BOARD OF TRUSTEES MEETING

Tuesday, October 27th 4 p.m. – 5:30 p.m.

Zoom Video Conference

**MINUTES**

**ROLL CALL**

**Trustees**

Lewis, Alison, Chair Phone

Robbins, Dennis, Vice Chair & Secretary Phone

Miller, Mike, Treasurer Phone

Wills, Kathy, Past Chair Phone

Anderson, Rhonda Phone

Appell, Felice Phone

Backlund, Ryan Phone

Baughman, Tim Phone

Beverly, Bruce Phone

Beyersdorfer, Jeff Phone

Biddle, Steve Phone

Boyle, Peter Phone

Colwell, Allison Absent

Fedewa, Mary Phone

Harman, Kristopher Phone

Itzkowitz, David Phone

Lawry, Aletheia Phone

Lyon, Stephanie Phone

Millon, JP Phone

Rosskam, Merle Phone

Schenkein, Jackie Phone

Strieck, Patrick Phone

Voris, John Phone

**Staff**

Agudelo-Martin, Director of Finance

Boatwright, Zac, Director of Marketing

Boganey, Kim, Director, Scottsdale Public Art

Buruato, Cassandra, *Recording Secretary*

DeGroodt, Lisa, HR Manager

Krivanek, Erin, Director of Development

Marsh, Natalie, Director, Scottsdale Arts Learning & Innovation

McCabe, Jennifer, Director & Chief Curator, SMoCA

Messmer, Abbey, Director of Programming, SCPA

Prins, Jamie, Director of Events

Reeves, Meribeth, Managing Director, SCPA

Ryan, Val, Assistant Director, SMoCA

Wuestemann, Gerd, President & CEO

**Guests**

Karen Lord, Henry + Horne

Colette Kamps, Henry + Horne

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**OPEN MEETING**

1. **Call to Order & Announcements Alison Lewis**
2. Alison Lewis called the meeting to order at 4:01 p.m.
3. Public Comments – Due to Covid-19, this meeting was held via Zoom and was held as an executive session to discuss and consider: (a) the employment, assignment, appointment, promotion, demotion, dismissal, compensation and benefits, discipline and/or resignation of a member or group of the SCC staff; and (b) discuss and consult with the SCC’s attorneys for legal advice regarding same; (b) names of existing and/or potential donors, sponsors or members and the amounts they contribute or might contribute; (c) confidential information about donors, sponsors or members or potential donors, sponsors or members; (d) existing or proposed fund-raising strategies, events, plans; (e) proposed short-term and/or long-term contributed revenue goals; (f) current or future programming plans, schedules, events, partnerships and strategies; (g) programming ideas; (h) and current potential speakers, artists, and performers.

**CONSENT AGENDA**

1. **Motion to Approve Consent Agenda Items Action**
2. Due to security breach, Scottsdale Arts was unable to provide September 28, 2020 Board of Trustees Meeting Minutes. The Board will vote on approval at the next meeting held January 26, 2021.

**REGULAR AGENDA**

**3. Chair’s Report Alison Lewis**

Alison thanked the board for their participation in meeting for a one-on-one to discuss each member’s needs and ideas on how to improve board involvement. Alison mentioned that Canal Convergence will begin in a few weeks and features augmented reality and socially distanced installments. the Scottsdale Arts team has continued to work remotely as well as in person. Scottsdale Arts is also nominated for the Governor’s Arts Award.

**4. Finance Update Mike Miller**

Mike reported that Scottsdale Arts has completed the Financial Audit for FY19/20. Colette Kamps provided a PowerPoint presentation of the Audit Summar to the Board. Mike provided September financials, reported that we continue to show a healthy cash balance of $2.M due to our PPP funding, Piper Grant, and EIDL Cash advance that was received in our FY20 year. It is less than last month’s balance of $2.7M. Please remember that we had CARES funding in last month’s totals. We have paid out all the CARES Grants funding in this month, $959,632.58 as received and we paid out $884,632.58.

Our investment accounts had a market correction of ($132,717) as compared to the prior two months of a gain $426,421. Surprisingly, our investment income (interest) was $22,675 compared to the last two months of $8,474. Our current total investments are at $6.7M when compared to last year of $6.1M. By not taking our endowment draw last year, we are able to see our investments accounts rebounding from prior poor performing years. Earned Revenue is overall less than budgeted for the month of September also (as it was in August). We continue to see our patrons very slowly returning to our venues. SMoCA was officially opened on October 2nd, so our exhibition admissions for the first quarter were $0. We are definitely having a very slow start to our season. We only had one performance (Jazz con Alma), that included a streaming option and a Sippin’ Series through our Food & Beverage department. We continue to see shifts in our performances, and we have taken all of this into account on our Cash Flow Projection worksheet.

We continue to see a slow start to our performance season. We have developed two different scenarios in our Cash Flow Projection. One scenario show what we currently have in our projections, and the other scenario is a worst cast one where we do minimal programming but continue to incur full expenses in presenting our season. We have submitted our PPP Forgiveness application and have just received a request for two documents. Those were sent off and we are very hopeful to receive a full dismissal of the amount as a loan. It is looking very positive as we also completed a PPP forgiveness worksheet during our annual audit which also passed.

**5. Governance Update Dennis Robbins**

Dennis discussed Aletheia is currently reviewing our Bylaws and noticed we are still operating under Scottsdale Cultural Council. We are working towards changing the name to Scottsdale Arts. We will be moving our Board Survey and Evaluation to an online platform via Survey Monkey to make answering questions easier for the Trustees. Governance Committee has approved moving forward with the Board Diversity group. We are looking for potential new members to join the Board of Trustees.

**6. Director Reports SA Directors**

Zac Boatright reported that marketing has been working with each branch of the organization to virtually stream events and run the blogs. They are also working on the Annual Report to be launched by the end of the year. Marketing has had an advantage in the community to work with advertisers for various partners in the media to make sure our presence is felt in the community by promoting the events we are producing in person and virtually.

Martin Dickey reported that operations took advantage of the closure time by moving up our Operations “summer” maintenance projects such as: VGP has been inspected for chair damage and armrest refinishing. About 80 armrests were sent to the city carpenter for refinishing. With donated equipment and our labor, all carpets, over 7,000 sq. ft., have been cleaned including atrium, south hall, MCR, MCR mezzanine, the STORE, VGP, A level hallway and chorus room DR and green room, SCPA office hallways and common areas and east elevators. All rental equipment i.e. chairs, tables and their storage racks have been cleaned and repaired. MCR walls and mezzanine walls have been being patched and painted. Repairing fence stakes for festival perimeter fence. Installed new corner protectors in areas subject to damage by equipment. Moved I.T. office equipment out of Suite 120 and into 2nd floor admin. offices at SCPA. Ops team worked with SPA to empty waterfront storage/office and move contents to storage facility on east Thomas Rd. Donor “accent” wall north atrium by box office painted and monitor and collateral holders restored. New door sweeps installed on all glass doors at the east and south sides of SMoCA lobby. Cleaning and disinfecting supplies and PPE to support new daily cleaning and disinfecting routines as well as social distancing guidelines are purchased and ready for supporting our staff and patrons. Thorough and thoughtful safety protocol guidelines have been developed and implemented for re-opening. “Mask-Up” signage as well as social distancing directions, queueing directions, and a synopsis of our daily and event-oriented cleaning protocols are posted on bright attention-grabbing signage throughout the publicly accessed areas. Plexiglas safety screens or “sneeze guard” dividers have been built and placed in public restrooms between sinks, public facing office staff counters, Encore Bar, SMoCA ticket counter, Box Office, SMoCA and Store retail counters.

Jamie Prins reported that the events Team working closely with City of Scottsdale for Scottsdazzle events. 3 rental events in November and inquiries for future events seem to remain slower than normal as many outside promoters continue to proceed cautiously, but inquiries for 21/22 events starting to increase. Rentals team is communicating Covid-19 protocols and enforcing capacity changes with all of our renters. Our rental manager is on maternity leave so the team is a bit short handed but working to ensure everyone is taken care of. Scottsdale Arts Festival plans moving forward. Artist applications down about 75% from previous years, but we have 85 artists rolling over from the cancellation of 2020 and we don’t need to fill as many spots. Walk throughs are planned to start determining social distancing plans to present to city for approval to move forward. The Store @ SCPA held members-only days this past weekend.

**7. MSA Progress, Council Date Gerd Wuestemann**

Gerd reported that we are going to Council with the MSA on November 10th, the final version of the document has been sent out to the Board. Gerd will update the Board after the November 10th date to see if we have been approved by the City.

**8. Civic Center Renovation Gerd Wuestemann**

Gerd presented a PowerPoint he created of “The Road Ahead” to refresh the Board’s mind of the renovations that we have planned over the next 20 years. We are currently working with our Task Force to meet with the City and their planners to ensure our concepts come to fruition.

9. **SADIE staff group, mission, vision, overview Keshia Turley/Cassandra Buruato**

SADIE Members Keshia and Cassandra presented the staff led Diversity group. SADIE mentioned that they originally began as a safe space for BIPOC employees to meet and discuss how Scottsdale Arts can evolve and connect more with Diversity, Inclusion, Accessibility and Equity. SADIE’s goal is to become a resource for the organization and a positive driver for DEI initiatives. Peter Boyle discussed at the Board level they will create a group to work and collaborate with SADIE to ensure strong and progressive actions to be a more inclusive organization. Alison reported that our internships will be revamped to focus on leading the change and bring in more diverse students, we are going to fund the program so that all interns will be paid for their time. Alison mentioned a few webinars for the board to sign up that discuss DEI initiatives. John Voris asked when we can expect some measurable items so that we are able to hold ourselves accountable as an organization moving forward. Alison and Peter mentioned that we are working on joining our two groups to create trust within our staff and board first. Once established we will move forward with action items both internally and externally.

**10. Strategic Plan Alison Lewis**

Alison suggested that we work on the plan ourselves and utilize our working groups within the board. We have key staff

members help guide the process along and write that portion of the strategic plan. Gerd suggested that we are in a good

standing as staff and board to work on this ourselves, we can break out in small groups over the coming months via zoom

to discuss key areas that need to be updated. Rhonda Anderson mentioned that we need to make sure the new place has

more depth rather than being superficial, we may need to look at our evaluations before we move into creating a new plan.

John Voris asked for the timeline of the new plan, to which gerd answered begin working on it in the new year of 2021 and

approve it by the new Fiscal Year of July 2021.

**10. CEO Report Gerd Wuestemann**

Gerd remarked how proud he is of the organization and the staff. Senior Staff had a conversation about the rising cases and how we can adjust our thinking. We cannot currently produce the shows and numbers that we are used to doing, but we are making strides in how we can continue to support our community in a safe and positive way. SA continues to be in strong financial position. We have worst case scenario projections still show fiscal strength to make it through 2021, have cash to restart. Major funding pieces are available to us and we are applying (Mellon $150K) or have received (CARES $150K, Piper $150K) large scale grants. Continued cost control allows us to carefully navigate. Our staff is staying creative and frugal within this FY at the same time we are thinking about how to evolve and be a driving force in Arizona even through a pandemic. We will continue to navigate day by day and month to month.

Meeting Adjourned at 5:39 pm.

Respectfully submitted,

Cassandra Buruato

Recording Secretary