

**Burlington City Arts Board Meeting Minutes**  
**4<sup>th</sup> Floor Gallery, BCA Center**  
**Tuesday, June 20 2017**  
**3-5 pm**

**Board members in attendance:** Rachel Kahn-Fogel, Dana vanderHeyden, Bryan Parmelee, Lee Bouyea, John Gonter, Barbara Perry, Beth Montuori Rowles, Lori Rowe, Michael Metz, Billi Gosh

**Board members absent:** Jane Wolforth, Milton Rosa-Ortiz; A.J. LaRosa, Leslie Black Sullivan, Margaret Coleman, Lisa Lillibridge

**Staff:** Doreen Kraft, Sara Katz, Alexandria Allen

**Ex-Officio:** Mayor Miro Weinberger

Call to order 3:09 am

1. Consent Agenda
  - a. Approve Agenda
    - i. Agenda was approved unanimously.
  - b. Approve Minutes of May 16th meeting
    - i. Minutes were approved unanimously.
2. Public Forum
  - a. None
3. Financial Report
  - a. Sara Katz reviewed the YTD (year to date) transactions and budget
    - i. BCA will not meet anticipated earned revenue due to the closure of studios of Memorial Auditorium in December; and lack of major projects for the Art Sales & Leasing program.
    - ii. Donations for Membership will be low at the close of the fiscal year but that will be made up in Donations General, after the success of BCA's participation in Vermont Day of Giving 2017.
4. FY 18 Budget Presentation
  - a. Sara Katz and Doreen Kraft reviewed the proposed budget for FY18.
    - i. The BCA Membership Program will be changing in the new fiscal year. BCA will be reducing its budget line for membership donations and increasing its fundraising efforts for general donations. This will help BCA to define individuals who wish to receive the benefits of a BCA Membership, which includes class discounts; and individuals who wish to make philanthropic contributions.
    - ii. Sara Katz and Doreen Kraft led further discussion on the increase of budget lines for anticipated grants in the new fiscal year; managing the growth that is taking place in this budget; and the reorganization of staff now that the education studios will be at 405 Pine Street.
    - iii. This budget was approved by the board unanimously.
5. Directors Report – 15 minutes
  - a. Doreen Kraft led a discussion on the progress of construction of the BCA Studios at 405 Pine Street. BCA is waiting on final permits to open its doors for summer camps and to the public.
6. Strategic Plan – 15 minutes
  - a. Sara Katz and Doreen Kraft presented the drafted Strategic Plan for BCA.

- i. The Strategic Plan will serve as a guide for BCA's goals over the next 2-3 years. BCA is participating in BTV Stat, which is an effort being made by all city departments to increase city efficiencies. BCA will be surveying and collecting data from its constituents (camps, classes, membership, etc.) to better understand audience diversity which will help in the success of BCA's Strategic Plan.
7. Nominating Committee Presentation – 15 minutes
  - a. Lorie Rowe made a motion to enter executive session to discuss personnel matters.
    - i. All in favor.
  - b. All in favor to exit executive session
  - c. Lori Rowe made a motion to recommend Laura McDonough and Orieta Glozheni to the Mayor as potential board members of BCA.
    - i. All in favor.
  - d. Next Nominating Committee Meeting is scheduled for September 19.
8. Committee Updates - 10 minutes
  - a. Education Committee
    - i. The BCA Studios at 405 Pine Street are waiting on final permits to officially open for summer camps and to the public. Weeks 1 and 2 of Summer Camps are taking place at the BCA Center.
  - b. Development Committee
    - i. BCA has reached 100% board participation in donations.
    - ii. BCA raised more than its goal for Vermont Day of Giving which took place June 7 – 8. All funds raised will go towards Donations General.
    - iii. BCA Fall Fundraiser is tentatively schedule for either the end of September or the end of October.
9. Other Business
  - a. Saturday, July 26 is the scheduled date for BCA staff to visit the Hall Foundation in Reading, VT. The board is welcome to join.
10. Lori Rowe made a motion to adjourn
  - a. All in favor.

Adjourned at 5:10 pm