

Executive Committee Meeting Minutes

September 15, 2022

Attending: Greg Wessling, Bill Ward, Cynthia Bush, Justin Dionne, Sara Gibson, Brandon Kincaid, Adam Rich, Anita Overcash, Simone El Bey, Perry Mixter, Iris Wyatt

Not in attendance: Pat Bechdol, Paul Newton

Minutes approved by Bill and seconded by Cynthia.

We have a quorum

Financials – Bill Ward

- Bill shared the highlights of the financials. Operating account is healthy, and as we get closer to completion, the constructions account is decreasing.
- We had to create a holding account for LyonsHR to guarantee payroll.
- Deferred revenue has been separated out as follows: grant income, program revenue, class revenue, box office fee revenue. Cynthia asked how much revenue was per ticket. Justin explained that it depends on the cost of each ticket. He also informed members that we get settlement reports from e-tix every Friday morning.
- We received the last money for the piano
- The two facilities have been separated

Finance Committee Report

- The finance committee approved the updated policy investment document. Greg asked about page 3 – how are board members "elected" to committees. This is incorrect – board members are appointed. Greg also suggested working on the formatting of the document. Justin agreed to make the changes.
- A draft of the cash flow projection model will be presented at the October finance committee meeting
- Currently in the final stages of the Deloitte Project. They are creating departmental trackers that will help to generate management reports – finalized by 9/30
- Will be reviewing Policies and Procedures over the coming months
- First Draft of FY24 Budget to be discussed in November

Construction Report – Greg Wessling

- The project is 74% complete, per the latest pay application (through 8/31/22)
- Continuing to push the exterior work, especially sitework, while warm and dry weather continues. We need to dig for light pole bases in the next couple of weeks, then we are done.
- Finishing streetside work (concrete curbing) in preparation for the Town to blacktop soon.
- Interior finishes continue in both the theater and the perimeter rooms. Ceiling panels have started on the 2nd floor (about 50% done), interior aluminum framing and glazing continues, and preparations are being made to start the terrazzo (1st floor late Sept, and 2nd floor early Oct).
- Theater "blue" walls have continued (80% done), and the decorative sound reflectors are all hung.
- Staging up over the stair for the installation of the architectural element ("chandelier"), for end of October.
- Marquis sign to be installed at the end of October.
- We are still dealing with supply chain issues on A/V components, and door deliveries, but we have temporary plans for both issues.

Development – Perry Mixter and Jean Bock

Perry informed members that Ingersoll Rand made a \$150K donation. Perry thanked Jean and the development committee for their help.

September progress

- Perry shared the new monthly slide that will be presented each month. The report will show the Annual Goal, Month to Date Cumulative Goal, Month to Date Cumulative Actual Goal, Over/Under Month to Date Goal and Over/Under Month to Date Annual Goal. Justin asked about the actuals – are they cash receivables or pledges. Perry informed the members that they are pledges.
- The shared the Friends Campaign progress:
 - Monthly Friends Campaign Goal: \$15,000
 - Amount raised as of September 13, 2022: \$10,595
- The Development Action Plan was shared with the Executive Committee members. The goal is to:
 - Provide a comprehensive road map of all development activities
 - Provide monthly cash flow projections against which to measure results
 - Clearly communicate all activity assignments to staff, board, and volunteers
- Perry shared a draft of the dedication plaques. He and Anita worked extremely hard on the Founders Society, Giving Levels and Naming plaques inside the building. The last one is the bronze Building Dedication plaque which will be displayed right as you enter the vestibule. It will be dedicated on January 3rd. The plaque needs to be approved by the board. Greg asked if the plaque included the names of all the people who were involved from the beginning to the opening of the Center. Greg was also happy to see the names are alphabetically listed. He also thinks we need to think about which county commissioners should be included. Greg supports listing them all. Cynthia agrees, because we will be going back to them for money. Greg will recommend to the board that all commissioners be listed – from 2013 to current. Jean asked why all the town employees are listed. If they are listed, so should the Cain staff. Greg suggested that we not list all the state representatives. He suggested we list the two people who sponsored the bill. We need to be consistent. Perry informed the members that Deloitte does not want to be acknowledged on the plaque. Greg thinks they may be concerned about other nonprofits wanting pro-bono work from them.

Visual Arts – Simone El Bey

- Mud at the Mill is Sept. 12th- Nov. 11th. The opening reception is on September 16, 6:30pm-8:30pm. Simone invited all the members to come out to the reception.
- Fall A Classes started on September 12th, and they are 85% full. Fall B registration began September 12.
- Simone shared the exhibition schedule with the members:
 - Through Our Lens Digital Art and Photography Exhibit - Nov. 14th – Jan 13th
 - CAC: Home Grown Exhibit - Jan 30th - March 31st
 - CAIN: Irvin Law Group - April 10th- June 2nd
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 - CAIN: Art Pop Street 10th Anniversary - Date: June 12th- August 4th
 - CAC: Cain Center Instructor Show - June 12th- Aug. 4th
- In partnership with Neighborhood C.A.R.E. we will offer a senior class of no more than 20 students. The medium will be clay. Neighborhood C.A.R.E. personnel will drop the students off and pick them up.
- We are once again offering community music lessons. The goal is 15 students. However, due to the demand, we have extended that to 21 students. Provided the students meet the requirements, they will be able to keep their instruments at the end of the program.
- The Visual Arts and Education Department is working on potential projects with our community partners. We are also working on developing a strategic plan/organizational goal for community engagement.

Performing Arts – Justin Dionne

- Justin is surprised the children's performances have not sold as well. Jean asked about marketing the children's shows to our summer campers. Justin says that we will start targeting certain groups depending on the show.

- Harry Connick Jr. is no longer being considered as the opening act performer. We are now working on getting Kristen Chenoweth.
- Justin informed the members that he is attending the IEBA conference in Nashville in Early October to begin scouting

Executive Director's Report – Justin Dionne

- Justin shared his quarterly workflow with members. He also informed members that we may get a hotel sponsor.
- Justin is waiting for feedback from town about the parking plan he presented to them.
- All staff has signed up with LyonHR, and he is working with Zachary Toof on HR.
- Frank Joseph will be facilitating the October staff retreat in Kiawah Island. The Stafford's offered their two homes which are side by side for the retreat.

Strategic Plan

- Start work on a new 3–5-year plan to help guide the organization.
- We will start work on the new plan with the staff then move on to Board discovery. We might engage Deloitte to add proforma goals. Zach will be helping with this.

Other Items – Greg Wessling

- Greg informed the members that Susan Wolff resigned from the board due to a conflict of interest in her new position.

The meeting was adjourned.