

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

- iii. Interview current candidates
 - iv. Make recommendation to Board via email
 - v. Ideal start date by February 1
 - vi. if decision is not reached with current candidates, an advertisement will be posted calling for candidates
 - 2. Two Candidates – Theresa 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 ORoarke 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