

Burlington City Arts Board Meeting Minutes
Lorraine B. Good Room, BCA Center
November 17, 2015
3:00-5:00pm

Board members in attendance: Lee Bouyea, Bill Post, Barbara Perry, Beth Montuori-Rowles, Billi Gosh, John Gonter, Jane Wolforth, Rachel Kahn-Fogel, Margaret Coleman, Bryan Parmelee, Dana vanderHeyden, Lisa Lillibridge, Lori Rowe

Board members missing: Michael Metz, Phillip Bosen, Leslie Black Sullivan, Dan Harvey

Staff in attendance: Eric Ford, Lucia Campriello, Doreen Kraft, Sara Katz, Alexandria Allen

Ex-officio: Mayor Weinberger

Guest: Tim Kane

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.
- b. The new membership campaign, "I am BCA," launched in early November.
- 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.