Call to order 3:09 pm

1. Approval of Agenda
   a. Barbara Perry moved to approve agenda, seconded by Billi Gosh
   b. All in favor.

2. Review/approve minutes of September 15 and October 27 meeting
   a. Correct spelling of Lisa Lillibridge in September 15 minutes
   b. Vote to ratify minutes:
      i. Lori Rowe moved to approve minutes with spelling amendment, seconded by Bill Post.
      ii. All in favor.

3. Intro of new board members
   a. Each board member and staff member introduced themselves to the new board members: Bryan Parmelee, Jane Wolforth, Margaret Coleman, Lisa Lillibridge

4. Intro of new Development Director
   a. Lucia Campriello spoke on about her first 2 months at BCA.
   c. BCA is to participate in Giving Tuesday on December 1st via phone-a-thon as well as social media.
   d. Board Pledges have been sent out
   e. A discussion of BCA membership took place, latest membership campaign launch.

5. Possible Executive Session to discuss board member application and interviews
   a. Two applicants were interviewed before today’s board meeting: Milton Rosa-Ortiz and AJ Larosa.
   b. References will be checked before a discussion and vote.

6. FY16 financial update
a. Sara reviewed what information is contained in each of the columns presented in the budget report. BCA has collected 31% of revenue for this fiscal year.

b. Board of Finance approved the reclassification of certain positions at BCA:
   i. Events Manager is now full-time regular
   ii. Art for the Heart Coordinator is Limited Service
   iii. Clay and Print Studio Manager has been reclassified to be more in line with other positions in the education team and reflect actual duties.

7. Bylaws update
   a. Executive Committee met on September 25, 2015 to review current bylaws.
   b. The draft has been sent to the City Attorney for review before being finalized.
   c. Bylaw updates to be voted on at next board meeting Tuesday, January 19.
   d. BCA is in discussion with the City to provide email accounts for all BCA board members.

8. Discussion: committee structure and strategic planning
   a. Existing and active committees: Education, Exhibitions, Development, Executive, and Nominating
   b. A discussion took place about planBTV South End and how BCA can better communicate on BCA’s involvement in the planning.

9. Director’s report
   a. Update on Memorial Auditorium: existing structural issues
      i. BCA will move admin staff from the third floor. Date is to be determined. Studios will not be affected.
   b. An RFP is to go out this December to the public and the Community & Economic Development Office (CEDO) is in charge of creating this RFP

10. Adjourn
    a. Barbara Perry moved to adjourn, seconded by Dana VanderHeyden.
    b. All in favor.

11. Meeting adjourned at 5:07 pm.