



CCPA Board Meeting Minutes 19 December 2022 via Zoom

Board Members present:

- Ed Kashin, Chair
- Thomas Hiura, Vice-Chair
- Allison Carter, Secretary
- Linda Dievendorf, Treasurer
- David Hughes
- Jaci Guarena
- Mike Walker
- Debrae FireHawk
- Sherry Franzen
- Deb Maher, Executive Director, (non-voting)

Board Members absent: None

Staff and support:

- Steven Berkson, tech volunteer, meeting host
- Sandra Bishop, contract scribe

Participants:

- No other members present

Welcome and Remarks from the Chair – Ed Kashin

7:00 pm

The Chair welcomed everyone and briefly stated the guidelines for participating.

Agenda Review

No changes to the agenda.

1. Minutes Approval

Minutes of Nov. 15, 2022 CCPA Board Meeting as corrected (grammar & typos):
APPROVED with 9 YES votes.

2. Public Comments

No public comment.

3. Organizational Highlights – Deb Maher, Executive Director

7:18 pm

Deb spotlighted two new hires and continuing interviews for two other positions:

- David Ferris has been hired as Assistant Membership Coordinator. He will first learn Bob's system before making changes and improvements to the member database. One of his main responsibilities will be taking over calling of members from Bob.
- Brian Hyta has been hired as the new Facilities Manager. Eric, our former Facilities Manager, will help Brian become familiar with files and tracking the work. Brian has worked with Eric and is very familiar with the Hall. He jumped right in to help at the Membership Meeting and is very engaged with ongoing facilities projects.

Q. Sherry Franzen, Board member – When David makes calls to members – how will he answer the question, if asked, about the minimum \$15 membership, since this was taken out of the bylaws?

A. Deb Maher, Exec. Director – Yes, we still have the \$15 minimum membership. It is up to the Board to make changes in that as a policy issue.

Deb continued with the ED highlights report, highlighting two successful volunteer and member events:

- **Volunteer Appreciation Party**, an annual event, took place December 12th. It was very well attended with many talented volunteers taking the stage.
- **Annual Membership Party** was well attended and had an enormous amount of food from about 65 restaurants. Special thanks to Bob for putting all this together. Two staff members, Desiree and Davis brought their bands as part of the music for the party.
- **New website** is under development and will go live very soon; on a date to be determined. Some issues being resolved related to membership; what constitutes a family members and how to designate one-person one-vote. This is to facilitate people joining and paying dues electronically.
- **Tree in the parking strip** west and north of the building must come down. City notification was received that this tree is hollow inside and thus dangerous (Sean O'Brien arborist with City of Eugene). There was board discussion about the possibility of saving and using some of the wood from the tree. The Board agreed that on Jan 8th a ceremony honoring the tree will be held. Debrae will help plan and arrange it.

Q. Mike Walker – Could the board members have a list of staff and roles; summary of their scope. We don't need their contact info. as board members should not be contacting staff members directly but should contact staff through Deb, our Executive Director.

A. Deb Maher, ED – Yes, I have it for the website. I'll get it to the board.

In conclusion:

Next week interviews are being held for the Community Voices Coordinator position and continued negotiations with University of Oregon hope to hire a UO journalism student.

\$2,000 received from Lane Arts Council for Celebrate the Latin Beat event.
My focus continues to be: Community engagement & networking; fundraising in all forms, board organizational development, and day-to-day operations and oversight.
[For more detail see: **ED Highlights Oct-Nov 2022.pdf**; 3-pages, undated.]

4. Financial Report – Deb Maher, ED

7:45 pm

Deb Maher, Executive Director reported on financial condition of the organization and presented 3 financial documents. For the benefit of new board member Deb went over the budget in-depth and took questions and comments from board members.

Q. Mike Walker – Is the PRISM (software) expense annual?

A. Deb Maher, ED – Yes.

Q. Mike Walker – I assume this time only, you went into line-item details in the budget?

A. Deb Maher, ED – Yes, for the benefit of new board members. Want to make sure they are aware of things such as the percentage of income to expenses.

Q. Ed Kashin – Yes, in future we will have briefer highlights on the budget.

A. Deb Maher, ED – Yes.

In conclusion:

- Expenses are related to performances; higher expenses means higher revenue/income.
- \$200,000 is in short-term investments including \$5,497 is in Capitol Funds
- We have \$500,000 in the bank.
- Shows and events are going well as shown in the Production Report.

Q. Jaci Guerena – Comment – Make sure all money in accounts is insured.

A. Deb Maher, ED – Yes.

[Revenue and expense details are in the written reports posted on the website:

CCPA BUDGET to ACTUAL_thru_30Nov2022.pdf, one page;

CCPA-Assets-thru-30Nov2022.pdf, one-page;

CCPA Production thru 30Nov2022.pdf, one page.]

5. Governance Committee – Thomas Hiura, Chair **Membership Policy**

8:08 pm

New board member and Governance Committee chair Thomas reported that the first project will be a work group to come up with a membership policy. Membership is the foundation of the CCPA and membership policy should reflect our values.

Ed Kashin – We are also working on setting up a Board retreat, especially for new Board members. And, will be discussing the membership policy in response to a change in the

bylaws that deleted the dollar amount (\$15) for minimum membership. A Board policy on membership is one of the most important issues to address.

6. External Affairs Committee Report – Co-Chairs Mike & Allison 8:12 pm

Mike Walker – How we bring good stories out about the Hall is important; showing the ongoing evolution of the Hall. And, exploring in what ways we might get more members. There is a diversified interest. Getting stories out and how to get new members is related. How we are more broadly fulfilling the Hall’s mission. It includes community outreach and marketing.

Deb Maher, ED – Website development relates to External Affairs Committee. I want to remind, especially the new board members; Work Group is of limited duration. Standing Sub-Committee is ongoing.

Allison Carter – The Programming Sub-Committee has met again. The Programming Sub-Committee is primarily how to support Skyeler in role. One of the things we discussed at the last committee meeting was how to get rental information to the public and promoters.

Q. Ed Kashin – Will there be work on diversifying programs?

A. Allison Carter – Yes, a work group will look at that.

7. Internal Affair Committee – Linda Dievendorf, Chair 8:19 pm

Linda reported on committee work and the Membership Party.

- Will be setting up a work group for legacy donors.
- Historic Preservation Sub-Committee only met once. Could use some more members.
- At the Membership Party I observed online and monitored the chat on FB and YouTube. Several people commented. Videos were very well done. People appreciated having a livestream.

Jaci Guerena – Thanks to staff and the board for helping at the Membership Party.

David Hughes – It was great. I would have appreciated having more crowd shots.

Sherry Franzen – Agreed. I would have liked to see more crowd shots and other locations in the Hall.

Ed Kashin – Everyone pitched in – whatever needed to be done. Roving cameras are a great idea. Thank you to Bob.

Next Board meeting

Tuesday January 17, 2023 at 7:00 pm via Zoom

Monthly board meetings will take place on the 3rd Monday of the month, unless Monday is a holiday; in which case the meeting will be held on Tuesday:

Tuesday Jan 17, 2023 (following Martin Luther King Day)

Tuesday Feb 21, 2023 (following Presidents Day)

Tuesday June 20, 2023 (following Juneteenth)

8. Adjourn

8:31 pm

Ed Kashin, Chair – Meeting is adjourned.

SUMMARY of ACTION:

Minutes of Nov. 15, 2022 CCPA Board Meeting: APPROVED

Board agreed to hold a ceremony on January 8th before City removes big leaf maple tree on Lincoln Street. Debrae agreed to plan and coordinate.