



Board Minutes

January 7, 2016

8:00 am – 9:00 am

*Attending:* Nina Basu, Dick Boulton, Kirsten Coombs, Martin Knott, Michael McCall, Karen Newell, Gregg Schwind, Dave Sciamarelli, and Gil Wylie

*Absent:* Milton Matthews

#### **Call to Order and Welcome**

Knott called the meeting to order at 8:10 am.

#### **Approval of Minutes**

The minutes of December 5, 2015 were presented to the Board. *Boulton moved to approve. Sciamarelli seconded. With none opposed and none abstaining, the motion was unanimously approved.*

#### **Board Matters**

Board Meeting Schedule: February & March

The board discussed meeting dates for February and March and agreed upon February 10<sup>th</sup> at 8am and March 9<sup>th</sup> at 8am. McCall will confirm the meeting location.

## **Treasurers Report**

Kirsten Coombs – FY16 Q2 Financials

Coombs presented the revised financials that reflect the addition of funds from the Howard County grant agreement. The auditors have reviewed and endorsed the unaudited financials and Coombs stated that the documents have been submitted to Howard County. Several board members asked if the “Rental Fee” line item could be restated as “License Fee” to avoid confusion. Coombs will research and advise if the change can be made.

## **Development Matters**

McCall reported on development matters. McCall stated that the redline and SDP Approvals had been completed and that the phase 2 & 3 utility easements from the Trust & CA, respectively, are in process. These easements allow for Pavilion access and shared-use restroom construction.

McCall reported that Chrysalis construction is expected to run six week behind schedule due to steel delivery and installation. It has taken Zahner more time than it anticipated to find the best steel fabricator and erector for canopy’s super structure, for which Zahner is responsible. IMA and other partners (Wine in the Woods, Columbia Festival, etc.) know about the delay. Inner Arbor will provide a temporary stage in the park to meet the needs of IMA and CFA. McCall said he was working closely with Whiting Turner with respect to any potential budget implications of Zahner’s delayed schedule, and he said that Zahner is responsible for such increased costs, if any.

Anticipated timeline: Steel being delivered May 16. Completion scheduled for September 1, weather permitting; and, McCall added that since the use of the Chrysalis during the 2016 performance will not be possible, he has instructed Whiting Turner to prepare the most cost effective completion schedule.

## **Fundraising and Partnerships**

Knott and Wylie are scheduled to meet with Howard County Hospital staff on January 16<sup>th</sup> to discuss the Festival of Lights. Wylie mentioned that the hospital is very interested in returning to the Park on the 2016. The meeting will allow the Trust to build a relationship with the new head of the Foundation so that we can create a successful joint venture that benefits both partners and the community.

McCall showed the board concepts for the internally lit marquees that will be used for sponsor recognition in the Chrysalis. The metal structures are approximately 20 feet high and made of metal. In addition to serving as marquees, they also act as electrical closets. The marquees would highlight major sponsors through logo signage and also feature giving level recognition plaques. Initial projections are that the marquees will cost \$150,000 to implement, the proceeds for which would come from a portion of the sponsorships

The board discussed the January 26<sup>th</sup> Let There Be Light event at Smith Auditorium at HCCC. The event will kick-off at 5:00pm with a Bloggers Reception at Seasons 52 followed by the discussion at 7:00pm at

Smith Theatre featuring presentations from Star Davis & Pat Hand. We will announce the Let There Be Light Campaign and show the community the rendering for the marquees at the event.

Knott asked Newell to create a basic wish list of sound and light equipment for use by not-for-profit productions.

### **Executive Session**

The meeting adjourned at 9:30 am.