

**Center for the Arts  
Executive Board Meeting  
October 10, 2013 2:00 p.m.  
Al Johnson Board Room  
Lodge at Mountaineer Square**

Executive Board Members Present: Melissa Belkin, Heather Featherman, Carol May, Cjay Clark, Sarah Keene, Jason Napoli, Don Haver, Marj O'Reilly

Board Members on the Phone: Cynthia Peatross, Randi Stroh, Joel Benisch, Gloria Kern, Gail Digate, Donna Rozman,

Board Members absent: John Bruno, Missy Chamberland, Shaun Matusewicz, Tom Seymour, and Tom Steuer

Executive Director Jenny Birnie present

President Melissa Belkin opened the meeting at 2:00.

She stated that the purpose of the meeting was to review the 2013 budget and the proposed 2014 budget.

**Meeting Objective 1. Analysis FY 2013 Budget and Actuals as of September 30, 2013**

- 1.1. Review progress against Annual Fundraising Plan
- 1.2. Review final results for the Summer Season
- 1.3. Review final results for the CB Wine & Food Festival
- 1.4. Review final results for the Art Studio and CB Dance Collective
- 1.5. Discuss final results for pARTners fundraising events
- 1.6. Discuss Center's relationship with the Arts Alliance

**Meeting Objective 2. Presentation and Discussion Proposed FY 2014 Budget**

- 2.1. Review assumptions upon which FY 2014 Budget was developed
- 2.2. Review 2014 Fundraising Plan
- 2.3. Review partnership with Larimer Associates re: Crested Butte Wine and Food Festival
- 2.4. Review and discuss proposed budget/leadership changes for the Crested Butte Dance Collective
- 2.5. Review and discuss proposed budget for The Art Studio
- 2.6. Review and discuss proposal from Oh Be Joyful Gallery re: CB Plein Air Invitational

### **Meeting Objective 3. Adopt FY 2014 Budget**

- 3.1. Request for feedback—role of the Budget Ad Hoc Committee and use of Dashboard reports
- 3.2. Exploration of potential new projects in 2014-Folk Festival and Chalk Festival
- 3.3. Use of Restricted funds for Capital campaign kick off
- 3.4. Discuss partnership with the CB Film Festival
- 3.5. Adopt FY 2014 Budget with quarterly review by the Budget Ad Hoc Committee

President Melissa said that the 2014 budget would be adjusted and that the new proposed budget would be sent to Board Members by way of e-mail. She will then ask Board Members to vote for approval of the 2014 budget.

The Executive Board adjourned at 4:50 p.m. and went into closed session at 4:51 for the purpose of discussing the Executive Director's compensation package.

#### **Gail moved that**

the Board of Directors approve executive compensation package FY 2014 for Jenny Birnie as follows: Salary (\$65,000), Health Insurance Stipend (\$6,600), Wellness Benefit (actual cost of 2013-2014 ski pass), retirement of 4% match to 401K (\$2600), vacation (120 hours/year), sick pay (10 hours/month) and addition of incentive pay in the amount of 2% of salary (\$1300) to be contributed to 401K at the end of the fiscal year based on successful completion of specified performance objective.

Don seconded the motion. Motion carried.

#### **Gail moved that**

the Board of Directors prepare a document that delineates (a) specified performance (i.e., performance objective) upon which 2% of salary (i.e., incentive pay) is to be awarded at end of FY 2014 and (b) quarterly (informal or formative) performance assessments conducted by the Executive Committee with Jenny Birnie. The aforementioned document to be signed both by (a) Board president on behalf of the Board of Directors and (b) executive director, Jenny Birnie, prior to beginning of FY 2014 (November 1, 2013).

Randi seconded the motion. Motion carried.

#### **Gail moved that**

the official minutes of the Board of Directors special meeting held October 10, 2013 reflect the following statements commending Jenny Birnie on her outstanding performance to date on behalf of the mission of the Center for the Arts:

- (1) Extremely dedicated and highly competent professional, truly a valuable asset to the organization and to the community
- (2) Praise for her ability to engage and work with many different organizations and town government officials to make the Center truly a *community* arts center
- (3) Remarkable expansion of arts programming offered by the Center in partnership

with other organizations in the community

- (4) Outstanding work as leader/coordinator of the Arts Alliance
- (5) Prudent decision-making to retire line of credit prior to due date
- (6) Consistently positive attitude in the face of many challenges and under stressful financial and relationship circumstances, especially during FY 2012
- (7) Very positive working relationship with staff
- (8) Effective in maintaining momentum for expansion and need for a new facility
- (9) Extraordinarily reliable, dependable professional, trusted leader, and enjoyable person

(10) In providing leadership support to Gunnison Arts Center (GAC) during FY 2012, GAC Board president (Jon Schumacher) wrote: "We need to formally recognize her contributions to our organization."

Cjay seconded the motion. Motion carried.

The Board went out of closed session at 5:49.

President Melissa asked for a motion to adjourn the Executive Meeting. Randi made a motion to adjourn the meeting at 5:10. Sarah seconded the motion. Motion carried.

Respectfully submitted,

Marj O'Reilly  
Secretary