**Executive Committee Meeting Minutes**

**December 15, 2022**

**Attending:** Greg Wessling, Paul Newton, Bill Ward, Pat Bechdol, Cynthia Bush, Justin Dionne, Sara Gibson, Iris Wyatt

**Not in attendance:** All Executive Committee members were in attendance.

November minutes were unanimously approved by the Executive Committee members.

We have a quorum.

**Financials – Bill Ward**

* The financials were reviewed – nothing unusual.
* The construction loan will be closed out in January.
* We have a new Merrill Lynch account for our investment reserves. We will start moving some money out of this account into the construction account to pay some bills. Bill asked if the Investment Reserves line should be under ‘Long Term.’ Justin will ask for feedback from Greer Walker.
* Investments gained $10,700.

*Audit*

* The audit was solid. It next goes to the Finance Committee for their review.
* One recommendation – endowment funds need to be tracked separately from the other interest funds.
* The audit report will be in the pre-reads for the board meeting.

**Construction Report – Paul Newton**

* Furniture moved in next week. The secondary order of furniture will not be ready for opening. The additional furniture will come in Feb/Mar. Cynthia asked if there is anything else not being delivered by opening. Justin informed the members that there are a few items, but we have backups.
* The lighting company has been here all week installing lighting.
* Plastic is off all the seats.
* Laying final flooring and installing lighting fixtures. The piano arrives Monday.
* The chandelier will be installed next week.
* Simone and team are installing the Hot Glass exhibit on Saturday.
* Bill asked if there will be chairs for folks to sit on for the grand opening. Justin informed the members that board chairs can be rolled out or we could rent extra chairs.
* The construction trailer is leaving tomorrow.
* We are holding back enough money to the General Contractor payments to handle the punch list items later. Bill asked how much. Paul informed members that we are 94% finished and will hold appropriate amounts to make sure items on the punch list are completed.
* We received the TCO last Friday and got our final sign-off from the inspector and we can now get our ABC license.
* It was discovered that the fire department is unable to get sufficient signal for proper communication. We must install a repeater to correct this problem.
* Mr. Cashion is going to start tearing down his building next week. He is only tearing down the top floors.

**Development** **– Jean Bock**

* All bricks are accounted for and are being installed. Invitations have been sent to purchasers to come find their brick.
* Calling donors to remind them of activities going on next week.

*Grand Opening week statistics*

* Founders’ Society Appreciation Events: 241 for Thursday, 189 for Friday
* Grand Opening Concert: 229 tickets sold; 215 ticket sales budgeted.
* Friends Campaign: $90,270 pledged as of November 30 – MTD budget goal thru 12/30/22 = $90,000
* Year-end letter mailed on 12/9/22 and follow up email this Friday.
* The entire week is paid for.
* We need all the board members to commit to both Founder’s Society night.
* Justin asked about condensing the two Founder’s Society nights into one night. Greg feels that having the Founder’s Society activities should still be on Thursday and Friday.

**Operations – Sara**

* Volunteer Orientation went very well.
* *ABC license*
	+ Last steps are signatures from the fire and building inspectors.
	+ Local opinion form to be signed by designated official (CPD Chief of Police)
* *Food and Beverage / Concessions updates*
	+ Everything is on track. Cups arriving, Pepsi order is in process.
	+ Staffing and product planning this week with Bouk Catering
* *Parking Update*
* Parking maps and plan will be communicated this week.
* Contract with Town of Cornelius confirmed, and lots reserved.
* Park Inc contract to be executed this week and staffing plan in place.
* Separate map to indicate parking for general operating hours and classes. Pat asked about the distance from the blue lot. Justin thinks it’s about a quarter of a mile which is the equivalent of two blocks. The closer lots will go on sale first. Pat asked about the price of the parking. Sara informed staff there have been no adverse comments to date.
* *Ticketing office sales report*
* 100% Goal: Sam Burchfield, **Renee Elise Goldsberry.** Cynthia asked for a copy of the Goldsberry video. She also let members know that she is concentrating on thegala. After the New Year, she is focusing on the shows.
* 50% Goal: Becca Stevens, Charlie Mars, **Forever Young (8PM),** Jon Reep, **Charlotte Symphony, Founders Dedication Reservations (Thursday): 253, Founders Dedication (Friday): 211**
* 25% Goal: Christian Sands, **Forever Young (2PM**), Sons of Serendip, Martin Sexton, Tartan Terrors, Under the Lights (8PM), The Verve Pipe
	+ These numbers are as of 12/20/2022.
	+ *Class sales*
* 12 of 22 Winter classes are 100% to Goal.
* Sold over 46% of seats available for Winter.
* Opening Week Workshops are Full (Painting Workshop & Mosaic Workshop)

**Visual Arts and Education Update**

* *Exhibitions*
	+ Through Our Lens: Ends on 01/13
	+ Colorwave: Hot Glass Alley LLC: Jan. 3rd- March 31st
	+ Home Grown: Jan. 30th - March 31st.
* Opening reception: Feb. 3rd, 6:30pm-8:30pm
* *Classes*
* Winter
* On Sale December 5th
* Saturday Open Studio/ Workshops
* 22 Classes at CAC & Cain Center
* 9 newly offered classes.
* Spring A is on sale 01/09
* Community Engagement
* Opening week workshops are sold out.
* Ada Jenkins Virtual Class. 42 families attended virtual class.
* Organizational Recognition from Neighborhood C.A.R.E

**Other Business – Greg**Greg encouraged all board members to come out to all of the Opening Week activities.

Meeting adjourned.