

Call to Order/Attendance

Luci Brantley, Nancy Goodell, Nancy Guardabascio and Vicki Bell

○ Approval of the December 10 2014 Executive Committee Minutes

- The following corrections were noted on the December 10, 2014 minutes: The Craft Fair Debrief should include Chip Chapman along with Luci as a presenter.
- The fifth bullet under Craft Fair Debrief the first sentence needs to be corrected to read, "Sharing the Z-Arts table with the Giving Tree volunteers diminished the effectiveness of the Z-Arts promotions.
- The sixth bullet, second sentence under Craft Fair Debrief needs to be corrected to read, "It was suggested that vendors be stationed only in the performance room, which also helps to keep the art in the gallery safe from accidents."
- The seventh bullet under Craft Fair Debrief needs to be corrected to read, "Deep Creek appeared to have difficulties which affected the needs of the visitors and other vendors. Comments were received about the food offerings not meeting the standard or expectations from the previous year."
- The tenth bullet under Craft Fair Debrief needs to be corrected to read "It was noted there was low attendance from our local vendors and discussed that we need to make a better effort to get them involved."
- The third bullet, last sentence under Financial Report needs to be corrected to read, "It was suggested that the monies should be paid to the Virgin and Rockville guides and they can do with the funds as they please."
- Nancy Goodell **MOVED** to accept the December 10, 2014 minutes with the above corrections. Luci **SECONDED** the motion. Motion passed unanimously.

○ Gala Update – Nancy & Nancy

- Received positive feedback from Gala attendees. Having the music in the back room seems to be the preferred format. The food was excellent. We continue to have a good working relationship with Kristin and Mike at the Switchback. The silent auction was successful and much classier than an opportunity drawing. There were a total of 63 people in attendance.
- Proceeds totaled \$3,750 in Gala sponsorships inclusive of membership fees. The Gala grossed \$8,005.00 and netted \$5,253.63 after expenses.
- Nancy Goodell offered to provide a handbook on procedures for planning the next Gala.

○ Greek Theater Reconsideration – Nancy Guardabascio

- Nancy Guardabascio suggested that the committee may want to reconsider whether Z-Arts should sponsor the Greek Theater another year but only if Westminster is willing to work with us on changing the date and time of the event. It was agreed that this should be tabled and presented to the full Board for consideration.

○ Review 2015 Meeting Schedule – Nancy Guardabascio

- The meeting schedule for 2015 was reviewed with the following changes: The February 9th board meeting was cancelled and rescheduled for March 9th. A board

meeting was scheduled for September 14th bringing the total number of board meetings to nine (9) per year.

- Vicki will update the schedule and include copies in the retreat manuals. She will also update the calendar on the website.
- **Review Grant Calendar; Assign Preparation Responsibilities – Nancy Guardabascio**
 - The deadline for the Arts and Museums operational grant is February 27. Nancy Guardabascio will take the lead on writing the grant and Vicki will assist. Luci volunteered to help with editing and proofing. We will be requesting \$7,500 again this year.
 - We are in need of another performer for 2016 that can be funded by Westaf. Brad Richtor is interested in returning, but it is too soon for a repeat performance.
- **Coordination of Website Management and Weekly Member Communications – Nancy Guardabascio**
 - Nancy Goodell agreed to continue to help with the management of the website and to continue proofing the Monday email blasts.
- **Retreat Planning – Nancy Guardabascio**
 - The retreat will be an opportunity to do some goal setting.
 - The retreat will provide an opportunity for strategizing and then the Executive Committee will work one on one with the individual chairs later.
- **Budget Strategy Planning – Nancy Guardabascio**
 - Grants vs. Final Budget
 - Chair Meetings
 - It was agreed that the January retreat would be used to brainstorm and set goals.
 - The first budget draft and program ideas from Program Chairs will be due March 1st.
 - Luci will provide a draft budget to the Executive Committee on March 9th with a revised draft, if needed, provided by the April Executive Committee meeting.
 - The Board will approve the final budget in either May or June.
- **Succession Planning – Nancy Guardabascio**
 - Film – Nancy Guardabascio has two potential candidates for the chair and co-chair positions. They have been invited to attend the retreat at which time she will entertain nominations.
 - Visual Arts – Vicki will contact a potential candidate for the co-chair position.
 - Performing Arts – Nancy reported that there might be a potential candidate for the co-chair position.
 - Humanities – Nancy reported that Gigi has decided to obtain a Master's Degree in Fundraising that heightens her need for a co-chair. Gigi has determined a project for 2015 and the first draft for a grant is due February 1.
 - President – No potential leads.
 - Newsletter – Nancy will be meeting with Gene Gertsner.

- Craft Fair – The idea was discussed about making this a paid position with a committee of two or three to provide assistance. Nancy Guardabascio will contact a potential candidate about the position.
- **Policy Statements – Nancy Guardabascio**
 - Expense Reimbursements
 - Re-granting Guidelines
 - Other?
- Nancy Guardabascio read for the committee Article XI, Item D of the Bylaws. The section states that “artist fees will be made by a two thirds vote of a selection committee..” which has not been the practice of Z-Arts. Nancy will propose to the full Board that this section be deleted from the By-Laws.
- **Financial Report for December – Luci**
 - Luci reported that the net income for the quarter is \$9,705. She noted that figures printed in red are a reimbursement from ZCFI for expenses Z-Arts incurred in the showing of Ramona.
 - It was discussed that the reserves should be kept in the targeted range of \$20,000.
- **Board Authority – Nancy Guardabascio**
 - What authority does the executive committee have?
 - What authority do the chairs have?
 - Nancy Guardabascio passed out an Organization Chart for the committee to review. She explained that this form was developed in her research of the Bylaws. The statements in black are clear and distinct in the Bylaws; the statements in red are implied.
 - The Board of Trustees is the policy-making body and allocates monies. The events proposed by Chairs are approved by the Board.
 - Nancy Guardabascio would like to have this document voted on by the full Board as a policy statement at the retreat.
- **Other**
 - **CCC User Agreement** – It is required that the CCC User Agreement be signed by the new Z-Arts president each year. Nancy Guardabascio explained that it is basically a rental agreement between Z-Arts and the CCC.
 - **Event Tickets** – Nancy Guardabascio reminded the committee that it had been discussed to provide free tickets for both the Flamenco and the Julian G events. She suggested providing 4 complementary Flamenco tickets to each of the Gala sponsors and 20 complementary Julian G tickets to the Park for distribution to their employees. Nancy Guardabascio **MOVED** to approve the distribution of complementary tickets as outlined above. Luci **SECONDED** the motion. The motion passed unanimously.

- **Membership for Park Employees** – Nancy Guardabascio asked the committee to consider ways in which we can get Park employees involved with Z-Arts. She suggested that one way would be to provide Park employees a free Z-Arts membership. This would increase our membership count and allow us to include them on our email list.

It was also suggested that the Executive Committee could have a meeting with the new Superintendent, Jeff Bradybaugh, to discuss other ideas. Nancy will contact Ali.

- **Adjournment** – Adjourned at 12:31 pm.

Next Board Meeting: Saturday, Jan. 31, 2015 at Nancy Guardabascio's Home, 10:00am

Next Executive Committee Meeting: Wednesday, February 4, 2015 at Nancy Guardabascio's Home, 10:00am

Vicki S. Bell
Administrative Assistant

Date of Approval March 3, 2015