



Board Meeting Minutes March 21, 2023

1. Welcome

- a. Agenda Approval
 - Motion Sherri – Susan 2nd
- b. Minutes Approval
 - Motion Debbie F. – Roy 2nd
- c. Treasurer's Report
 - Motion Debbie F. – Susan 2nd

2. Committee Reports

- a. Fund Development
 - Sheri said she will start accounting. The MACC Grant is due the 1st of June. She will start the 1st of April and finish by the 1st of May. We need to hire someone to write it, however. Recommended paying Courtney to do it.
 - Grants became computerized over the past 5 years, but the written part is 4 pages. We have examples for reference if we need to write it. Theresa suggested that she and Saige can do it. Debbie F. offered to help write it.
- b. Membership
 - Debbie F. suggested adjusting our basic membership packages to sell to members and businesses more easily. She researched other art centers for reference. Suggested improving incentives for memberships. Suggested creating a Wishlist. Discussed membership names, prices and proposed changes. Change Legacy membership to Lifetime membership. Suggested making donation categories for each branch, as opposed to the entire CCAC.
 - Proposed we get an iPad or laptop to help different branches keep track of the other branches' finances.
 - Suggested member discounts (10% Off) to HGP, MCS, Events. Suggested free tickets proposed to members depending on monetary value and rank of membership (create a plaque for Corps.). Suggested members get thanked at Concerts in the Park and other Events.
 - Discussed proposed classes/workshops to offer to members.

- Discussed possibility of a quarterly newsletter. Proposed Saige write the newsletter. Include patron/membership list in newsletter.
- Create a Patrons Page on the website for thanking/recognizing members.
- Tom suggested a second level of Corporation membership for \$1,000 for 10 free tickets to any event and recognition in all printed materials. Proposed a display for the gallery (business logos, member names). Suggested renaming memberships after previous, prominent volunteers and members (Kaye). Suggested we make a large plaque with small cards for patrons/sponsors. Suggested adding an Event sponsorship unique to each branch.
- Susan suggested we lower the Lifetime membership to \$2,500 in place of \$5,000.
- Suggested each branch create an equipment Wishlist for the website.
- Motion – Susan, Theresa 2nd
 - Document provided. Debbie F. will update the document and send to the board via email for approval.

3. Branch Reports

- Art & Soul Gallery
 - Waiting for Match on Main Grant. Had to refund money for February due to blizzards, Covid, cancellations. Meeting with Gallery Committee to discuss Events.
- Clinton Northern Railway
 - No updates. On hold due to City.
- Concert in the Park
 - Bill Tennet has 10 of 12 acts signed. Waiting for schedule release.
- Homegrown Productions
 - No current venue to put on plays. Sent a letter for possible Grant with City.
- Mint City Singers
 - Upcoming concert on the 31st. Ads all on social media. Shared print materials. Discussed upcoming concert.
- Wilson Center Auditorium
 - Possible Grant with City
 - Debra was referenced. Tom got email from acting City Manager. Found a USDA Grant that provides funds for facilities that enhances the lifestyle of people in more rural cities. Wrote an application and made it to next round. It is through Congresswoman's Slotkin's office. Tom recruited Debra and himself as well as others and wrote letters. Money would go

towards auditorium. Could push agreement through. Waiting on review.

- Presentation to the City Commission
 - Tom had 8-10 minutes to present to the City. Shared history of the CCAC.
 - Document provided.
 - Discussed finances. Discussed purchase agreement and percent stakes towards sq. footage. Discussed boiler reparations. City will be responsible for replacing furnace and air-conditioning units. Action was taken last night (March 20th) to move forward. Discussed misinformation. Stance was taken towards preserving the gym/venue.
 - Debra spoke with the Vice Mayor and said she would divulge the information about a five-million-dollar bond that may cover the Center.
 - Willing to provide document.
 - Susan spoke to Dymaxion (contractor) about boundaries.

4. Discussion Items

- a. Update on Laptop for Treasurer
 - Sheri looked into a 1-year warranty and discussed specs with Lauri. Quote from NewLook. Tom mentioned NewLook is the driving force of the opposition of the Wilson Center. Theresa and Lauri offered to help find her some more proposals.
 - Roy motioned that we examine more proposals for computer updates and suggested we bring those in the next meeting for discussion.
 - Motion – Roy, Susan 2nd
- b. Contracts – Update on Theresa and Saige
 - Sheri and Theresa met and adjusted her contract. Made agreement and signed contract. Removed social media contract out of Theresa's contract. Made a new position.
 - Debbie motioned we make a social media contract.
 - Roy motioned \$350 a month for Saige as well as retro pay back to January 2023.
 - Motion – Roy, Ida 2nd
- c. Endowment Funds
 - No update. More information next month.

5. New Business

- a. Charitable Gaming Event

- Sheri discussed Friday and Saturday shifts on April 14th and 15th, she has the previous shifts covered. Debbie F., Susan, Tom and Theresa signed up for additional shifts.
 - Theresa discussed the division into the general account for the CCAC. Sheri shared how the CG money is dispersed.
- b. Acceptance of Resignation (Paige)
- Motion – Susan, Deb. F. 2nd
 - Susan suggested a thank you letter to Paige.
- c. Appointment of New Officers
- Tom will become President for the remainder of the year.
 - Ida VanBeelen was voted to become Vice President in training to be President.
 - Motion – Roy, Deb. F. 2nd
- d. New Check Signers
- Since Mark passed away, Tom has signed checks. Deb. F. and Ida volunteered to take up the role.
 - Motion – Susan, Debra 2nd
- e. Additional New Business
- No new update.

Attendance:

- ✓ Tom
- ✓ Sheri
- ✓ Saige
- ✓ Theresa
- ✓ Susan
- ✓ Roy
- Marshelia
- Kathie
- ✓ Lauri
- ✓ Ida
- ✓ Debbie
- ✓ Debra