ARTS COUNCIL for MONTEREY COUNTY

EXECUTIVE TEAM MINUTES
9/15/2016

September 15, 2016 -- 1 PM

Panera's Sand City

EXECUTIVE TEAM MEETING MINUTES

Attendance: Pres. Arlene Krebs, Susan Breen, Lynn Diebold, Nick Papadakis

Absent: Chris Lopez

Staff Present: Paulette Lynch, Jacquie Atchison, Tina Stewart

1. FINANCE Team reviewed August Financials (attached, p. 6)

Review Statement & Narrative for Corrections or changes
Refer to Board Meeting Agenda

2. GOVERNANCE **Board Openings** Districts 1, 3 and 4
Arlene has invited Holly Ochoa for District 4
Lynn and Paulette will draft a letter to the Supervisors and specifically ask for recommendations for the Districts with openings. Will also need a new Ex-officio in January 2017.

By Laws Update Team reviewed recommended changes. Tina will edit the document and send it to the full Board for review before the BoD meeting.

Board Handbook Tina will attach the Table of Contents to the BoD Packet.

Review of Executive Team Description and Authority
Team discussed the Board Source information provided by Lynn. The consensus is that when issues come up between meetings, the full Board will be polled for approval. Sensitive items will be sent to Board members by mail for review.

Staff Rec.:
BoD Application, Rec. as Action Item by the ET with addition of the word "annually" on the line on attendance of 75% of BoD meetings and participation in fundraising activities.
ACTION REQUESTED: Approve Board of Directors Application.

Conflict of Interest 2016-17, Tina will have available at the Board meeting.

Action Item -Credit Card Use Policy, Rec. as Action Item by the ET with addition of gasoline as prohibited use and that all travel will be in accordance with the Federal policy.
ACTION REQUESTED: Approve Credit Card Policy.

Action Item - ATC Workplan, Rec. as Action Item by the ET allowing the ED to move forward to negotiate a lease with the Cannery Row Co. and report back to the Board. Project overview will be added to the Board meeting packet.
ACTION REQUESTED: Approve ATC Project Overview and Lease Negotiation.

3. PROGRAMS
VP Susan Breen presented the report.

CONSENT REQUESTED: Approval of Cultural grant applications.

4. DEVT
VP Lynn Diebold presented the report.

5. CHAMPIONS To Follow, Meeting 9/19

6. MARKETING To Follow, Meeting 9/26

7. GRANTS Accept Packard Foundation Breakthrough Finance Fund Grant

ACTION REQUESTED: Approve Packard Foundation Breakthrough Finance Fund Grant

8. REVIEW / UPDATE AGENDA ITEMS / Advise Support Docs Needed

CONSENT: August Financials; August Board Meeting Minutes; Cultural Grant Applications

ACTION: BoD Application; Credit Card Policy; ATC Project Overview and Lease Negotiations; Packard Foundation Breakthrough Fund Grant

DISCUSSION

Old Business: By-Laws Update

New Business: 35th Anniversary Planning; 1. Video, 2. Events; Polling Board members on printed packets.

Next Meeting: Wednesday, October 19, 2016, Panera Bread, Sand City

---