



CCPA Board Meeting Minutes 17 May 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. Chico Schwall
6. David Hughes
7. David Zupan
8. Mike Walker
9. Nancy Forrest
10. Deb Maher, Interim
Executive Director,
(non-voting)

Board Members absent: None

Staff and support: None present

Participants:

1. Steven Berkson
2. Heather Kent
3. Fran Chylek
4. Jonathan Pincus
5. Megan Sondheim
6. Sarah Chylek
7. Sherry Franzen
8. Kami on phone

Welcome and Remarks from the Chair – Jaci Guerena

7:00pm

- Please keep comments constructive
- Two minutes for board members each time they speak
- Members will have a total of 3 minutes to speak during the meeting; in 30-second segments.
- Type hand in Chat to speak.

Agenda Review

7:05pm

- Up to 20 minutes for Public Comments
- Brief announcement at 7:35pm

1. Minutes Approval

7:10pm

**Minutes of April 15, 2021 CCPA Board Meeting (in Board packet) as corrected below:
APPROVED unanimously as corrected; 9 YES votes.**

CORRECTIONS to April 15, 2021 CCPA Board meeting minutes:

Linda Dievendorf – Page 5, line 2 delete “Information Technology (IT).” It is not part of internal affairs. Page 5, second bullet delete “Resources” and replace with “Preservation” to read **Historical Preservation Subcommittee**.

Ed Kashin & Mike Walker – Page 5, last paragraph first line delete “Relations” and replace with “Affairs.” Ed – This is to correct the title of the committee as previously corrected in the committee charter.

2. Public Comments

No public comment.

3. Announcement – Jaci Guerena, Chair

7:45pm

Deb Maher has been hired by the board as Executive Director beginning July 1, 2022.

Jaci Guerena, chair – The board worked together to create a job description for the ED (Executive Director) position. Our Treasurer Linda and staff, Barb looked in the budget to see what we could afford for an ED. Deb asked if we would consider her for the position. She would take a significant pay cut, but is willing to do that. The new position of ED will be much more outward facing.

The IED (Interim Executive Director) position that Deb holds expires on June 30th.

The Executive Director position begins July 1st 2022.

We are very excited to have Deb on board as the Executive Director.

4. Interim ED Report; Updates! – Deb Maher, Interim Executive Director 7:45pm

I’m pleased to accept the Executive Director position.

As Jaci said you can’t be at the WOW Hall too long without getting attached. That was never my intention but we are beginning to get things in place and a foundation laid and the board has been really terrific. I’m pleased to be part of the next chapter.

- My role will be very much support the staff so they can do what they need to do.
- I will be very engaged in outward facing things – looking at partnership development, new programs, grant writing and more.
- We’ll continue to build relationships with board members, members and the community.
- We will continue to use the great research Katy Vizdal did and make it actionable.

I’m very excited and pleased to continue. I look forward to continuing to work with all of you and seek all of your ideas as we build on the amazing foundation that is there and carry all the good things that have happened forward.

Update:

Strategic Plan – As we come into a new fiscal year, which starts July 1st, I’ll be preparing a Strategic Plan based on the five strategic goals that the board approved. It will drill down on how we prioritize work that supports those goals.

Other Updates:

- **Power pole relocation** - EWEB is going to move the pole and put a light on it at no cost to us. Location is near the mural wall in back. The light will shine into our back parking lot. It was a bureaucratic mess. I took it all the way to the top person at EWEB. I made a case for the Hall being community-oriented. EWEB agreed to use discretionary funds to pay for it.
- **Cameras** – We have all the cameras & equipment but got slowed down when the bid to install came in extremely high. Moving forward with this; will avoid astronomical cost to install wiring and all.
- **New Banner** – We now have a new banner with original font and logo in royal blue. Used it at a street fair near Farmers Market on April 18th.
- **Final Sunday Gathering** – This was the last Sunday of three. The topic was Enlivened Connections. Resulted in a community art piece with tiles that is hanging in the lobby. It was based on contemplating two questions: How are we connected? How do you feel about it? Then people captured that on abstract tiles for the art piece.
- **Blood drive scheduled May 23rd** – In partnership with Blood Works we are hosting the same people who gathered blood for the survivors (of the January 14th shooting) to do more community-building.
- **Grant proposals** – 7 proposals have been submitted for more than \$100,000.
- **Volunteer Coordinator** – Taylor Wyman has been hired as the new Volunteer Coordinator. She is member of Coalescence.
- **Staff meetings** – Every two weeks. Going well.
- **Knowledge management system & IT** – This ongoing work is getting a little more involved, trying to move all files to the right place so people know where they are.
- **Shows** – Have been successful. Two cancellations: Texacana Mamas cancelled April 21st date. Tish fell and broke her arm. Moon Alice cancelled 22nd date. One band member has COVID. They cancelled all Eugene, Portland and Seattle shows to reschedule.
- **Spanish-speaking radio station** – We have a good relationship with the Spanish-speaking radio station La Que Buena for promoting multi-cultural shows.

4. Financial Report – Deb Maher, Interim ED

7:50pm

The financial report was sent out to everyone. Below are the highlights.

Bottom line we are in good shape. Jen Spoerlein, our accountant has advised me that compared to other nonprofits we are in very good shape.

Resources are being spent down to cover monthly deficits and even so, CCPA will have a surplus of about \$300,000 at the end of this fiscal year.

- There is money to do investments including applying for more grants and doing more outreach to the community.

- There is a running deficit of about \$26,000. This month the deficit is higher, \$32,000 deficit for the month of April, because there were three pay periods in April.
- As previously explained the primary reason for being over budget is in three areas; advertising, artist fees (more shows) and security contractors.
- Cash flow is good; \$189,000 to the good (net income for year-to-date).
- By end of June expect to have \$300,000 in the bank. That means we have more room in the next year and a half or so to do more shows and programs.
- Working on the FY 22-23 budget with Linda (Treasurer) and the Finance Subcommittee (which has not yet met). As ED I will also go back to staff to revisit budget figures (and refine line items), as we now have more trending to go on.

Shuttered Venues Operator Grant reporting

All the reporting has been done properly and submitted to the SBA (Small Business Administration) according to the SVOG guidelines. When we received SVOG money we were allowed to credit expenses retroactively back to March 2020.

Jaci Guereña, Chair – When we received the SVO grant we knew we were going to invest in the organization. That is part of the deficit as well.

Deb Maher, Interim Executive Director – If you have any questions about budget or finances please contact me.

5. Moving Forward: Activity Report from Committee Chairs

7:55pm

Internal Affair Committee; Linda Dievendorf, Chair

Continuing to put together the three subcommittees. Finance Oversight Subcommittee is ready with a sufficient number of people. We could use more members for the Human Resources and Historical Preservation committees. I'm reaching out to the community and doing research; inviting WOW Hall members to join committees.

- **Financial Oversight Subcommittee**
- **Human Resources Subcommittee.**
- **Historical Preservation Subcommittee.**

Nancy Forrest – Do we have a sense of when the Financial Oversight Subcommittee will meet?

Linda Dievendorf – You and David Hughes are on it. I want to get more members before we meet.

Anyone interested contact: internal.affairs@wowhall.org

Governance Committee; Ed Kashin, Chair

Talking with people for the committee (work group) to look at updating the bylaws. Also, working on a board retreat including finding a mediator to lead it. Board get-

togethers and educational opportunities will be ongoing with a standing subcommittee. If you know of anyone to help on either committee let me know and tell them to email.

- **Board Development Subcommittee.**
- **Bylaws Work Group.**

Anyone interested contact: governance@wowhall.org

External Affairs Committee; Mike Walker Co-Chair

Working on staffing the subcommittees. Have finished the copy for email for recruiting members for all the committees. Will send that draft to other Committee chairs and Deb and then to all board members. Then staff would send out to membership and put in the next NOTES publication.

- **Event promotion (programming) Subcommittee.**
- **Community Outreach Subcommittee.**
- **Fundraising Subcommittee.**
- **Marketing Subcommittee.**

Anyone interested contact: external.affairs@wowhall.org

David Zupan – When will committees be meeting?

Mike Walker – Likely within two weeks. Key subcommittees could meet with a small number of people and we can add members later.

6. ADA policy and service animals – discussion 8:00 pm

Board members Ed Kashin, David Hughes, Jaci Guereña and Nancy Forrest and

Members Sherry Franzen, Jon Pincus, Steven Berkson, Fran Chylek and Heather Kent engaged in an informative discussion.

Introduction of the topic: **Ed Kashin** – There is no posting or signage anywhere in the Hall. There was a loose policy at one time but may not have been in compliance with laws on legitimate service animals. The only legitimate service animals are dogs and small horses. No one is likely to bring a horse to the Hall but we need to be in compliance. We need to allow service dogs with owner. What to do to make it right; perhaps need posted policy.

Board discussion points:

- In most states there are specific differences in state and federal laws.
- There is a difference between emotional support animals and service animals.
- It's about letting in a service dog.
- You can't ask about disability.
- It is problematic to work out a policy that works for everyone. There is confusion in the community. There are a lot of people out and about who have support animals.
- Many people don't get the distinction between support and service animals.
- Only housing is required to accommodate people with documented support animals.

- LTD and some grocery stores had to sort it out and may ask that people show documentation for service animals.
- We are not bound by any law to permit entry of an emotional support animal.

Member discussion points:

- Is it animal abuse to bring a dog into some of the loud performances? Do we have any liability for injury to dogs' hearing?
- This is a good reason to continue to have events online, for those who can't leave their support animal to attend.
- No dogs was the first policy passed by membership. Always allowed registered service animals in.
- A jacket (saying "service animal") does not necessarily mean it is.
- You can ban these animals if they would create a situation that might be harmful to or injury other people. You can say no if it affects the safe operation of the venue.
- Staff should do research and bring back to the board.
- It is difficult and complicated. Make sure you know before you post any policy. Some people will test you on it.
- It's not complicated. Any place of public accommodation must adhere to Oregon law.
- ORS (Oregon Revised Statutes) says: Any place of public accommodation may ask whether an animal is required due to a disability and may ask about the nature of the work or task that animal is trained to do or perform, or is being trained to do or perform, unless it is readily apparent that the animal performs or is being training to perform work or task for the benefit of a person with a disability.
- People who have service animals must be allowed in with their animal. Does not apply to people who have emotional support animals.
- There are two questions: Is the animal training to help a person with a disability? What's the nature of the work that the animal does?
- You can't ask about the person's disability.
- You don't need to post a policy because this applies to everyone.

Deb Maher, IED – I'll put together a draft policy and bring it to the Internal Affairs Committee, then bring it to the Board.

7. Adjournment

8:10pm

Congratulations to Deb, as new Executive Director.

Jaci Guarena – Meeting is adjourned.

Next meeting is: Tuesday June 21st 7pm. (3rd Tuesday of every month).

SUMMARY of ACTION:

April 15, 2022 CCPA Board Meeting Minutes

APPROVED

Announcement – Deb Maher has been hired as Executive Director beginning July 1, 2022.