

Warren County Arts & Culture Center

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Committee:		Date: November 20, 2009
Presiding:		Time: 7:30 AM
Recording:		Place: WC Administration Building, 1 st Floor
Attendance:	<p>Dan Sadlier, Dan Cunningham, Wayne Dunn, Maggie Hess, Kelly Cowan, Kimm Coyner, Larry Hollingshead, Otto Budig, Senator Richard Finan, and Don Gilmore on teleconference.</p> <p>Guests: Charles Cornett, David Haft, and Doug Gallow</p>	
Excused:	Tom Raga, Steve Wilson	
Topic	Discussion	Action/Follow-up
I. Approval of minutes	Wayne made correction on Oct. minutes (item number one) changing sight to site. Corrections noted and motion made by Sen. Finan and seconded by Otto Budig to approve. All were in favor.	
II. Introductions	Larry introduced Dave Haft to the board and Dave shared some of his experience with us and offered to assist the board in any way he can. He is currently on the board of Otterbein and looks forward to forming a better relationship with us.	
III. Committee Report	<p>Facilities Committee: Presented a power point regarding information from the architect (WRL). Charles Cornett gave this presentation. The committee expressed their recommendation of choosing the green space option. They also discussed the option of Bethany Hall but stressed that this would be the second choose. This option would require a tunnel and would limit the opportunity for expansion. The green space would allow us to build what we wanted and would also allow parking spaces closer to the center without crossing St. Rt. 741 from the parking lot but the issue of Otterbein residents would still have to cross this road. ODOT has been working with Otterbein in placing a stop light in the area to assist. Senator Finan stated that the legislature could assist in putting in this traffic light.</p> <p>Larry asked what Otterbein will do with Bethany if we don't use it. Don stressed the point that if we don't use Bethany Hall, Otterbein won't necessarily tear it down. They will review other options for this space.</p> <p>Charles gave of few examples of some of the needs that a center would have that would increase the need for more space that would be limited at Bethany. There was much</p>	

	<p>discussion on the pros and cons of Bethany verses green field.</p> <p>Wayne made a motion to accept the recommendations of the facilities committee to choose the green field option (new build) at Otterbein. Otto seconded this. Discussion on this motion by Larry who stated we need to make a provision to Otterbein that we are able to expand. We need to talk with Otterbein about the long range and allow for our growth. All in favor.</p> <p>Nominating Committee: Ken Neufeld had lunch with Larry and he is interested in joining the board. Ken will be invited to have lunch with Steve, Dan C. and Larry and will hopefully join the board by Jan. It is thought that he will be able to help right now with his experience with a business model.</p> <p>Also, Dan C. contacted Don Gilmore to join the board again. Senator Finan made a motion to accept Don back to the board and was seconded by Dan S. Motion passed unanimously.</p> <p>Don was asked to help with the Development Committee and he offered to chair with the knowledge that Dan C. and Steve Wilson will lead a capital campaign.</p> <p>Dan S. made a motion and seconded by Senator Finan to accept Don as chair of the Development committee. All were in favor.</p> <p>Finance Committee will move forward on a business plan. Kimm will work with Otterbein resource on this plan.</p> <p>Educational committee is waiting for a decision on the future of the center before they work on an educational outline.</p> <p>Development: Larry Had lunch with Jim Bliss (WC Foundation) and gave him a better insight to our project. He is also working with the Golden Lamb and Cincinnati Bell. Dan and Wayne have spoken with potential donors and will continue these discussions.</p> <p>Government Relations committee: Sen. Finan mentioned that Shannon Jones is holding a fundraiser in Cincinnati. It would be a great opportunity to introduce us to Sen. Shannon Jones and share our support of her and ask for her support with this project.</p>	
IV. Treasurers Report	<p>Kimm handed out the latest report on our account with the WCF. Liz and Kimm will work together on future reports. Senator Finan made a motion and Maggie seconded to accept this report. All in favor.</p>	

V. Executive Director Discussion	<p>Otto presented a draft of a job description for this position. It was expressed that it is key that we have someone responsible for the profit and loss issues and develop solid relationships with our constituents. It would be ideal to hire this person 2 years prior to opening. Senator thinks it may be a bit early. Otto stated that it would have to be someone wanting to work into the job. Maybe it could start part time and develop into full time to save with costs. It was asked if we should do a search. Sen. Finan thinks we should just ask people we know. Kelly is concerned that the caliber of person that will take a part time low paying job. She stated that we want the best person possible for this job. It was agreed that all would consider people they know and see if there is an interest.</p>	
VI. New Business	<p>Wayne reminded the Board of the intention informally stated at the combined meeting between Otterbein board and WCACC. The understanding was to have a representative of each organization on each other's boards to promote cooperation and communication as the project proceeds. Sen. Finan asked if Otterbein would have a committee for Otterbein properties and Don stated that they have a board formed for their development and Steve Wilson chairs it. It was agreed that this would be a better group for a person from arts center to join. Don will discuss this with Tom Compton. Dan C. talked with Jill H. and she will talk with her board. Don Gilmore was suggested as our Otterbein rep. to their board. He feels that there still may be a conflict, so he suggested that someone else be a part of this. He suggested that it should be someone with no long running history with Otterbein. The question came up asking if we should ask Otterbein to appoint someone to our board. Don will discuss this with Tom Compton as well. Senator Finan agreed to be our liaison to the Otterbein Properties Board.</p> <p>Larry thinks that it is time to start talks with our customers in the region to get their input and commitment levels so we can move forward with a better idea of what they are interested in committing to. We need some confidence of who is with us and we need some type of letters of intent. Senator Finan made a motion and seconded by Dan S. that letter of intent be prepared and brought back to the next meeting. Dan C. will get with Donna Tweel to prepare this letter. All were in favor.</p> <p>Maggie asked if organizations would be able to commit with the current economic situation in the area. She stressed that the wording must be careful so we can get a clear picture. It was suggested by Don that we show series of milestone that have to be met. Kelly also stated that there has to be an allowance for those signing it to withdraw based on their circumstances.</p>	
VII. Blogs/VIP/Exec. Assista Repot	Liz mentioned new people of interest. No blog activity at this time.	
VIII. Adjournment	Senator Finan made a motion to adjourn the meeting at 8:55 AM. Seconded by Kelly and all in favor.	
IX. Next Meeting	December 20, 2009 @ 7:30 AM. Location to be announced.	Liz will investigate our options for holding future board

		meetings on Otterbein property and report the new location.
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