CCAC Board Meeting
Wednesday, January 19, 2022
St. Johns H S Band Room – 6:15 p.m.

Commence 6:19 pm

I. Welcome
   A. Selection of Someone to Lead the First Part of the Meeting
      a. Tom Webb
   B. Agenda Approval
      a. Motion by Mark Miser
      b. Second by Roy Davis
      c. Approved
   C. Minutes Approval from the November & December Meetings
      a. Motion by Mark Miser
      b. Second by Susan DeRosa
      c. Approved
   D. Treasurer’s Report
      a. Motion by Susan DeRosa
      b. Second by Mark Miser
      c. Approved

II. CCAC Board of Directors
   A. Selection of Officers
      a. President
         i. Paige Kipp nominated
            1. Motion by Mark Miser
            2. Second by Roy Davis
            3. Approved
      b. Vice President
         i. Tom Webb nominated
            1. Motion by Mark Miser
            2. Second by Courtney Sturgis
            3. Approved
      c. Treasurer
         i. Sheri Applebee – staying on
      d. Secretary
         i. Courtney Sturgis nominated
            1. Motion by Mark Miser
            2. Second by Susan DeRosa
            3. Approved
   B. Board Meetings – Dates, Times, Place
      a. Every 3rd Tuesday @ 6:30pm of every month for 2022 at the St. Johns High School Band Room
   C. Janell Kebler - Letter of Resignation

Attendance:
- Jamie Madar
- Debbie Fehrenbach
- Tom Webb
- Sheri Applebee
- Courtney Sturgis
- Roy Davis
- Susan DeRosa
- Mark Miser
- Paige Kipp
a. Motion made to accept Janell’s letter of resignation by Sheri Applebee
b. Second by Mark Miser
c. Approved

D. Debbie Fehrenbach – Interest in Being a Board Member
   a. Introductions of the group
   b. Motion to add Debbie F. to the board by Mark Miser
   c. Second by Susan DeRosa
d. Approved

III. Operating Structure
A. 2022 Structure – Covering Needs
   1. Explanation:
      i. May not need so many committees
      ii. Each branch does their own marketing, membership, and events
   2. Activities
      i. Run by branch
   3. Fund Development
      i. Do not need a committee for this
      ii. Debbie Doust hired in the past for this
      iii. MCACA is the one that we depend on the most
      iv. We’ve applied for an emergency covid grant in the past
      v. We’ve received a grant from the City of St. Johns for the Brown Bag Concert Series, but unused remaining monies were returned
      vi. The City of St. Johns mentioned there may be money to fund the art in the crosswalks around the county project
   4. Marketing
      i. Gallery Manager/Director should create Facebook posts and run Constant Contact
      ii. All branches shall oversee their own event marketing
   5. Membership
      i. Sheri could do this
   6. Motion by Tom Webb to reorganize the operating structure so that marketing and activities are under the responsibility of each branch.
      i. Motion by Mark Miser
      ii. Second by Susan DeRosa
      iii. Approved

B. Other Board Needs

III. Discussion Items
A. Gallery Director
   1. Selecting a New Director – procedure
      a. Director Selection Committee:
         i. Sheri Applebee
         ii. Susan DeRosa
         iii. Debbie Fehrenbach
         iv. Jamie Madar
      b. Director Selection Committee Duties:
         i. Finalize job description
         ii. Finalize salary
ii. Interview current candidates
iii. Make recommendation to Board via email
iv. Ideal start date by February 1
v. If decision is not reached with current candidates, an advertisement will be posted calling for candidates

2. Two Candidates – Theressa Levett & Wendy Ward

3. Job Description
   a. Needs to be finalized and sent out to all of board members
   b. Needs to be a contract for 1-2 years, that person can be reviewed

4. Salary

5. Interviews

B. Railway Museum
   1. Keep as a branch?
      a. Discussion:
         i. Too much for this current board to fill the past shoes
         ii. It’s great advertisement for this board, so it could be stated it’s commemorative and founded by the CCAC Railroad Commission
         iii. The City of St. Johns has expressed interest in the museum.
      b. Motion by Paige Kipp to dissolve the Railroad Museum Branch and approach the City of St. Johns to take over the railroad museum and associated operations (negotiate with city).
         i. Second by Sheri Applebee
         ii. Discussion: Sheri Applebee, Paige Kipp, and Bill Tenant to be in contact with City of St. Johns.
         iii. Motion Approved
         iv. The Board expects status updates on the transition in future meetings.
         v. There is approx. $15,000 in the bank account allocated for the railroad museum and rail cars – this should be earmarked to go toward restoration of the rail cars.

2. If “yes” – post for a new director
   a. No

C. Brown Bag Series
   1. Run again this year?
      a. No, leave to City of St. Johns DDA
      b. Needs to be coordinated with the DDA Street Singers program
      c. Motion by Roy Davis to transfer to the DDA
         i. Second by Courtney Sturgis
         ii. Approved

2. If “yes” – which branch or who will take it on?
   a. No

D. Any Other Discussion Item
   a. Work on Crosswalk Project next meeting
   b. MSU interns
      i. Keeping our ears open – no interns at this time
   c. Items to include in the next newsletter:
i. Wilson Center Events:
   1. March 18 – Concert in Wilson Center, Irish Folk Music, Susan O’Roarke and her associate, one from Nashville – Tom to send out
   2. Smoke & Sled dog Records
   3. will try to do a concert with them once a month if the agreement goes through

ii. Mobile Art Cart – early summer
   1. Will still be worked on by Ruthie Reynolds
   2. still funded by CCAC

iii. Mint City Singers
   1. April 29

iv. Homegrown
   1. nothing at this time

v. Biographies will go out with this newsletter

vi. a thank you for Ruthie Reynolds, Jenny McCampbell, and Bill Tenant
   1. Paige Kipp needs information on each of these

    d. Commemoration for Bill Tenant, at concert series – little moment, maybe a gift cards and flowers or something engraved

IV. Closing Comments

   3. Anything Else
      a. Minutes will be sent within 2 weeks following each board meeting.
      b. Tom Webb to update board contact list

   4. Branch reports should be taken care of as a consent agenda

   5. Reports still due Friday before meeting and sent out Monday before meeting

   6. Non-Profit Hub coming up, backside of Huntington building that we could utilize as office space and possibly free up gallery space

B. Next Meeting

February 15 @ 6:30 pm at SJHS Band Room