

# ACAF Steering Committee Meeting Minutes July 26, 2018

In attendance: Elizabeth Guffey, Keith McBride, Scott Miller, Nancy Salmon, David Webster, Jane Bradley, John Albright, with Patty Kennedy and Michael Hill

Called to order at 7:07 pm

## 1. Arts space committee report – David Webster

1a. Patty & Mike attended as interested parties from First Parish Congregational Church. David & Keith (space committee), gave an overview of the committee charter and process. Patty & Michael reported that the church is actively looking for renters and to expand the use of the church by the community, provided those uses don't impede the church's operations as a church (services and programs). They provided information about the building. Group discussed pros and cons and possible scenarios for use. David and Keith set up a meeting to look at the space. Patty and Michael will review the committee's list of space needs consider if/how the church could co-exist with those needs.

1b. David sent the space needs and characteristics working document to Freeport Players, Greater Freeport Community Chorus and Coastal Winds for review. The committee wants these and other key potential users of the space to be satisfied with the list before completing evaluation of potential spaces in town.

Scott asked that they add outdoor characteristics to the list, such as lighted parking.

David noted a short list of properties in the VC1 (Destination Freeport TIF arts district) that the committee is focusing on first, from a long list of properties in VC1 they brainstormed in the first step of the process.

Group discussed the need to consider organization models for ownership and funding models for operational sustainability soon so that when/if a deal on a particular property is on the table they will be able to include those details in evaluations and negotiations.

Group noted two determinative factors when potential users decide about a space: (1) affordability and (2) suitability for the usage. [Note from EG: The third determinative factor is Availability. Suitability for usage includes both physical characteristics of the space, such as seating capacity and performance space dimensions, and usage policies, such as the ability to serve alcohol or leave equipment in place.]

## 2. Approval of minutes of 6/13/18 meeting

Nancy moved to approve the 6/13/18 minutes. Scott seconded. Minutes were approved unanimously.

## 3a. Treasurer's Report – Scott Miller

Account balance = \$1902.13

Jane wrote a thank you note to Kennebec Savings for their donation. Scott will send the required 501c3 receipt donation to them with IRS-approved language.

Group agreed to invite a representative of the Maine Association of Non-Profits (MANP), of which we are a member, to come speak to the group after the new Board is in place to talk about what they offer to members and build a stronger connection to that network.

## 3b. Proposed Budget – Scott Miller

Scott proposed the following budget to cover the next 12 months.

Income

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Freeport Grant	20000
Annual Drive	
Kennebec Savings-donors	1000
Advertising	
Total Income	21000

### Expense

Employment Related	
Gross Pay	18000
ER Taxes-8%	1440
Insurance	
Workers Compens	339
Directors & Officers	700
GL/Auto	433
Mileage/Phone Reimb	500
Office Space	1200
Supplies	250
Website expense	250
Other	1000
Total Expense	24112

Net	-3112
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Group discussed the projected deficit and agreed to address the shortfall when the Coordinating Director and new Board members are installed. The shortfall was added to the Annual Drive line, and that line was renamed "Fundraising", which can include a donation drive, grants, and other sources.

John Albright moved to pass budget as amended. David seconded. Budget was approved unanimously.

Keith will contact Town of Freeport for process to get TIF funds released to ACAF.

We established an expectation that Board members will make financial contributions.

#### 4. Coordinating Director – John, Scott. Ellen in absentia

We have hired Hannah Gathman as Coordinating Director. Her start date is 8/27/18, 20 hrs/wk for 1 year from that date. She will work from home at first, until office space is acquired. A few members of the ACAF Board will hold an orientation meeting with Hannah the morning of 8/27 at a location tbd.

John reviewed the process and told the group about Hannah's qualifications.

Jane and Ed will host a gathering of the Board, Hannah, and spouses and significant others to meet her in a non-work setting.

Group discussed various ways to introduce Hannah to the community and settled on letting Hannah lead that effort by setting up one-on-one meetings and attending existing events such as Chamber After Hours, and community partner board meetings. ACAF board members will help compile a list of key people for Hannah to meet and existing meetings she might attend.

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Group discussed a few options for office space. Keith will make enquiries about a couple of those options that seem most suitable.

### **5. Board Membership**

5a. Jane recommended that Lola Lea be removed from the Board. Elizabeth moved to release Lola from the Board with our thanks for her service to the Alliance. John seconded the motion. Motion passed unanimously. Jane will relay the news and our thanks to Lola. Ed has also resigned from the Board. The Board accepted his resignation with thanks for his service in the formation of ACAF.

David suggested we establish an Advisory Board and invite outgoing Board members to be on that board. The purpose of the Advisory Board is to be a resource to the ACAF Board and Coordinating Director. The AB would not meet regularly, but rather respond for requests when needed, Group agreed to this.

5b. Group discussed the list of potential Board members submitted by Nominating Committee (Nancy Salmon and Betsy Roper). Jane nominated another candidate, and the group agreed to substitute that person for one on the committee's list. The consensus was to invite the updated slate to join the Board. Board members were assigned to make those invitations and report back to the Board.

There was discussion of the need to stagger Board memberships somehow. No method was voted on, but this will need to be addressed as we add Board members in the coming months.

Two nominees had already expressed willingness to join the Board. Elizabeth nominated Tom Saliba and Maddy Vertenten to the ACAF Board of Directors. Nancy seconded the nomination. Both nominees were approved unanimously. We welcome Tom and Maddy to the ACAF Board of Directors. Jane will notify them and invite them to our next regular meeting.

Nancy will write and send out talking points for discussions with nominees.

### **6. Chamber Membership**

This was tabled to the next meeting.

### **7. Insurance – Scott**

See budget discussion above.

**NEXT MEETING: Thursday, August 30, 7pm @ Town Hall.**