



Meeting Minutes

February 5, 2014

Present:

Boardmembers: Chair Jamie Murray
Co-Chair Kresta Robinson
Treasurer Sam Porter
Secretary Judy Merrill
Mariah Bailey
Melanie Rollins
Spencer Rollins
Jared Jensen
Becky Snarr
James Hansen, electronically via telephone

Excused: Advisor, City Councilmember Karianne Lisonbee

Visitors Present: Taleen Ericksen
Marinda Maxfield
Aimee Geddes
Jen Kingsford

1. Opening Business.

Chairman Jamie Murray called the meeting to order at 8:06 p.m.

JAMIE MURRAY MADE A MOTION TO ADOPT THE FEBRUARY 5, 2014, SYRACUSE CITY ARTS COUNCIL AGENDA AS OUTLINED, SECONDED BY MARIAH BAILEY; ALL VOTED IN FAVOR.

JAMIE MURRAY MOVED TO ADOPT THE MINUTES OF THE JANUARY 8, 2014, MEETING AS WRITTEN; SPENCER ROLLINS SECONDED THE MOTION; ALL VOTED IN FAVOR.

2. Review of Board Terms and Board Member Responsibilities.

Judy distributed Resolution R13-25, adopted by the City Council on October 8, 2013, which established the terms of appointments for the current Arts Council Board as follows:

Sam Porter and James Hansen – terms expire July 1, 2015

Mariah Bailey and Jamie Murray – terms expire July 1, 2016

Jared Jensen and Becky Snarr – terms expire July 1, 2017

Melanie Rollins and Spencer Rollins – terms expire July 1, 2018

James connected on speaker phone to participate in the meeting at 8:14 p.m.

Jamie then expressed a desire to share some of her research on State and National standards for board member responsibilities of nonprofit organizations to help define and divide duties and roles of this Arts Council. She began with City Ordinance 3.09, which established the SCAC, then the newly adopted Bylaws, and finally a PowerPoint presentation of State and National standards as follows:

Ten Basic Responsibilities of Nonprofit Boards

Determine mission and purpose. It is the Board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.

Select the Chair. Boards must reach a consensus on the Chair responsibilities and undertake a careful search to find the most qualified individual for the position.

Support and evaluate the Chair. The Board should ensure that the Chair has the moral and professional support they need to further the goals of the organization.

Ensure effective planning. The Board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

Monitor and strengthen programs and services. The Board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.

Ensure adequate financial resources. One of the Board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.

Protect assets and provide proper financial oversight. The Board must assist in developing the annual budget and ensuring that proper financial controls are in place.

Build a competent Board. The Board has a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Ensure legal and ethical integrity. The Board is ultimately responsible for adherence to legal standards and ethical norms.

Enhance the organization's public standing. The Board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Individual Board Member Responsibilities

- Attends all Board and committee meetings and functions, such as special events
- Becomes informed about the organization's mission, services, policies, and programs
- Reviews agendas and supporting materials prior to Board and committee meetings
- Serves on committees or task forces and offers to take on special assignments; if committee chair fails, assumes responsibility until another chair can be put in place
- Informs others about the organization
- Suggests to Board possible nominees who can make significant contributions to the work of the Board and organization
- Keeps up-to-date on developments in the organization's field
- Follows conflict-of-interest and confidentiality policies
- Refrains from making special requests of staff
- Assists Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements
- Participates as a vital part of Board leadership

Specific Chair/Committee Liaison

Board Chair (Currently Jamie Murray)

- Oversees Board committee meetings
- Works in partnership with committee chairs to make sure Board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs and, with voting Board, recommends who serves on committees
- Assists Secretary in preparing agenda for Board meetings
- Assists in conducting new Board member orientation
- Coordinates annual performance evaluation and presentation to City
- Acts as spokesperson for the organization
- Periodically consults with Board members on their roles and helps them assess their performance

Vice Chair (Currently Kresta Robinson)

- Serves on Executive Committee, if one exists
- Carries out special assignments as requested by Board Chair
- Understands responsibilities of Board Chair and is able to perform these duties in the Chair's absence

Board Secretary (Currently Judy Merrill)

- Serves on Executive Committee if one exists
- Ensures the safety and accuracy of all Board records
- Reviews Board minutes

- Assumes responsibilities of Chair in the absence of Board Chair and Vice Chair
- Provides notice of meetings of Board and/or of a committee when such notice is required

Board Treasurer/ Finance (Currently Sam Porter)

- Maintains knowledge of the organization and personal commitment to its goals and objectives
- Understands financial accounting for nonprofit organizations
- Serves as Chair of Finance Committee
- Seeks members for Finance Committee if needed
- Manages, with the Finance Committee, Board's review of and action related to Board's financial responsibilities
- Works with Board and Chair to ensure appropriate financial reports are made available to Board on a timely basis
- Presents annual budget to Board for approval
- Reviews annual audit and answers Board members' questions about the audit

Board Member – Music (Currently Mariah Bailey)

- Serves on Orchestra Committee if one exists; if one doesn't exist, then stays in contact with Orchestra Director and keeps Board informed of special events and needs of Orchestra
- Seeks members for Orchestra Committee if needed.
- Carries out special assignments as requested by Board
- Assists with creation of new musical programs and implementation of new committees for said programs
- Serves on Musical Committee if one exists; if one does not exist, then stays in contact with Choir Director or other program director and keeps Board informed of special events and Choir needs
- Seeks members for Music Committee if needed

Board Member – Community Relations

- Serves on Publicity Committee, Sponsorship Committee, Fundraising Committee, Donations Committee, Volunteer Committee, or Technology Committee if they exist; if any do not exist, then stays in contact with Publicity Coordinator, Sponsorship Coordinator, Fundraising Coordinator, Donations Coordinator, Volunteer Coordinator, or Web Designer and keeps Board informed of applicable needs
- Monitors all publication sites to verify integrity of information contained therein (FB, business site, City site, etc.)
- Seeks members for Publicity, Sponsorship, Fundraising, Donations, Volunteer, or Technology committees if needed
- Carries out special assignments as requested by Board

Board Member- Theater

- Seeks members for the Theater Committee if needed
- Recruits Theater Chair for production year
- Serves on Theater Committee and reports on status of productions
- Carries out special assignments as requested by Board
- With Theater Committee Chair, recommends musical production for next performance year to Board
- Seeks members for Theater Development Committee if needed
- Selects Theater Development Committee Chair
- Serves on Theater Development Committee and reports on status of new programs

The Most Important Role of a Board Member in a Non-Profit is acting as an enthusiastic ambassador on behalf of the Syracuse City Arts Council!

She continued going over all the responsibilities she believed were applicable to the SCAC. Jamie asked Board members to propose chairing a committee and specifically asked Becky to chair the Theatre

Committee, because she already created a summer wish list and Facebook page for them. Becky did not accept at the present time and asked to table it until after the later agenda item.

JAMIE MURRAY MADE A MOTION TO TABLE BOARD RESPONSIBILITIES UNTIL AFTER AGENDA ITEM 5, SECONDED BY MELANIE ROLLINES; ALL VOTED IN FAVOR.

JAMIE MURRAY MADE A MOTION TO RETURN TO AGENDA ITEM 2, SECONDED BY JUDY MERRILL; ALL VOTED IN FAVOR.

Becky agreed to Chair the Theater Committee.

Melanie agreed to Chair the Volunteer Committee.

Spencer asked for more time to consider.

Jared asked for more time to consider.

3. Report on 2013 Budget and Discussion of Budget Goals for 2014.

Sam distributed the following budget summary, as of February 1, 2014:

	Budget	Actual	(Over)/Under
General Fund	\$ 4,000.00	\$ 1,829.41	\$ 2,170.59
Theater	\$ 8,500.00	\$ 9,396.13	\$ (896.13)
Orchestra	\$ 2,000.00	\$ 963.06	\$ 1,036.94
Community Relations	\$ 2,200.00	\$ 1,988.44	\$ 211.56
Total	\$16,700.00	\$14,177.04	\$ 2,522.96
Money On Hand			
Credit Union	\$19,781.31		
City Account	\$ 1,745.03		
Total	\$21,526.34		
Outstanding Liabilities			
MTI (in dispute)	\$ 535.49		
Speaker purchase	\$ 599.06		
Total	\$ 1,134.55		
Available Funds	\$20,391.79		
Buffer	\$ 391.79		
2014 Budget	\$20,000.00		
2013 Investments			
Sound design software	\$ 107.13		
MXL Microphones	\$ 74.50		
Behringer B1 condenser mic	\$ 53.30		
Speakers – Musician’s Friend	\$ 599.06		

JAMIE MURRAY MOVED TO ADOPT THE 2014 SYRACUSE CITY ARTS COUNCIL BUDGET AS STATED, WITH THE EXPECTATION OF PROVIDING UP TO \$10,000 FOR THE THEATER COMMITTEE, \$2,000 FOR THE ORCHESTRA COMMITTEE, AND \$2,200 FOR COMMUNITY RELATIONS. MARIAH BAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR.

4. Discussion of 2014 Musical Production.

Jamie referred to the following letters of interest and their desired volunteer roles:

Darren Maxfield for lights designer, if his schedule allowed, and, depending on the show, possibly set designer

Justin Clarke for anything and everything related to back stage crew—set design, lighting, and assisting with sound as well

Jen Kingsford for stage-crew manager or anything back stage

Liz Christensen for choreographer for whatever show Marinda Maxfield agreed to direct

Leslie Richards for director, who said she had lots of directing experience but had not yet provided a resume

Aaron Pratt, via email, for director, saying he had been helping with Clearfield's summer shows and directed many children's productions but never an adult show.

Marinda Maxfield for director

Heather Sachs for producer or assistant director

Mariah for Orchestra, musical director, or assistant director

Johnny Hebda for musical director, producer, director, or assistant director

No one volunteered for stage manager.

Jamie suggested that, because the SCAC had never worked with Aaron and because he admitted he had no experience with adults, Marinda would be a good choice as director with Aaron as the Assistant Director.

Marinda wanted to know the schedule for the show and for rehearsal space. Jamie said they worked that out with the City. The Theater would get the gym Wednesday evenings for choreography and every Monday and Friday for the classrooms. The Community Center calendar would have the Theater marked for those evenings, and, if somebody wanted to rent that area of the building on one of those dates, the Theater would keep its reservation but pay for that night. Also, if a Board member were present, the Theater could stay in the building after hours.

Jamie pointed out that last year's mid-July performances seemed to be a plus, so she recommended the same schedule.

The top picks for the 2014 production at the beginning of the discussion were The Wizard of Oz, Beauty and the Beast, and Willy Wonka.

Marinda said that any performance with a huge cast would be very successful with the City's draw of such great talent. They needed something that would have the same kind of pull, and the only thing like that would be Beauty and the Beast. The downside would be the costumes.

It was mentioned that Kim St. Clair offered to help with this year's show in finding lots of things for free or at low cost.

JAMIE MURRAY MADE A MOTION TO EXTEND THE MEETING FOR AN ADDITIONAL 30 MINUTES, SECONDED BY MARIAH BAILEY.

After a lengthy discussion of many different musicals, Marinda's top choices were Beauty and the Beast and Seussical the Musical.

The Board unanimously agreed on performance dates of July 18, 19, 21 for the musical production.

JAMIE MURRAY MOVED TO ELECT MARINDA MAXFIELD AS DIRECTOR, WITH HER TOP THREE CHOICES OF SEUSSICAL THE MUSICAL, ALICE IN WONDERLAND, AND BEAUTY AND THE BEAST; MARIAH BAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR.

Jamie assured Marinda that they would work on acquiring the rights to those productions.

5. Walk-In Items of Discussion.

Jamie asked Board members to email her head shots and bios by March 1, 2014.

6. Adjournment.

MARIAH BAILEY MADE A MOTION TO ADJOURN AT 9:47 P.M.

Action Items From This Meeting:

Spencer Rollins/Jared Jensen

–Propose a committee to chair (Community Relations for Publicity, Sponsorship, Fundraising, or Donations)

Becky Snarr

– Work on acquiring rights to Seussical the Musical, Beauty and the Beast, and Alice in Wonderland

All Board Members

– Email head shots and bios to Heather Steed by March 1, 2014

Action Items From Previous Meeting:

Jamie Murray/Mariah Bailey

– Report on meeting with Orchestra Board regarding publicity needs and best options to meet those goals

Jamie Murray

– Report on research about contact options for public to use for volunteering or asking questions

Mariah Bailey

– Report on Orchestra schedule of practices, planned and proposed performances, and volunteer section to post on website with email link

James Hansen

– Report on SCAC website/SCAC's page of City's website (Orchestra's page with content/pictures, Sponsors page and sponsorship Information section, Concerts in the Park page, Contact page, Blog page, and Meet Your Volunteers page)

Kresta Robinson

– Report on possibilities of dedicating a City phone extension for the SCAC
– Report on whether SCAC can pay musical production directors