



CCPA Board Meeting Minutes 16 August 2022 via Zoom

Board Members present:

1. Jaci Guerena, Chair
(CCPA WOW Hall
Host)
2. Ed Kashin, Vice- Chair
3. Allison Carter,
Secretary
4. Linda Dievendorf,
Treasurer
5. David Hughes
(drhughes)
6. David Zupan
7. Mike Walker
8. Nancy Forrest
9. Deb Maher, Executive
Director, (non-voting)

Board Members absent: None.

Staff and support:

- Bob F (Bob Fennessy), Staff
- Steven Berkson, Tech consultant/volunteer hosting meeting
- Sandra Bishop, Contract Scribe

Participants:

- Sherry Franzen
- Sarah Chylek
- Thomas Hiura

Welcome and Remarks from the Chair – Jaci Guerena

7:19pm

Some technical difficulties caused by a software issue delayed the meeting.

The Chair briefly stated the guidelines for participating in the meeting:

- Board members have 2 minutes each time they speak unless making a report.
- Members have a total of 3 minutes to speak during the meeting.

Agenda Review

7:25pm

No changes to agenda.

Sandra Bishop – Made an announcement she is reviewing the tapes of six previous board meetings with no minutes. She is working on brief summaries from each meeting with action items. Motions and board actions will be captured in the board resolutions spreadsheet. She will forward draft minutes to the board, hopefully by September meeting.

1. Minutes Approval **7:29pm**

Minutes of July 19, 2022 CCPA Board Meeting as corrected:

APPROVED unanimously with 8 YES votes.

2. Public Comments **7:31 pm**

Thomas Hiura – My relationship with the Hall is that I’ve been coming to shows since I was a single digit (age). I was witness to the shooting that occurred. I became a volunteer this year. Also, in 10 days organized and booked South Eugene 10 year reunion. I was SE Class President in 2012. The reunion is on August 26th.

Sherry Franzan – I’m sorry to miss meetings, but don’t think I was at the June meeting. I like having the Board meeting recordings and minutes on the website.

3. Organizational Highlights – Deb Maher, Executive Director **7:34pm**

Deb reported on several areas of endeavor; see written ED report for details.

- **Budget** – Things are going very well. In 2 months have more than doubled grant proposals. Financials are good so we can be inspiring & creative not disparate and weird.
- **Security** – We are moving ahead with a scissors-style gate for front entrance security. Next step is to share design with the Historic Preservation group. Objective is to protect the historic front doors and porch and protect the building from fire.
- **Trip to Portland** – Visited Portland and met Mike and Allison. Visited Crystal Ballroom. They use Prism, same software systems we are implementing. Visited the Old Church venue. They used to be 80% from ticket sales, actually they are only 20% income from tickets because of the pandemic.
- **Coalition of Nonprofit groups** – Met with this group; gearing up to lobby the Oregon legislature.
- **Tech** – Last week the office was complete with new furniture & tech equipment. – We are controlling expenses. We got an OMNI blanket purchase agreement.
- **Volunteers and membership** – Going well.
- **House management** – Sept and Oct weekends are almost all booked.

Deb concluded - There are business cards for everyone. I’m supporting the staff doing their work.

Ed Kashin – Reminded everyone that Rock Camp is happening now.

Deb Maher, ED – There are 40 plus kids. There are bands practicing on the stage, in the lobby, downstairs and in the green room. This is a confidence building, cooperation, leadership and being on time; all part of the camp. Performance on Friday night 6:30pm.

4. July 2022 Financial Report & New Money - Deb Maher, ED 7:48pm

Deb Maher, ED – Treasurer Linda Dievendorf has reviewed the financials.

Income – Income from grants has doubled to \$227,850 – Large grant money & Lane Arts Council small grant. When looking at the financial reports pay attention the year-to-date column and the percentage of income. Contributed income is \$228,685. Earned income is \$18,067. July income \$247,352.

Expenses – Operating expenses; payroll and production. Remember there are 2 months in the year that have 3 pay periods so monthly expenses look larger. Payroll is \$8,300 less than last year. That's 300 hours per week among 20 people. Expenses in hours may go up. This results in more income. Other expenses may vary depending on shows and events. Security costs are based on audience and crowd. We are \$202,743 to the good.

Assets – We are in good shape.

Production report – Included in packet; in a new format for ongoing report. There were 3 events in July. Email or call Deb with any questions.

Discussion on Dispensary Sponsorship 8:00pm

Deb Maher, ED – A dispensary is interested in sponsoring an event at the Hall and wanted to give out discount coupons.

15 minute discussion – Board members agreed that it depends on many factors such as what show, or general sponsorship, how it might affect the OLCC license. It was agreed that there is a need for more information before any decisions can be made on such sponsorship. Specifically information is needed on OLCC regulations, as that agency has authority over liquor and cannabis. Following points came up in discussion:

- Hall is an all-ages venue
- Some board members were concerned about aligning with corporate sponsors – may alienate some attendees.
- Reminder to treat potential sponsors the same if it is a legal business.
- It's about public perception; partnership can facilitate or make it harder.
- Be careful how we brand the Hall – no banners or back page of notes for cannabis businesses might be good.

Deb will not move forward until there is more information and a specific proposal from a cannabis business. Board members can email Deb with other concerns or info.

5. Governance Committee report – Ed Kashin, Chair 8:15pm

Bylaws Work Group report – Making progress on updating the bylaws. The bylaws were written 46 years ago, amended in 1990. Question – Does the original intent meet with the current intent and do they meet the law? Recommend that Frank Gibson, attorney review proposed bylaws updates.

Discussion: Facilitating Membership Communications while

Protecting Member Privacy – Ed Kashin, Chair

8:20pm

30 minute discussion – Need for an enhanced way for members to communicate with other members.

- This would be done through online posting (no cost) or via USPS mailing carried out by a 3rd party (cost to be paid by requesting member). This has come up many times over the years. The purpose is to avoid releasing list of membership to protect privacy of members' information.
- It was suggested that everyone abide by same length and cost.
- Some board members wanted more time to consider such a policy. It was suggested they email Ed directly any points for further adjusting the policy by the Board at subsequent meetings.
- Recommend Board adopt membership communications as a policy this year before the Annual General Membership meeting.

BOARD ACTION – Board agreed on NOV 13th 4:00 PM as date for Annual General Membership Meeting.

MOTION: Adopt the policy for facilitating CCPA member communications and respecting member privacy.

Moved by Ed. Seconded by Linda Dievendorf.

PASSED with 6 Yes votes, One no vote (David Zupan, and One Abstaining (Nancy Forrest).

6. External Affairs Committee Report – Co-Chair Allison Carter

9:04pm

At the Kick-off meeting of the External Affairs Committee on July 28th Deb introduced the structure for External Affairs. There are four areas:

- Membership – need to recruit more new members. How to do that.
- Create more diverse programming.
- Board acting as ambassadors – how to improve image.
- Creating sustaining legacy members.

All those who attended this kick-off meeting expressed interest in working in one of the four areas. Allison is working in programming area. David Zupan and Nancy Forrest are working in area of donor groups and new members.

7. Internal Affairs Committee – Linda Dievendorf, Chair

9:08pm

Historical Preservation Subcommittee – David Hughes and Nancy Forrest are current members.

Human Resources Subcommittee– Had an introductory meeting. A new person, Kelli Osborn with 3 decades of experience in HR is interested as a result of Mike's letter that went out asking for volunteers. Working on EDA and non-discrimination.

Financial Oversight Subcommittee – is the working with Deb and Barbara adjusting the budget including looking at grants, other income and trend analysis.

8. Adjourn

9:10pm

Jaci Guerena, President – Meeting is adjourned.

SUMMARY of ACTION:

July 19, 2022 CCPA Board Meeting MINUTES as corrected:

APPROVED

MOTION: Adopt the policy for facilitating CCPA member communications and respecting member privacy.

PASSED

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