



## CCPA Board Meeting Minutes 19 July 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, Interim  
Executive Director,  
(non-voting)

**Board Members absent:** None.

### Staff and support:

- Bob F (Bob Fennessy), Staff
- Henry Weber, Consultant working on security
- Steven Berkson, Tech consultant/volunteer hosting meeting
- Sandra Bishop, Contract Scribe

**Participants:** No other public was present.

### Welcome and Remarks from the Chair – Jaci Guerena

**7:03pm**

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

- Please no attacks or profane language
- Board members have 2 minutes each time they speak unless making a report.
- Members and other participants have a total of 3 minutes to make contributions during the meeting.

### Agenda Review

**7:05pm**

**5 minutes added to Executive Director (ED) report** to hear from Henry Weber on Hall security.

### Comments:

**Mike Walker** – Mentioned that it was not easy to find the live link to the CCPA Board meetings on the WOW Hall website.

**Deb Maher, ED** – Will leave a note for the web designer to make the link more prominent on front page and in calendar (for redesign of the website).

**Steven Berkson** – Asked about the pending minutes from previous CCPA Board meetings. Said pending minutes should be produced and posted or the ‘pending minutes’ notice should be removed from the website.

**Sandra Bishop** – Agreed to analyze the list of pending minutes and estimate time needed to complete. She will forward that to Deb, Executive Director.

**Deb Maher, ED** - Noted that the Board resolutions from Board meetings were captured, so you don’t have to dig through all the minutes to see Board action.

[NOTE: Video recordings of CCPA Board meetings are posted on the WOW Hall website shortly after the meeting date.]

## **2. Public Comments 7:12 pm**

**Sandra Bishop** – Is it too late to request to join one of the committees as a member? I was going to ask to get on one of the Programming Committees. Wanted to clarify I wouldn’t be doing it as Scribe, but as a member.

**Jaci Guerena, Chair** – No not too late. Talk with Allison or Mike at External Affairs Committee. If anyone knows of members who might be interested (in serving on a committee) tell them that some of the subcommittees and work groups are not full.

## **1. Minutes Approval 7:15pm**

**Minutes of June 21, 2022 CCPA Board Meeting as corrected:**

**APPROVED unanimously with 8 YES votes.**

**As corrected:**

Page five, Section 7 last sentence is incomplete. Should read: Coordinated with the Internal Affairs Committee Chair (CCPA Board Treasurer) and the External Affairs Committee Co-Chairs.

Page four, second line under “Graphic designer” delete 2029 insert 2019.

**Minutes of June 28, 2022 Special Membership Meeting to approved the 22-23 budget:**

**APPROVED unanimously with 8 YES votes.**

[NOTE: Website has new section for Membership Meetings above CCPA Board Mtngs.]

## **3. ED Report; June Updates! – Deb Maher, Executive Director 7:30pm**

Sent out an extensive Board packet including highlights for June.

- **Electric pole is moved** – Out of the way for touring buses. Bureaucratic process, no cost to us. Celebrating we got it done.
- **Cameras** have been progressively installed thanks to Henry (Weber). Will show the benefits of having the cameras.
- **Community Outreach** – We got funding from Lane Arts Council; \$3,000. It’s a planning & design grant to get the Youth Council off the ground for teenage young people who may have an interest in the music industry. Taylor Wyman, our

Volunteer Coordinator is going to engage in the planning & design phase with me. She will do outreach to find out what is going on now in the area for young people. For example, there's a young person's program in the City. We are not going to duplicate. We'll find out what is going on and create partnerships.

- **Office furniture & equipment** – We are controlling expenses. We got an OMNI blanket purchase agreement with Office World.
  - We are getting all new desk and chairs and plexi-glass guard on the counter. The all new desks and chairs are about one fourth the cost. High quality. Will be delivered in August.
  - New computers (3) will be installed in office.
- **New software platform PRISM** – A software platform that allows for very complex booking and managing calendar with hold dates and puts together show folders with all documentation in one place. I've asked Skylar to convene Production Team so there will be a very focused approach with people directly involved with putting on events and shows. They will be trained in this tool. Will make us more efficient.
- **Website redesign** – Designer Aaron Dietrich. Small delay but making progress. Website will be linked to ticket sales and member database (easy for people to join). More efficient but not losing the ambience and history.
- **Budget for FY 22-23** – Big accomplishment. Thank you for members unanimously approving the budget; very exciting.
- **Security** – Day-to-day operations of the hall include security inside and outside the building.

#### **4. Security concerns – Henry Weber, Tech Consultant & Deb, ED 7:35pm**

##### **Report and Board discussion**

##### **In conclusion:**

**Deb Maher, ED** – I appreciate we have a shared understanding of the security issues. I'm proceeding with a gated solution (for front door area). This is an operational issue and I appreciate the Board discussion about this (safety and security concerns).

[NOTE: In the interest of protecting staff, patrons and the WOW Hall building a presentation/report from Henry Weber and Executive Director Deb Maher and the resultant Board discussion of security concerns and measures taken at the Hall have been withheld from these minutes and deleted from the posted video recording of this CCPA Board meeting posted on the Hall website.]

#### **5. June 2022 Financial Report (End of Year) – Deb Maher, ED 7:57pm**

##### **Report and Board discussion**

**Deb Maher, ED** – The report I sent you is June and year-end financial report; where we ended up at the end of the year June 30<sup>th</sup>.

- **Net income** – We ended up with \$132,532 net income for the year.
- **Earned Income** – Exceeded our goal under earned income by \$85,000.

- **Expenses** were okay. Utilities was the only expenses that exceeded what we anticipated.
- Production expenses were beyond what was budgeted, but resulted in more income.
- **Ticket sales** were projected to be \$127,000. Actual ticket sales were \$185,000. That's why artist fees and contractor expenses were higher.
- **Current assets** – Current assets in the bank, this is s snapshot in time. We have more than \$500,000 in bank to get the year started.

I came in 9 months ago – this last year has been about getting on our feet.

This year is about staying on our feet. With this kind of income we won't have to take anything out of reserves. We are well positioned for future earned income. We have shows already being booked. We will end up with a surplus June 30<sup>th</sup> 2023, which sets us up for the 23-24 year.

- **Production report** – Total attendance: 3,523 people attended 75 shows. Income was \$246,000; even with cancellations the net was \$78,000.
- **Security gate** – There will be funds to pay for gate. We will get bids and get something that is affordable and at the same time functional.

I also sent out a schedule of Board meetings this coming year and a document showing where we are going in FY 22-23.

**Jaci Guerena, Chair** – Good that the Board has a list of what is coming up (quarterly) and list of Board meeting dates. Board members may submit agenda items prior to the week before a Board meeting when Deb sends out the Board packet.

December 20<sup>th</sup> meeting is schedule, might want to move that earlier. Other Board meeting dates may change.

**Jaci Guerena, Chair** – Are there guidelines on spending the ARPA grant?

**Deb Maher, ED** – It's for operations and it's good until Dec 31, 2023. We were surprised to get this much.

**Deb Maher, ED** – I was hoping to generate grants in the amount of \$111,000. Before the year starts we have doubled that. We are waiting to hear on other grants and continue to work on getting other grants. We are working on all the fundraising spokes in the wheel.

## 6. Governance Committee report – Ed Kashin, Chair

8:08pm

Two work groups are being put together for:

- **Bylaws Work Group** - to make any adjustments or updates to make sure we are in compliance since the law has changed. We will get that done in time for members to look at at the Annual Membership Meeting.

- **Elections Process** Work Group – How elections will work for this year (at the Annual Membership Meeting and Board election).

Meetings will be scheduled soon on these two items, which are essential to the operation of the WOW Hall.

**Anyone interested contact:** [governance@wowhall.org](mailto:governance@wowhall.org)

## **7. External Affairs Committee Report – Co-Chair Mike Walker 8:10pm**

### **External Affairs Report**

Kick-off meeting is Thursday July 28<sup>th</sup> 7PM for the External Affairs Committee.

Some Board members are on subcommittees already. I encourage all Board members to attend, even if you are busy with other committees. This first meeting will get into the nitty-gritty operations and relationship between operations, the board or subcommittees, committees, and the board and staff. External Affairs scope is very large. The committee structure will allow us to put Board members' goals into motion.

Ebb & flow; especially our subcommittee structure will be responsive to needs of operations or needs of the board. Rather than structure set up for the sake of structure hopefully it will be more responsive. At the first meeting we will talk about how that all works.

External Affairs has ramifications for the board as a whole, so hope board members can show up.

### **Membership as a Fundraising and Inclusion Activity**

This is to approach Nancy's goal that she expressed to the Board recently – a classic example of what goes to subcommittee. Take this as an example of an inspired thought by a member of the board and how this manifests within our particular committee structure and subcommittees. Since membership falls within the fundraising realm – that would be an excellent case study to bring to this meeting and come out with actionable ideas. Might be an ad hoc subcommittee or a standing committee.

Deb can use this as a good working example of fundraising, what she is trying to get into our heads when it comes to this item. Often times an idea such as a membership drive will come up at the board and be put into a committee. This idea brought forth by Nancy will be good as an example of that.

It is important to delineate between member retention and recruitment. Getting people to renew their membership and Board members out in the community acting as ambassadors, and getting new members to add depth to our membership.

## **Board Members as Ambassadors**

Document in the packet (dated July 2022). This general concept can work well as a discussion guide on ways to come up with new members. Would like to hear from Nancy, your thoughts.

**Nancy, Board member** – I'm not sure what you mean by the forum.

**Mike Walker** – The meeting on July 28<sup>th</sup>. Deb will explain conceptual ideas and your idea would be something concrete to perhaps serve as an example – go into a subcommittee where you could play a role in driving it or play a part in it. I figured it was a good topical thing to use within Deb's presentation.

If you are able to attend the meeting we might come out of the meeting with something happening at a subcommittee level.

I know there is Board member interest in subcommittees, but only David Zupan has gotten back to us. Board members if you have specific topics or skill sets – please do us the honor to let us know.

**Deb Maher, ED** – I've been internally focused. Moving into this year I'll be more outwardly focused, networking and making things happen. My role becomes more a leader and orchestrating staff and others. No one is getting thrown under the bus. We are all learning together. Want this to be joyful and exciting and how to work together and make things happen. We are going to co-create, figure out how we can mobilize together to do amazing things. That's the theme. I want to keep us aimed at our North star that is the Vision statement that you made as a Board. The External Affairs Committee is going to be more important moving forward. Governance Committee work also important to make sure everything is ready for the Membership meeting in November.

[NOTE: Some Board members are not able to be at the External Affairs Committee meeting July 28th and requested recording the meeting.]

**Anyone interested contact:** [external.affairs@wowhall.org](mailto:external.affairs@wowhall.org)

## **8. Internal Affairs Committee – Linda Dievendorf, Chair**

**8:24pm**

**Financial Oversight Subcommittee** – is together. We facilitated the budget and the approval of the FY 22-23 revised budget at the membership level.

**Human Resources Subcommittee**– Someone has expressed an interest in the committee.

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

Going forward we will go ahead and work with two member subcommittees and other members can join us.

**Anyone interested contact:** [internal.affairs@wowhall.org](mailto:internal.affairs@wowhall.org)

**Hiring ANNOUNCEMENT:**

**Deb Maher, ED** – I have retained Henry as our internal trusted geek. He will be providing us IT support as we ramp up with new computers. Then he will be on-call. He has done an incredible job with the (security) cameras and working with facilities staff. Want to thank Henry. He volunteered many hours previously. In this year’s budget there is budgeted fee for his work.

**ANNOUNCEMENT:**

**Steven Berkson, Tech volunteer** – Last year we acquired all the intellectual assets that we could related to the Hall that were held by volunteers and other people who donated them; the hosting, the domain names, etc.

The domain name **wowhall.com** has been illusive. I’m convinced this domain name was held by someone associated with the Hall because it has always pointed or bounced to our website; wowhall.org. I’ve been monitoring it. No one has fessed up to owning it, so I can’t get it turned over. It’s in a privacy registration. It has recently moved and no longer points to our website. It appears to be up for sale, but the for sale link doesn’t work. If anyone has any idea who might hold that domain name, please contact them and encourage them to sell it to the CCPA at a reasonable price. Someone has donated it for quite a long time.

Anyone who types wowhall.com by mistake may have it in their browser. So if anyone tells you the Hall website is broken check to see if they are using the wrong address.

James Bateman held the wowhall.org domain name for a long time. Aaron was hosting. Those have been turned over to the CCPA.

**9. Adjourn**

**8:29pm**

**Jaci Guerena, President – Meeting is adjourned.**

**SUMMARY of ACTION:**

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**June 21, 2022 CCPA Board Meeting MINUTES as corrected:**

**APPROVED**

**June 28, 2022 Special Membership Meeting MINUTES (in Board packet):**

**APPROVED**

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