

CCPA Board Minutes December 8, 2020 6PM

Present:

Board: Jaci Guereña, David Zupan, Ed Kashin, Steve Berkson, Dan Wathen, Chico Schwall, Nancy Forrest, Mike Meyer

Absent: Camas Absence Excused

Staff: Bob Fennessey, Eric Hertz, Barbara Bochnovik

Members/Public: Marion Sweeney, Sherry Franzen, Bryan Calza, Cary Thompson, Cindy Vail, Gabriel Garcia, Jon Pincus, Rachel Thesmeyer, Sandra Bishop, Tom Wilt, Kathy Ging, Larry Hill, Djanelle Krinsky

1. Call to Order @ 6:05 PM
2. Agenda Review - Steven makes Motion to move the New Business agenda items to the top of the agenda. David seconds. No discussion, no objection. Those items will be considered first.
3. Approval of Minutes - Steven motions to table, no objection
4. Announcements: Sherry Franzen brings up that everyone needs to wear a mask in the hall at all times. After discussion, David moves to put mask policy on agenda, Jaci seconds. No discussion. no objection. Moved to agenda item #3
5. Reports
 - a. Financial Report (Chico Schwall) - We need an audit. It's a routine expense that can be covered with the state and federal money. Outsource bookkeeping for accounts receivable and payable has been advised. Financials need to be sent to BOD in advance. Safe needs to be secured. Current bookkeeping system is questionable. It's hard to read and ascertain separate accounts. Hard to distinguish liquid accounts. Time sheets not reviewed by board currently. Perhaps use an electronic clock in system. Report on status of financial systems. We could do better job with donations. Perhaps use Little Green Light, used by other non-profits. Conduct our fundraising drive when others are not. Grant in pipeline from Oregon Arts Commission for General Manager. We did not get it. Miller Grant available. Chico will be in touch about this grant. Change from interdisciplinary arts to arts services (change our category for grants, less competitive).
 - b. Facilities Report (Jon Pincus, Nancy Forrest and Eric Herz) Jon Pincus and Eric Herz have written brief reports to share. Jon Pincus talks about using applicable funds that could be spent from DOS funds that have to be used by 12/31. A couple of inspections have occurred in the last week. We have \$19,000 worth of expenses that need to occur around the hall beyond the roof and the street

lamps. \$3,000 of expenses meet the criteria for the DOS funding and should be made. Eric Herz report that certain expenditures should not be undertaken because they might not hold, like patching. Key update: Waiting to scheduling time to pick up keys from former/furloughed staff. Two board members given keys; the rest of the board officers will receive keys in near future. Eric mentions that roof leaked in 2012. Jon says that happened because of vandalism. Jon Pincus states roof is leaking at the parapets, the metal work, the corners and the state of the roof is actually in pretty good shape, not needing to be replaced in 7 or so years, but the metal work needs to be corrected now and arrest the leaking. Sandra adds that documents are titled and dated. (See attached reports Below)

- c. Short Term Fundraising Including December 45th Anniversary Celebration Committee Report (Ed Kashin and David Zupan) Ed reports that bands have responded to our event: Moonalice, Sugarbeets, Cynthia Healy (Exercise of Power) have confirmed they are participating in event. David says other component of this fundraising effort is the phone bank. Good response from Friends of Wow Hall volunteering to phone bank and encourage sustaining memberships. A patron has come forward who will match 50 cents on each dollar through 2/14/2021. Tentative start of event is 5 or 6 PM. Gabriel starting to use social media to push event (Facebook, Instagram) Mon, Wed, Fri at noon.
 - d. Report on Counsel of Record and Training Research (Zupan)
 - e. Report on Domain Name/Website/Data/Login security (Berkson)
6. Special Business (Items moved from New to first on the agenda in agenda review)
- a. Phone bank for the 45th celebration promotion and fund raising
 - i. Discussion/Action on phone bank activities for the 45th celebration promotion and fund raising.
 - b. 2020 PPP and 2020-21 DAS Expenditures.
 - i. Discuss/decide possible December budget expenditures including: 45th Anniversary Party, IT & database upgrades, board training, Hall maintenance, staff bonuses and independent consultant.
 1. Expenditures Authorized (*Moved by Steven Berkson, seconded by Ed Kashin; Motion as amended*): \$750 45th Celebration, \$600 on Board Training, \$300 for a Bookkeeping/Grant Consultant (Jennifer Spoerlein), \$350 for data protection equipment and safe deposit box, and all the rest to go to Hall Maintenance overseen by the Facilities Manager based on the reports received in the Facilities Reports (Earlier). – *Passed Unanimously*
 - c. Motion on COVID-19 Precautions in the Hall: Discussion, motion withdrawn as unnecessary.
7. Old Business
- a. Board Staff Liaison – Assigned to the Chair, David Zupan – *Passed Unanimously (Dan Wathen lost connection during this motion).*

- b. *(Moved by Mike Meyer and seconded by Steven Berkson)* Motion to form an operations planning work group by beginning January 1, 2021 to review and form operations and programming policy. The goal is to get policy ready for when the Hall and operations fully or mostly re-open. The group shall be made up of 6-9 members with at least 2 board members and 2 staff members. Any attending Board members will be voting members for the meeting in which they attend. Among the considerations and structure of the meetings:
 - i. Monthly or bi-monthly meetings as needed for a 6-month period to make recommendations to the board.
 - ii. Review and create operations and programming policy recommendations.
 - iii. Find partners and collaborations in diverse, quality, cost- effective programming.

Passed with 6 Aye and Dan Wathen abstaining.

- c. Motion to form a "Fund Raising Program Development Work Group" Tabled.
- 8. New Business (Items moved to top of the agenda)
 - 9. Adjourned at about 9:30 PM