on August 12th. Fall A registration started on August 15th and Fall A classes start on Sept. 12th. Simone shared a community engagement report about summer camp scholarships. There were 48 of 52 scholarships given totaling \$7,725.00 in value. There was a Back to School Bash, hosted by the Neighborhood C.A.R.E. at Smithville Park on August 13th. Simone also shared pictures from the event. Simone is working with Learn Music to secure applicants for the music scholarship program. There should be around 20 children enrolled in the music scholarship program. There is a Refund Policy Update suggestion, which Simone shared for approval. It is suggested that the amounts for refunds change from 90 percent with a minimum of 14 days advance notice/75 percent for less than 14 days of notice to 75 percent with a minimum of 14 days advance notice/50 percent for less than 14 days of notice. Pat suggested changing the day of language. The Visual Arts Task Force met on July 27th and August 17th. On September 1st there will be a field trip to Art Fields Gallery in Lake City, SC. There is a first draft of Visual Arts policies that will be presented to Executive Committee and the Board in October. A tour of the visual art spaces at the construction site is also being planned for September.

- VII. Executive Director’s Report – Justin presented the ED report. He shared information on staffing and operational partners. Our outsourced IT is Carolina Computer Partners. Lyons HR is being onboarded and will beginning officially on September 1. Regarding rental partners, Justin has a final update to the Love LKN MOU. He is meeting with Davidson Community Players before the end of August to begin finalizing details. He reshared the Love LKN MOU and changes he has made. Action

2: Justin to reshare the edited Love LKN MOU with Executive Committee. Changes included extensions and date add-ons, cleaning of the facilities, and the use of the Bosendorfer grand piano. Justin asked for a response back from Executive Committee by Monday, August 22nd. Justin shared parking and traffic plans. He noted there is a meeting for today to review parking plans with Bella Love and another local nonprofit. Our capacity is 400 patrons and 25 staff/volunteers. Model for 213 cars max, 140 is probable control use. The Cain plan is to have 176 secured spaces. He shared the various lots available for possible parking. There is a gravel valet lot that Justin is talking with Gordon Cashion about. Note that Cain Center would have to pay for the improvement plans to the lot. Justin also discussed ingress and egress for parking and traffic plans. There is also a closed HR session.

- VIII. Other Business – Board meeting on Tuesday, August 23rd in person at Cornelius Arts Center.
- IX. Executive Session – The committee met for Executive Session. Notes secured by Greg Wessling.