



Board Minutes

December 2, 2015

8:00 am – 9:00 am

*Attending:* Dick Boulton, Kirsten Coombs, Michael McCall, Karen Newell, Gregg Schwind (by telephone), Dave Sciamarelli, and Gil Wylie

*Absent:* Nina Basu, Martin Knott, and Milton Matthews

**Call to Order and Welcome**

In Knott's absence, Newell called the meeting to order at 8:13 am.

**Approval of Minutes**

The minutes of October 21, 2015 were presented to the Board. *Boulton moved to approve. Wylie seconded. With none opposed and none abstaining, the motion was unanimously approved.*

The corrected minutes of September 16, 2015 were presented to the Board. *Sciamarelli moved to approve. Wylie seconded. With none opposed and none abstaining, the motion was unanimously approved.*

**Board Matters**

Board Meeting Schedule: January & February

McCall addressed the January and February calendar. Newell has requested that the Board no longer meet on Wednesdays due to an ongoing schedule conflict. The board has suggested Thursday, January 7<sup>th</sup> at 8:00am for the next meeting. The February meeting has been tentatively scheduled for Thursday, February 4<sup>th</sup>. McCall will work on securing a location for the meetings.

## **Treasurers Report**

### **Kirsten Coombs – FY16 Q2 Financials**

Coombs passed out a draft of the FY16 Q2 financials. Coombs mentioned that the document was not shared in advance due to issues being sorted out with the auditors regarding booking revenue recognition of the grant income. Coombs stated that \$600,000 has been spent on the Chrysalis for construction costs since the close of the fiscal year in April 2015. Coombs mentioned that there are no surprises in the budget and costs are on target with the budget. Boulton mentioned that he goes to the park once a week and is very impressed with the construction. There was some question about what financial documents are available to the public. McCall mentioned that the audited 990 and minutes – which include the monthly financial report - are available to the public on the Trust's website and that the unaudited quarterly statements are shared with CA and the County. Schwind asked if there is something that he and Boulton would like to be able to share with the CA board that would keep them abreast of financial activity. McCall stated that he will put together a simple financial report that would provide a breakdown of construction costs for the CA board.

## **Development Matters**

### **– Hughes confirmation of Design Approval Stipulations**

McCall reported that Hughes agreed in writing to the amended stipulations we requested including new tree planting sizes and pay for the path connection to the Chrysalis from the proposed shared-use public restrooms in the Park. The SDP goes to the County Planning Board on December 17.

### **– Phase 2&3 Utility Easements from Trust & CA, respectively**

McCall is working with CA on easements for sanitary and storm water systems in the Park.

### **– Report on Chrysalis Schedule & Budget**

McCall stated that Whiting Turner's foundation construction is on schedule and Zahner's detailing and fabrication of the Chrysalis canopy skin on target; though, a concern is that Zahner has not yet provided the Trust a schedule for the steel fabrication and erection. An onsite meeting between Zahner and its steel subcontractor is scheduled with Whiting Turner and the Trust.

## **Fundraising**

Newell reported that a Fundraising Committee comprised of Sciamarelli, Basu, McCall, and herself had met on the Wednesday before Thanksgiving to brainstorm. The Let There Be Light campaign will kick-off in conjunction with the January 26 event at the Smith Theatre at HCC. The Trust's goal is to raise approximately \$400,000 to install a light package for use in the Chrysalis. The light package would result in significant production cost savings for community groups booking the Chrysalis. The committee has begun researching potential grant and major giving opportunities and will begin working in earnest on outreach to potential funders after the New Year. The group also discussed naming rights for the Chrysalis and the design of the space allows for sponsor recognition on two of the outward facing

pavilion legs and the rear of the stage. These panels would be etched with the sponsor name and backlit – so they can effectively be turned off – which is a much more elegant solution to sponsor signage than the typical vinyl banner found at many sites. Newell stated that as the Trust begins its work on grant applications and talks with potential funders, it is imperative that we have 100% board support. A gift of any size by the end of this calendar year would allow the Trust to show the support needed to move forward with grant applications. Newell also asked the board to provide names of 3-5 people and/or local businesses for solicitation at \$500 and above level. The fundraising committee will assist with drafting the major donor letters and board members will be asked to sign their names to letter.

January 26: Let There Be Light event

The Let There Be Light event will take place at 7:00pm on January 26<sup>th</sup> at Smith Theatre with Star Davis & Pat Hand presenting.

### **Other**

– Use Agreement with Howard County

The Trust is wrapping up the Use Agreement & the principles are being negotiated. For instance, the Wine in the Woods date being the 3<sup>rd</sup> week of May should be set in perpetuity.

– Hospital JV on Symphony Woods for Symphony of Lights

McCall and Basu have met with hospital personnel regarding the Symphony of Lights redux and let them know that the Trust wants to partner in the event to create a new light environment. McCall stated that he is hoping to announce a relationship with Howard County Hospital at the Let There Be Light Campaign.

– Howard County Veterans Commission

McCall talked about the potential Veteran's Commission Memorial. He spoke with Bob Gillette of the Commission and Gillette made it clear that they are looking for something that is more contemplative and in fitting with the Park. The Columbia Birthday Committee has asked the Park to have something new and fresh happening in the summer of 2017. The Trust's hope is that the memorial is opened in conjunction with the birthday celebration. McCall will put together a Memorandum of Understanding with the Veteran's Commission. Schwind mentioned that perhaps the bells from the Lake Kittamaquundi carillon could be incorporated into the Park design. McCall will talk with CA about that possibility.

### **Executive Session**

Newell agreed to hold the approval of the October 21 Executive Session minutes until the next Trust board meeting.

The meeting adjourned at 9:18 am