

# CCAC Board Meeting Agenda

July 18, 2023

6:30 PM

1. Welcome
2. Call to Order: 6:33 PM
  - a. Agenda Approval
    - i. Motion – Susan 2<sup>nd</sup> - Roy
  - b. Minutes Approval
    - i. Motion – Susan 2<sup>nd</sup> – Kathie
    - ii. June Minutes Approval: Motion – Kathie 2<sup>nd</sup> - Susan
  - c. Treasurer’s Report
    - i. Motion – Roy 2<sup>nd</sup> - Theresa
3. Committee Reports: 6:40 PM
  - a. Fund Development
    - i. Update on final MACC Grant Proposal
      1. Grant was submitted on time. Reviews complete mid-June, but no current news or report.
  - b. Membership Update
    - i. Update on renewals and determination of chair this committee.
      1. List was recently updated. New chair required, waiting on new representative.
4. Branch Reports: 6:45 PM
  - a. Art & Soul Gallery
    - i. Classes are slow during the summer, smaller sales, Chalk Walk and Chocolate Walk are coming up in September, October. Working alongside other art businesses to coordinate the Chalk Walk with the Fall Festival.
  - b. Concerts in the Park
    - i. The Lansing Concert Band was cancelled for safety of the patrons and performers due to the wildfire smoke.
    - ii. M80s collected \$900.
    - iii. Toppermost Band brought in \$250, had to start 45 minutes earlier due to pouring rain/thunderstorm.
    - iv. Jeff Richards & Friends plays tomorrow. Grand piano being brought in. Unique event.
    - v. New batch of 30 T-Shirts. Might bring some to the Gallery for sales.  
**ACTION:** Must talk to Ruth about selling more at the shows.

- c. Homegrown Productions
    - i. Still on hiatus.
  - d. Mint City Singers
    - i. Debra reported on the money from Sheri regarding the printer for sheet music. Money was used for music software program. Do not have receipts as they were Mark's and since his passing, it has been hard to collect. The money was used for a printer and software program.
5. Clinton Northern Railway Update 6:50 PM
- a. Nothing to update.
6. Wilson Center Update 6:55 PM
- a. Update on possible grant with City
    - i. Did not get the grant for auditorium.
      - 1. They cut back on what they were doing with the auditorium and decided it was not part of their job to do the joining and roof. They meet Monday evening with condominium documents and building plans for discussion. Developers wanted to go 50/50 in case of future sale. In negotiations. Also, they will discuss the cost for the plans.
  - b. Update on Wilson Center status
    - 1. Until asbestos abatement is complete, no shows allowed.
    - 2. Discussed article addressing the updates to the building.
7. Discussion Items from Last Meeting: 7:00 PM
- a. Update on Laptop for the Treasurer
    - i. Laptop was purchased within the budget range. All equipment, software and warranty covered. Quickbooks on system is desktop only, outdated, with new, current Quickbooks update moved to online only. Trying to figure out how to transfer data. **ACTION:** Must discuss with Sheri.
  - b. Endowment Update
    - i. Sheri not present
8. New Business 7:10 PM
- a. Charitable Gaming: Identifying new chairperson/organizer. **URGENT**
    - i. Tom is willing to help but isn't in the position to chair. Waiting on volunteer.
  - b. Replacing Sheri as our Treasurer beginning January 1, 2024 **URGENT**
    - i. Saige put out an advertising campaign to find a new treasurer, but there are no current applications.
    - ii. **ACTION:** Put listing on Indeed.
    - iii. **ACTION:** Ask St. Johns City or Chamber of Commerce.

- iv. **ACTION:** Roy will ask Cody Heid.
  - v. \$225 is offered monthly. 8 Hours a week.
  - vi. **ACTION:** Discuss further list of duties with Sheri for improved advertising.
  - vii. Ida suggested creating two positions, Bookkeeper (bills) and Treasurer (records) for improved checks and balances. **ACTION:** Must discuss with Sheri. Ida will put together a description of a bookkeeping position and amend it with Sheri's list. Prepare for next month.
- c. **Upcoming Events and Preparations**
- i. Theresa proposed events that each branch participates in together for fundraising. Discussed different possibilities for events: auctions, murder mysteries (Home Grown Productions), etc. and locations, such as the park, eventually Wilson Center.
- d. **Mobile Art Cart: Funding available from Charitable Gaming Funds? Other options?**
- i. Sheri typically gives Theresa a set amount to use for the Mobile Art Cart from previous funding. She enquired if we could use the Charitable Gaming Funds towards the Art Cart, since they are no longer being used for the rent of the auditorium. **ACTION:** Theresa will talk to Sheri about funds for discussion next meeting.
- e. **Request for Music for Mint City Singers**
- i. **ACTION:** Debra to write a request for purchase of sheet music (cost, amount of sheets, etc.) and send it to Tom or Theresa. Debra to talk to Steven about purchasing music.
- f. **Board Member Resignation**
- i. Debbie Fehrenbach resigned from the board due to difference in vision and will support the CCAC in an alternative matter.
    - 1. Motion – Roy 2<sup>nd</sup> – Susan
- g. **Shelving Units in the Gallery**
- 1. Discussed that Debbie F. donated the shelving for her class, written in previous Minutes.
  - 2. Read through Debbie's request for shelving and pay and discussed the written consent of donation.
  - 3. Discussed the issues with Debbie F.'s demands and behavior.
  - 4. Board decided that nothing is owed to Debbie F. and to give her a receipt and letter of thank you.
    - a. Motion – Roy 2<sup>nd</sup> - Debra
- h. **Additional New Business**
- i. Guidelines for class instructors and instruction.
    - 1. **ACTION:** Theresa to send list to board. Board to proofread new guidelines and rules and discuss on future date.

**i. Paintings Under Overpass**

- i. Murals were defaced years ago. Theresa offered to touch up the painting, but her health is a concern. Lauri proposed getting a mural painted by highschoolers. Susan suggested Saige possibly do a dragon. Kathie suggested making a class out of it, how to clean, design, etc. and the possibility of a grant. Call for artists? Discussed local paint and donations (O’Leary, Home Depot, Gilroys?).**
- ii. Roy recommends paying Theresa for the extra labor. **ACTION:** Theresa to write the \$1,500 artist grant from Arts Council of Greater Lansing for August 1<sup>st</sup>. If granted, she will be paid to touch up the mural.**

**9. Adjournment: 7:45 PM**

**10. Next meeting: August 15, 2023 at 6:30 PM**

**Tom**

**Kathie**

**Roy**

**Laurie**

**Susan**

**Saige**

**Theressa**

**Debra**

**Ida**