

Burlington City Arts Board Meeting Minutes
2nd Floor, BCA Center
Tuesday, March 20, 2018
3-5 pm

Attendance: Lisa Lillibridge, John Gonter, Bryan Parmelee, Laura McDonough, Dana vanderHeyden, Margaret Coleman, Billi Gosh (phone), Michael Metz, Rachel Kahn-Fogel, Beth Montuori Rowles, Barbara Perry, Lori Rowe

Absent: Phillip Bosen, A.J. LaRosa, and Milton Rosa-Ortiz, Orieta Glozheni, Leslie Sullivan

Staff: Doreen Kraft, Sara Katz, and Alex Allen

Ex-Officio: Mayor Miro Weinberger

Call to order 3:15 pm

1. Consent Agenda

- a. Approve Agenda
- b. Agenda voted and approved as follows: Bryan-Yes, Margaret-Yes, Lisa-Yes, Rachel-Yes, Dana-Yes, Lori-Yes, Beth-Yes, John-Yes, Michael-Yes, Laura- Yes, Barbara-Yes, Billi-Yes.
- c. Approve Minutes of March 20, 2018 meeting
- d. Minutes voted and approved as follows: Bryan-Yes, Margaret-Yes, Lisa-Yes, Rachel-Yes, Dana-Yes, Lori-Yes, Beth-Yes, John-Yes, Michael-Yes, Laura- Yes, Barbara-Yes, Billi-Yes.
 - i. with revision to change of date for prior minutes approved.

2. Public Forum

- a. None.

3. FY 18 Financial Update and FY 19 Proposed Budget

- a. Trending down in expenses and income in FY 18 due to staff turnover which has been an issue over the past three years. We still have approximately \$100,000 left to raise to meet budget. Working on several strategies including major gift solicitations, the art auction, Vermont Day of Giving, corporate underwriting and the All In Campaign for scholarships.
- b. FY 19 proposed budget is before city council and BCA will have a hearing on May 23.
- c. FY 19 proposed budget does not include anything that would support a new First Night event. This is what is lowering the fees for service category. Other items of note include the line for attrition and for art and merchandise and artist consignment.
- d. A motion to approve the budget was presented. The budget was voted and approved as follows: Bryan-Yes, Margaret-Yes, Lisa-Yes, Rachel-Yes, Dana-Yes, Lori-Yes, Beth-Yes, John-Yes, Michael-Yes, Laura- Yes, Barbara-Yes, Billi-Yes.

4. Director's Report

- a. Development Director position still open. We are looking for an experienced person, but we aren't competitive in the market with the current salary structure. Working on a study with HR.
- b. Working with Vermont Community Foundation to develop planned giving program, which will benefit some of our capacity issues. Opportunity to educate their team and to receive planned giving services from them. We will aim for a 2pm meeting with them on June 19 and invite the BCA Foundation Board.

5. Committee updates

- a. Nominating
 - i. Interviewed 3 candidates in the last week, and checked references for each.
 1. Jackie Reno, Works at the Family Room
 2. Sabah Abbas, Artist and new American from Iraq
 3. Jeffrey Harkness, Hark Digital communication, lots of board experience.
 - ii. The nominating committee recommends all three to vote for recommendation for the Mayor, as they each bring unique strengths to the board.
 - iii. A motion to approve all members was voted and approved as follows: Bryan-Yes, Margaret-Yes, Lisa-Yes, Rachel-Yes, Dana-Yes, Lori-Yes, Beth-Yes, John-Yes, Michael-Yes, Laura- Yes, Barbara-Yes, Billi-Yes.
 1. John is working on a basic professional development program for existing and incoming members a self-assessment tool to help.
- b. Education

- i. Financially back to where we were. Customer service program is improving service. Signage is still an issue. Impact data would be good to reveal at events. Increased participation over FY17 is impressive. Can also promote data on scholarship fund. Will share BTV stat info with the board so we are all reacting to the same data.
 - ii. Working on addressing acoustic issues.
 - c. Development
 - i. No update.

6. Executive Session

- i. Beth requested an executive session as premature general public knowledge of this personnel information would clearly place the city at a substantial disadvantage because: The discussion will involve sensitive information concerning personnel discussions. Based on the findings of substantial disadvantage, Beth moved that we enter into executive session to discuss this personnel issue under the provisions of Title 1, Section 313 (1) (A). The motion was voted and approved as follows: Bryan-Yes, Margaret-Yes, Lisa-Yes, Rachel-Yes, Dana-Yes, Lori-Yes, Beth-Yes, John-Yes, Michael-Yes, Laura- Yes, Barbara-Yes, Billi-Yes.
 - ii. The board voted to come out of executive session.
 - iii. Lori moved that the board recommend Doreen's reappointment to the Mayor. The motion was seconded and approved as follows: Bryan-Yes, Margaret-Yes, Lisa-Yes, Rachel-Yes, Dana-Yes, Lori-Yes, Beth-Yes, John-Yes, Michael-Yes, Laura- Yes, Barbara-Yes, Billi-Yes.

Adjourned at 4:55 pm