



Enrich life in Northeast Florida by investing in Arts and Culture.

**Board of Directors Meeting
October 18, 2018, 12:00n – 2:00pm
Jacksonville City Hall
117 W. Duval Street, Jacksonville, FL 32202
Don Davis Room**

Board Members Present

Ann Carey (Chair), Charlie Joseph, JaMario Stills, Dave Engdahl, Claudia Baker, Pamela Smith, Mac Bracewell, Anne Boccuzzi, Jackie Cornelius, Bill Ferry

Board Members Absent

Kemal Gasper, Diana Donovan, Jannet Walker Ford

Staff Present

Chelsey Cain, Amy Palmer, Cedric Lewis, Jihan Grant

City Council Liaison

Council Member John Crescimbeni

Call to Order

The meeting was called to order by Ms. Ann Carey, Board Chair, at 12:05 p.m. with a quorum present.

Consent Agenda

Ms. Carey introduced Jihan Grant, Media Specialist and Program Manager, as the newest staff member at the agency. Ms. Carey open the floor for comments and edits regarding the consent agenda.

Action: Update the wording in the 9/20/18 Board of Directors meeting minutes to “a vote was chaired” to “a vote was tabled”.

Action: Change the date in point 2 of the 9/20/18 Finance Committee meeting minutes to “2018-19”.

Action: Confirm the date of the August Development Committee meeting (it is listed incorrectly on the agenda).

UPON MOTION duly made, seconded and carried, the consent agenda was approved. The consent agenda included the following: Board meeting minutes of 9/20/18; Board

meeting minutes of 10/2/18; Finance Committee minutes of 8/9/18; Finance committee minutes of 9/20/18; and; Development Committee minutes of 8/28/18.

Committees

Cultural Service Grants

Ms. Amy Palmer, Directors of Grants Administration, gave an overview of the 2018-2019 CSGP grant hearings:

- Hearings dates September 26-27, 2018
- 27 applicants, including one new applicant
- Panelists were given the chance to ratify their scores, or to modify the scores based on new information provided at the hearings.
- Revised scores were entered in to the iteration model and award amounts were recalculated.
- All CSG organizations were provided the opportunity to appeal the revised awarded amounts.
- The Cultural Council Board of Directors vote to approve the revised awarded amounts.

Mr. Charlie Joseph recused himself from voting on the Jacksonville Symphony Association award as he serves on its Board of Directors. Ms. Claudia Baker recused herself from voting on the Ritz Chamber Players award as she serves on its Board of Directors. Mr. Dave Engdahl recused himself from voting on the MOCA award as he serves on its Board of Directors.

UPON MOTION duly made, seconded and carried, the 2018-2019 Cultural Service Grant Awards were approved.

Ms. Palmer was commended by the board on her usual professional manner and exemplary leadership of the CSG program this past year.

Finance Committee

Mr. Cedric Lewis, Finance Director, gave an update on the performance snapshot "The Blue Sheet". He expressed that the agency will close the 2017-2018 fiscal year with a \$78,000 deficit (+/- \$5,000). The final amount will be confirmed after the agency's audit in mid November.

Mr. Lewis reviewed the 2018-2019 proposed budget with an emphasis on Art and Public Places (APP). Ms. Carey explained "unspent cash" as the DIA and Water Street projects being behind schedule. Ms. Pam Smith, Finance Committee Chair, recommended that APP project statuses be tied to the monthly financial reporting. Ms. Carey stated she is providing oversight for the APP team and their projects, providing project management tools such as project charters, timelines

and a communications dashboard that will be shared routinely with the board. Ms. Carey suggested holding off on the adoption of the 2018-2019 budget until the November Board meeting where APP staff will present the 2018-2019 annual APP plan which will give the board a better understanding of APP.

Action: Ms. Carey will invite Christie Holechek, Art and Public Places Director, to the November Board meeting to present the 2018-2019 APP project plans, timelines, and dashboard.

Action: The 2018-2019 proposed budget will be reviewed and voted on in the November board meeting.

Mr. Lewis presented the CCGJ 2019 Arts Awards planning “Green Sheet”. The “Green Sheet” is a dashboard that highlights the programs fundraising goals on a month to month basis. The program is expected to gross \$185,000 and net \$150,000 with a program budget of \$35,000. The event will follow a traditional awards format with an exciting after party full of celebration and fun. Staff is evaluating holding the event in the Terry Theatre at the Times Union Performing Arts Center. CCGJ staff is actively working on event logistics and putting together sponsorship materials. Mr. Joseph reiterated that no city dollars were used for last years’ Arts Awards.

Ms. Jackie Cornelius volunteered to serve on the CCGJ Development Committee.

Old Business

Executive Director Search and Interim Agency Oversight

Ms. Carey gave an update on the Executive Director Search. She reported that the Selection Committee reviewed a total of twenty-two resumes and have narrowed that pool down to five potential candidates. She explained that the first round of interviews will be thirty minute phone interviews and the second round of interviews will be held in person at the CCGJ offices. She noted that this is a very public process and the interviews will be publicly noticed.

Sunshine Update

Ms. Chelsey Cain, Operations Coordinator, gave an update on Sunshine Law and the new protocol for noticing the agency’s meetings. She explained that all board members will receive a Public Notice via email and a calendar invite for all regular Board meetings and Committee meetings. She thanked the board for their patience during this new process.

Annual Board Business

Ms. Carey updated fellow board members that Ms. Kate Rowe has resigned from the CCGJ Board of Directors. However, Ms. Rowe is continuing her pro bono

work with APP contracting for the Cultural Council and she was thanked for her service. In addition, she noted that Mr. Engdahl's term has expired, however, he will continue to serve on the board until the Mayor's office appoints a replacement. The agency board currently has three open seats: one elected seat and two mayoral appointees.

Ms Carey reviewed the 2018-2019 Slate of Officers:

Board Chair: Ann Carey

Vice Chair & Governance Committee Chair: Jannet Walker Ford

Treasurer & Finance Committee Chair: Pam Smith

Secretary: JaMario Stills

Development Committee Chair: Kemal Gasper

Action: Add a capital "M" to JaMario Stills name and remove Kate Rowe from the 2018-2019 Slate of Directors document.

UPON MOTION duly made, seconded and carried, the 2018-2019 Slate of Officers was approved.

Directors were reminded of their fiduciary responsibility to the Cultural Council with the "give or get" policy. The director contribution for give/get is \$1000.

Finally, there was discussion on scheduling the 2019 Board meetings; the board agreed that the third Thursday of the month was a good day to meet in 2019.

New Business

Cultural Council Role in the City

Ms. Carey, opened the floor for discussion around mission and the "best and highest" role of the Cultural Council of Greater Jacksonville. The following ideas were brought up by the board:

- Supporting the arts through promoting cultural events; creating a cultural calendar
- Financially support the arts and cultural community
- Advisory role to support smaller organizations
- Artist professional development
- Selling tickets for events; especially for the smaller organizations
- Cultural Fusion is an established group that is comprised of cultural collaborators and innovators
- Find ways to bring professional development opportunities to the communities that need it
- Arts Awards (or another event); becoming an avenue for arts and culture organizations to get sponsorship dollars

- Creating opportunities for local artist to participate in program like Art in Public Places
- Eliminate duplication of programs; be a convener and collaborator
- Support organizations that support art and culture in the community.

Public Comment

The floor was opened for public comment; two members of the public spoke.

Closing

The meeting was adjourned at 2:03 p.m.