**Summit Artspace board minutes Thursday, June 23, 2016**

**In attendance:** Allyson Boyd, Kaley Foster, Eufrancia Lash, Toby Ann Weber, Brenda Cummins, Jim Pickard, Susan Yingling, John Fitzgerald, Elaine Guregian, Barbara Feld, Hillary Stewart, Chris Miller, Theron Brown.

**Absent:** Randy Pope, Paul Jarrett

Chair Toby Weber brought the meeting to order at 8:07 a.m. She welcomed Eufrancia Lash as a new board member. Board members introduced themselves.

**Meeting minutes:**

Weber asked for approval of the April meeting minutes. B. Feld moved; J. Pickard seconded.

Weber asked for approval of the May minutes. C. Miller moved; H. Stewart seconded.

**Treasurer’s report: Toby Weber**

Weber noted that treasurer Christy Page was stranded at the airport in Chicago and could not attend, so she would give an abbreviated report on Page’s behalf. Weber distributed copies of the P&L and balance sheet Weber said she and Page had met with Linda Shredle(sp?) to reclassify some items on the budget and are still working on them. Pickard asked when everything will be reconciled. Weber said In July. The June 30 statements will show changes—for example, when money comes to SA via Paypal, it takes time to reconcile.

Weber said the 2015-16 fiscal year budget was intentionally set to drawn down on our reserves according to plans to build the arts center. So far this year, we have drawn down less than planned for the year, but she does still plan to spend money on signs and technology by June 30.

B Feld asked question: We budgeted $2300 for gallery entry fees this year but the P&L shows we only brought in about $400. Why the discrepancy? Weber said she will look into it, but one reason could be that when shows are produced by arts organizations sometimes they don’t charge admission fees. We may need to budget less revenue in this area next year.

**Board development committee report: Elaine Guregian**

Weber noted letter from P Jarrett requesting six-month leave of absence from the board, due to the personnel situation at Akron Symphony (two staff changes have left it short-staffed).

E Guregian reported that Weber, Feld and Guregian met to discuss additions to the board and Guregian followed up with an invitation to Kara Stewart (recently honored with Arts Alive arts administrator award). Kara talked further with Weber and agreed to join the board in July.

Guregian noted that Stewart would succeed Randy Pope, who has talked with Weber about his interest in finishing out his term on June 30. EG made a formal nomination to add Kara Stewart as a member of the board; unanimous approval. Guregian noted that she herself will step down on June 30, after 6 years on the board, and thanked fellow board members for the opportunity to serve with them. Weber and Feld thanked her and Feld presented a gift.

**Development Committee/Arts Alive report**: **Brenda Cummins**

Cummins commended the staff and Weber, whom she said had put in exorbitant number of hours recently, and noted how it is clear the staff appreciates her. Noted great coverage of the Arts Alive event in the Beacon Journal and that the artists were happy—noted good job by Katie Carver for a great lineup of awardees. Feld thanked Weber and Cummins. Weber noted there was no revenue or expense budgeted for event. Guregian noted success of having such distinguished awardees and thanked John Fitzgerald for greeting people—important to make it a welcoming event and it was. Cummins commended Mila C. for arranging that, and other details. Cummins also commended Joan Colbert for her good work arranging Out of the Box auction items.

**Additional discussion re: grants and foundations**

Cummins referred board to the grant tracking chart and noted that in our search for a new director we need someone who has experience in grant seeking. Weber noted new ED needs to pay attention to deadlines for Letters of Inquiry and final proposals so we don’t miss any opportunities. Cummins asked board members to make suggestions for any new foundations at banks or other businesses that we have not previously contacted.

Weber explained why a $45K proposal to GAR Foundation had been withdrawn: She had found a letter to them with her electronic signature. She had not seen the letter prior to that. Weber called Christine Mayer and asked for the proposal to be withdrawn.

Cummins noted Weber’s plan, previously circulated to the board via email, to establish a Summit Artspace endowment fund at the Akron Community Foundation with $5K from our accounts. Goal is to take distributions from the fund after it grows. Cummins moved that the board approve the establishment of the endowment. Guregian seconded motion. All in favor.

Creative Community report: Toby Weber

Reviewed steps taken so far to consider helping Neighborhood Development Services in Barberton with their two ACOT projects. Weber said they aspire to projects similar to what we do at SA. After board reps visited them in April, we put our proposed 60-day review process on hold because of ED Joanne Green’s departure. Weber wrote to our contact, updating them on information including Green’s departure, but the contact did not receive her message. On May 31, Green went to meet with them, telling them her contract had not been renewed (Weber noted she did not have a contract) that the board was in disarray and the staff was leaving. They contacted Nicole Mullet, who vouched for SA’s stability. Barberton contacts are willing to fund a fulltime manager for ACOT for six months. The city of Barberton plans to take care of the building but wants SA to oversee the employee. Weber re-wrote their job description to be more complete.

**Next step:** Weber wants a group from our board to discuss if we want to take on this project.

Feld said she is concerned that because we are between EDs, the responsibility will fall to Weber. Weber said she was not advocating for it but wanted to fulfill our commitment to explore the idea. Yingling asked if they had a plan for after the six months. Weber said the six months was to figure out a plan. Pickard wondered if it was really possible to find someone competent who would do the job for six months with no assurance of future employment. Weber said she thought yes, but it was up to the Barberton community to step up, fully behind the project. Weber will be in contact with Dave Vaughn to plan the next step.

**Tenant report:**

Hillary Stewart said our goal is to get all tenants to a $10/sq ft rate. Currently Rubber City Prints pays $5.22/sq foot. Their lease is up June 30. Weber said she had offered them month-to-month extension. Pickard suggested raising the rate a little (not to $10 but more than $5.22) to encourage them to decide faster, so we can find a tenant at the higher rate. Weber agreed.

Stewart said we have 4 vacancies.

Weber noted RC Shakespeare is leaving. Considers them a success story since we launched them and they are now moving to a church on Market St.

Board Chair report: Weber

She was disappointed at condition of some administrative details she discovered after Green’s departure. Said customer service for internal and external customers is not what it should be: for example, many items of correspondence apologized for delays.

Noted many recipients of recent Knight Arts grants are looking for matching funds, and some want fiscal sponsors. Benjamin Rexroad and Wandering Aesthetics asked SA to be sponsor and after meeting with them, Weber is in favor.

Fitzgerald asked what is entailed. Weber said we take responsibility for making sure they spend their funds consistent with what they promised in their grant. Guregian noted Rexroad is a past AAAA awardee. Stewart noted WA is also a current tenant. Cummins moved that SA become a fiscal sponsor for Wandering Aesthetic and their Bigger Than a Breadbox project. Fitzgerald seconded. All in favor

Feld reminded the board of an opening next Friday, July 1 at SA: “Precious” exhibit, a fine craft show from 5-8 p.m. Weber noted the show will also be open for the art walk that Saturday, July 2. Motion to adjourn by Yingling, seconded by Cummins. Adjourned at 9:02 a.m.

The board next entered an executive session.

*--Respectfully submitted by Secretary Elaine Guregian, 6.26.16*