**Board Members Present:**

Claudia Baker

Anne Boccuzzi

Mac Bracewell, Vice Chair

Ann Carey, Chair

Jackie Cornelius

Dave Engdahl

Bill Ferry

Charlie Joseph

Kate Rowe

Pamela Smith

**Board Members Absent:**

Janet Walker Ford (e)

Kemal Gasper (e)

Rebecca Ryan-Gonzalez (e)

JaMario Stills (e)

Penny Thompson (e)

**Staff Present:**

Tony Allegretti

Chelsey Cain

Patrick Fisher

Christie Holecheck

Cedric Lewis

Ashley Sedghi-Koi

Amy Palmer

**Guests Present:**

Council Member John Crescimbeni

**Mission Moment**

Ms. Ann Carey introduced a new item for future board meetings called a “mission moment” comprised of a ten minute presentation by a staff member of the Cultural Council on how their work supports the goals and mission of the organization.

Ms. Carey then introduced Patrick Fisher, Community Engagement and Collaboration Manager, who explained his work involving “PRO Network” a program designed to bring Professional development, Resources, and Opportunities (PRO) to arts professionals in Northeast Florida. Mr. Fisher also explained his work involving “The Big Picture”, a collaboration project between Sunray Cinema and the Jacksonville Public Library.

Ms. Claudia Baker brought up the concern of the Cultural Council driving stakeholders to Sunray Cinema, which is a for-profit company. Ms. Carey addressed the concern by asking that this issue be discussed at the next governance committee meeting. She then thanked Mr. Fisher for his presentation and his work with the Cultural Council.

**Call to Order**

Ms. Ann Carey, Board Chair, called the meeting to order at 10:13 a.m.

Ms. Carey reviewed the use of the new consent agenda format for the meeting and expressed the importance of the pre-reads, also available on the Cultural Council transparency page, sent one week in advance of the board meeting.

**Consent Agenda**

Charlie Joseph applauded the work with the Cultural Service Grant Program (CSGP) this year. Mac Bracewell asked if the Cultural Council had yet received the CSG city contract; Mr. Tony Allegretti, Executive Director, confirmed that the contract had been received from the city. Mr. Bracewell asked about any changes to the CSG process next year; Mr. Allegretti shared that the most constructive feedback was changing the rounding of scores in the grant process.

**UPON MOTION** duly made, seconded and carried, the consent agenda was approved. The consent agenda included the following: Board meeting minutes, October 2017; APP Report; CSG Report; and Finance Committee minutes, November 2017.

**Committee Report**

***Strategic Task Force***

Mr. Dave Engdhal provided an overview of the strategic plan. He discussed the new mission statement, vision, values, and key strategies. Specific use of language came up within the vision statement; Jackie Cornelius and Mr. Joseph agreed that a better choice of wording is to include “recognized by all” in the vision statement. Mr. Engdhal and Ms. Carey agreed that the discussion of specific language will be on the agenda for the next strategic task force committee meeting.

Mr. Engdhal also discussed how the strategic plan is supported by the implementation plan, which Mr. Allegretti is working with staff to prepare.

Mr. Allegretti then discussed the use of the program evaluation checklist which provides a structure to ensure program alignment with the strategic plan and mission of the organization.

Ms. Carey asked that Mr. Allegretti meet with the with the strategic task force to review and tweak the implementation over the next two months before bringing both the strategic plan and implementation plan to the February board meeting for recommended board approval.

Ms. Baker agreed that the checklist was a useful document to ensure programs are aligned with the strategic plan. She requested an opportunity for the board to review the checklist and implementation plan for any new programs to keep communications open between board and staff.

Ms. Carey thanked Mr. Engdahl and Mr. Allegretti for their hard work on the strategic plan.

***Finance***

Mr. Cedric Lewis, Director of Finance, provided a report on the proposed operating budget for October 2017-September 2018. He provided information on the organization’s new projects, major programs, and the annual giving campaigns, and that the finance committee unanimously adopted the proposed budget.

Ms. Cornelius suggested, and Mr. Lewis agreed, to include an acronym key in the document for better clarification of programs.

**UPON MOTION** duly made, seconded and carried, the proposed budget was approved.

Ms. Carey asked for the finance documents to be posted on the Cultural Council transparency page.

***Governance***

Mr. Bracewell stated that the following items were being pushed to the next governance committee meeting: CSG potential committee members, social media policy, discussion of bylaws, and clarification of the Friends of Hemming board seat.

**UPON MOTION** duly made, seconded and carried, Pamela Smith was elected as treasurer, and per bylaws, finance chair for the Cultural Council of Greater Jacksonville.

***Executive Director Report***

Mr. Allegretti thanked all parties involved for a smooth and successful year for the CSGP. Mr. Allegretti updated the board on the Vystar lecture series speakers that will include Brian Greif and Floyd Norman.

Mr. Allegretti discussed the new format of this year’s Arts Awards. The event will include an awards program that everyone can see and hear and become a more affordable event for all members in the community.

Mr. Allegretti discussed the partnership between Florida Blue (FB) and CCGJ. FB is committed to cultural equity and supporting CCGJ summer internship program, the mayor’s summer job program, and arts education initiatives.

Mr. Allegretti informed the board of CCGJ new annual giving campaign to help create a culture of donors. CCGJ commissioned Ronnie Land to create a signature logo for 2018, which will be an incentive for donors to give. Each year will feature and new artist and new logo to inspire donors to give annually.

Ms. Carey requested that the Executive Director report be posted on the transparency page of the web site.

**New Business**

***Board Education***

Ms. Carey referenced two documents: a board member demographic survey and a board member self-evaluation survey for completion by each board member before leaving the meeting. Ms. Carey reviewed how the board member agreement was not meant as a legal agreement but, rather, a document summarizing board members’ commitments to the organization. The document will be updated to align with the bylaws and distributed at the next board meeting. Finally, Ms. Carey encouraged 100% board participation for giving and asked that Mr. Lewis send out the 2017-18 donation invoice to all board members.

Mr. Bracewell suggested that a copy of the new board member orientation packet be scanned to the board resource page.

**Old Business**

Mr. Allegretti suggested for board members to please reach out if they want to be involved in this year’s 2018 Arts Awards strategic task force team.

**Closing**

**UPON MOTION** duly made, seconded and carried, the meeting was adjourned at 11:53 p.m.