

## CCPA Board Meeting

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Event Time:

7:00PM

Topic: CCPA Board Meeting

Time: Apr 12, 2021 07:00 PM Pacific Time (US and Canada)

Present: Ed Kashin, Chico Schwall, David Zupan, Mike Meyer, Steven Berkson, Bob Fennessey, Barbara Bochnovic, Heather Kent, Jon Pincus, Sandra Bishop, Janelle Krinsky, Mike Walker, Nancy Forrest, Jaci Guereña, Eric Herz, Gabriel Garcia Vasquez, Camas Wonders (previously, Banks), Sherry Franzen

### CCPA Board Agenda

1. Call to Order @7:16

2. Announcements & Member Input (5 minutes)

Rule - Board members and members can speak once for 1.5 minutes per subject. If there's time left, members can speak again for 1.5 minutes.

Heather is timekeeper.

Jon thinks time restriction is unproductive, same feelings about closed committee meetings as we have always had open committee meetings since the beginning of the organization.

Bob suggests that we share FB posts

3. Agenda Review (5 minutes)

4. Approval of Minutes (if Available, 5 minutes)

12/8, 2/4, 4/3 minutes

Steve made motion to approve. No objection. David Zupan seconds. Approved without objection unanimously.

## 5. Reports (None since reports were made on the 3rd of April - the last meeting)

## 6. Old Business

### a. Authorization for Cleanup (Berkson) (5 minutes)

Ed and Steve volunteered to help clean up and Chico has offered to store stuff. There may be historic diagrams, documents and records that need to be viewed by those who would know what they are and their inherent value. Specificity on items is suggested so everyone knows what we are talking about. Viewing time will be set up so members can see what they are.

Steve motions to do the clean up and set up a viewing time for items

David seconds

Approved without objection unanimously

### b. Paid Personnel Leave Policy (10 minutes)

Adopt the paid personnel leave policy. Employees were getting 44% more sick leave than in the current policy in addition to the .0425 hour per hour worked = 88 hours per year. There's been a clerical error that has been awarding vacation leave + sick leave. This has now been corrected. We want to now match the employee manual.

Steven motions.

David seconds.

Approved without objection unanimously.

### c. Discussion Item: Interim Booking Guidance and Staffing (15 Minutes)

Jon Pincus – Shouldn't be confirmations. Holds are appropriate. Board hasn't ...

Jaci – We need a professional booking agent. We will miss the boat if we don't get one.

Chico – I want to hear from Mike and Ed...not staffing first.

Mike – Not a lot of need. No set policy now. If we are going to book in the fall... need outreach. We are not a big risk. Only \$600 for expenses. (Booking) by mutual agreement. Open to suggestions for fall programs; arts, and education programs.  
Tours are looking to confirm. Sept through Dec.

Ed – All agencies are putting out feelers... some booking into 2022 and 2023.  
We have to be alive. Yes, we will take a hold. Never experienced before --- if things change are things close down --- everyone knows things could change.  
Not a risk to confirm a show. They move dates (as needed). Some have moved dates twice before. Everyone understands what could happen.

Steve – Consistency is important. Propose getting policy in place. Group of people around (or working as) booking agent.  
What are we going to do summer and fall? Separate that from policy development.

Mike Walker – Expressed some concern

Unsure of program path going forward. Connections, don't want to lose connections.  
Assemble consistent message; bullet points for talking to those agents and bands that call.  
Honor your ...  
Certain level of uncertainty in meetings is one thing. Need certainty when agents call.

Mike Meyer – Other than defaulting to what we've done in the past...  
Calendar has a lot of holds; 6 months to a year out.

Ed K. – Being consistent important with all artists and potential users.  
Reputation... Hasn't been professional booking agent.  
Have an interim person (booking). We need one person (as point of contact).

**ACTION: It was agreed to add 10 minutes additional time for this discussion.**

Gabriel – Guarantees...  
Yes, we have competition.  
Who is our contact at the City of Eugene?  
I would be on a team (to do booking).  
What are we trying to do?

David Z. – We need to flesh out – how are we going to operate.  
Need some policies in place.  
We are not in competition with other venues in City. We are a community center that does some shows.

Steven – (Suggest) a group of people work on proposal for specific events.  
Make a proposal to the Board.

Mike Meyer – We don't have staffing to carry forward the confirmation...

Sandra Bishop – Board should give parameters, not approve individual events or shows.

Sherry – Link to COVID protocols. Go forward (with events) but please be careful.

Ed K. – We can't do events in the Hall when White Bird is there with the vaccine clinic.

Jaci – We are a showcase, not just a community center. Will lose if we don't prioritize performing arts.

Steven – We can do (events) between their clinics. Bring back to the Board or not allowed to be in the Hall when there is (sensitive clinic-related things out).

Sandra - Mike Meyer said in chat... We are in competition with other venues in Eugene.

Mike Walker – Brand and community ties...

Bob – No one is asking...

Nancy – Because we haven't built that platform.

#### d. Discussion Item: WOW Hall doing musical instrument instruction during the partial shutdown. (15 minutes)

Sherry – My proposal. Fits with (more community use...).

Steven – Good idea. Nancy is right... socially distanced weddings, etc.

Jon Pincus – We could do individual or 2 or 3 spaced out in main hall (music students).  
If acoustic it is easier. A community center, not just a rock and roll club.  
We need to let the community know.

Chico – Very good. After school art class. Won't get half the people.  
We need to create the content ourselves.

Simple – we need to take the reins and do it – (such as) after school guitar class.

Steven – Get proposal to Ed and Mike Meyer.

Mike Meyer – Great ideas, but they need to solidify and be put on the calendar.

Sherry 0 Advertise and do outreach.

Ed K. – Good idea. Schedule and make it happen. Easily Accomplished.

David Z. – No objections. Would Chico be willing to work with Ed and Mike M on this?

Gabe – We could offer band practices with audio.

Can I get the contact for White Bird (for acoustic music during vaccine clinic)?

### e. Discussion Item: Interim General Manager. (15 Minutes)

details – to be the point of contact (for the Hall).

Need a point person at the Hall.

They could help build the policies, etc.

Jaci – Finding a Booking Agent first – General Manager (GM) or Executive Director (ED). Do the early steps in advance. Don't get in the way. Interim person to help strategize...

Steven – Secure the funding on it first. Separate getting the hall going from hiring a manager. Bad hire is worse than no hire. Need to hire someone for 9 to 12 months (for them to be effective).

Sandra – Clarify whether you are hiring a GM or ED. Need a point person.

Mike Meyer – List what we want. We can go through a lot of the steps. We don't have to hire.

Jon Pinsus – Last Executive Director wanted to close the Hall. We've had Interim Directors five times before; always set us back.

Hiring a manager – should be a very careful process.

Ed K. – We don't have --- what do we want? What can we pay?

They (person hired) would stay in close contact with the Board.

We need to be very careful and very prepared.

Steven – We have a point person in the Board Chair and officers.

Creating structure. Have clear goal. Being a little more prepared. Interim goal.

Mike Meyer – We need this position (hired).

Sherry – There are some really good people. Don't assume people are leaving a job to take a job like this. Have them come to see what they are up against.

Nancy – We need an ED. We need someone to implement that the Board does and we need someone on the ground. Performance ...

David Z. I've been in touch with Julie Daniel. Her advice --- if you get a good candidate you pay for it. Don't stick with local only. Put out word more widely.  
Like painting a house... prep, prep, prep. Then you'll get the best results.

Ed K. – There's a firm in Portland that does this kind of head-hunting. OFC hired...  
Conversation with Rick Davis.

Jaci – Get a good person. Pay them half time.

Steven – Funding (where is it coming from)?

Mike Meyer – Can't do the prep...(extensive prep).  
Job description (need to put together) and start to put word out.  
Can't see how we can have Board continue to (do all the booking...).

## 6. Closed Session

**MOTION: For Board to go into CLOSED SESSION.**

Jon Pincus – Is Closed Session about policy?

Steven – No. We are aware of the rules.

**The next CCPA BOARD MEETING is:  
May 11<sup>th</sup> at 7:00PM**

8:46pm – Board went into closed session to discuss:  
Personnel issues and  
Data Security Issues.

### a. Personnel Issues

### b. Data Security Issues

## 7. Adjourn