

**Board of Directors Meeting**  
**Glen Echo Park Partnership for Arts and Culture, Inc.**  
**Date/Time: July 13, 2022 7:00-8:30 PM**  
**Location: Zoom**

*In attendance:* Martha Morris (Chair), Philip Bay, Bonnie Casper, Dia Costello, Mary Gies (for Andrew Friedson), Gregory Grant, Dan Hanlon, Heather Hanson-Rivas, Ken Hartman Espada, Ronda Keys, Mona Kishore, Barbara Martin, Samir Paul, Willem Polak, Irena Savakova, Rufino Velazquez, Mike Zangwill

*Absent:* David Greenbaum

*Staff:* Katey Boerner, Kathleen Duffy, Jilna Kothary, Ama Mills-Robertson, Emily Rogers

**1. New Board Member Introduction**

Katey Boerner introduced the new members of the Board: Philip Bay, Mona Kishore, Barbara Martin, and Rufino Velazquez and other board members introduced themselves.

**2. Approval of Minutes of June 2022 meeting**

**Motion unanimously approved to accept the minutes of June 8, 2022 GEP Board Meeting.**

**3. Financial Reports May 2022**

Treasurer Dan Hanlon reported the May financials are tracking better than budgeted, but FY22 will end with a deficit. The fiscal year ended on June 30th and closing accounting entries are currently being made. Katey noted the theater and dance income streams are lagging and PuppetCo is behind on rent. As the Park continues to recover from COVID economically, some program changes may be needed. Montgomery County and the State have approved additional ARPA funds. The Park will apply when details are released. FY23 is budgeted to be breakeven. At mid-year, the budget will be assessed and adjustments will be made if needed.

**4. Governance Report (Martha Morris)**

- *Board Survey results* - Ten out of 14 members completed the year end self assessment. The survey results are available if board members would like to review them. Recommendations from the survey included: continued work on Master Plan and Capital Campaign; improve networking ; revising the meeting format to allow for more meaningful dialogue; and improving relations with the County and NPS.
- *Upcoming New Board Member Orientation* - The in-person orientation will be held on July 23rd. All board members are welcome to attend.

**5. President's Report Morris (Martha Morris)**

- *Key Tasks for FY2023* - As laid out in the Executive Committee report, the major focus areas are: conceptual document for the master plan, revenue plans (3-5 years and long-term), strengthening the relationships with NPS and the County, board membership, DEAI, and

staff employment and compensation policies. The Tasks will be folded into the committee work.

- *Committees* - Martha will speak with all board members about interests and then ask members to serve on committees. She reminded members that they must be on at least one committee.
- *Conflict of Interest Forms and Board Commitment Forms for FY23* - All board members are required to sign both documents each year. They will be sent out through Docusign.

## **6. Facilities Committee**

- *Clara Barton House Update* - Emily Rogers reported the Park is in communications with NPS's GW Parkway Office and the Denver Services Center to determine how the \$15M of restoration funds will be spent. This includes determining what needs to be done and what can be done to preserve the historic aspects of the house while developing a generic use space. The finished project will not be ready for several years and the County and NPS have not yet formalized an agreement for managing the property.

## **7. DEIA Task Force (Ronda Keys)**

- *Training* - Park staff and the Board received training to level set everyone and create a common language. The training was recorded and new board members will be asked to complete the training.
- *Consultant Report/Recommendations* – Jumla, the DEIA Consultant, provided a draft report to assist with board recruitment. The final report will be shared when it is available.
- *Diverse Voices* - The event was wonderful even though the weather did not cooperate. The stories were recorded and will be available for sharing.

## **10. Executive Director's Report**

Katey reminded the board to subscribe to the board calendar to stay up to date on Board and Park events. Board emails will come from [board@glenechopark.org](mailto:board@glenechopark.org). We are currently using Dropbox to share Board documents but are planning to transition to Google.

- **Programs** - Ama Mills-Robertson reported 800 campers are attending summer programs this year. She encouraged the Board to see Charma Le Edmonds' "Untold Stories" exhibit in the Popcorn Gallery, Caitlin Gill's exhibition in the Parkview Gallery and the Yellow Barn gallery. Ama also reported on the great exposure the Park is receiving in the off site exhibition showcasing Park instructors is on display at BWI Marshall Airport's International Art Gallery. The digital catalog for Fall and Winter classes will be published at the end of the month with registration opening on August 2nd.
- **Events/Other** - Emily Rogers reported that Sydney Jones has been hired as the events and venue manager. The Park is waiting on approval to pave the upper parking lot with the funding received from the State and County. There is no update on the Historic Structures Report (HSR) on the Spanish Ballroom which is being commissioned by the NPS. The HSR, which will take over a year to complete, is a predesign of what can be done and some estimates of the cost of improvements.

- **Fundraising** - Jilna Kothary reported planning for FY23 is underway.
- **Marketing** - No report as Jenni Cloud is on vacation.

No old or new business items were brought to the floor.

**The meeting was adjourned at 8:34 pm.**

The next meeting is in-person on Wednesday, September 14, 2022 at 7 pm

**Board of Directors Meeting**  
**Glen Echo Park Partnership for Arts and Culture, Inc.**  
**Date/Time: September 14, 2022 7:30-9:00 PM**  
**Location: Arcade Building**

Members Present: *Philip Bay, Bonnie Casper, Dia Costello, David Greenbaum, Dan Hanlon, Heather Hanson-Rivas, Ronda Keys, Mona Kishore, Martha Morris, Samir Paul, Irena Savakova, Mike Zangwill (phone)*

Members Absent: *Barbara Martin, Willem Polak, Rufino Velazquez, Mary Gies (for Andrew Friedson), Ken Hartman Espada*

Staff present: *Katey Boerner, Emily Rogers, Jenni Cloud, Ama Mills-Robertson, Jilna Kothary, Clara Ferrari*

**1. Call to Order & Introduction**

Martha Morris and board members reflected on their most recent experiences in the Park.

**2. Approval of Minutes of July 2022 meeting**

**Motion unanimously approved to accept the Minutes of July 13, 2022 GEP Board Meeting.**

**3. President's Report (Martha Morris)**

- *Committees Assignments* - The proposed assignments were submitted in advance of the meeting. Dia Costello requested to serve on the Facilities Committee in addition to her current assignment of DEIA. Martha will follow up with Dia after the meeting.
- *Committee Tasks/priorities* - The task list was provided in advance of the meeting. It contains both routine and unique priorities that align with the Park's strategic goals. It was noted that many priorities overlap and will require committees to work together.
- *Priorities of Executive Committee FY23* - Key priorities for the committee are updating the strategic plan and developing a succession plan. To help build a talent pool of board applicants, the Park's website now includes an invitation to apply to the board.
- *Revisions to Strategic Plan* - An updated plan was circulated in advance of the meeting. Further work will be done at the October Board retreat.
- *Board retreat* - Debra Liverpool, a fundraising specialist from Capacity Partners, will work with the Board on the fundraising training at the upcoming retreat which will focus on capital campaign readiness. The Board will examine where it is today, its goals, the steps required to increase volunteer leadership engagement in fundraising. Other retreat goals include team building and developing opportunities to build capacity. The retreat is October 8th from 10am to 2pm at the Park.
- *Board Volunteer/Pledge Forms* - The form maps to board member job description and emphasizes ambassadorial duties, networking, leveraging funds for the Park in whatever creative way board members are able. Board members are asked to complete the form promptly.
- *Code of Ethics (Draft)* - The distributed draft has been reviewed by the Park's General Counsel. It is in line with Park statements and policies (DEIA, etc.). It applies to the Board and Park staff and how we interact internally and externally. Board members were asked to review the draft and submit comments during the next few weeks so that the Code can be formally discussed and voted on at the November Board meeting.

**4. Financial Reports May 2022**

- *Financial Reports June 2022* - The Partnership is showing a loss of \$34,000 for year end FY22, which is far less than was budgeted to be lost (\$300k loss budgeted). The loss may increase due to some items that need to be written off including tenant rent that was unpaid last year. The Park generated approximately \$2.1 million dollars in revenue despite low social dance revenues. This was due to increased revenue from rentals and above budget fundraising among other items.
- *Current Year Financials* - Accounts Receivable are high due to outstanding rent from the Puppet Co. and also Praline. At mid-year, the budget will be assessed and adjustments will be made if needed. The Board discussed the challenges of food/cafe contractors at the Park. While part is due to Covid, it is also tied to seasonality and unpredictable traffic/business at the Park.
- *Investments* - \$250k has been moved to a 3-month CD with a 2.7% interest rate. Each month we will be moving money into CD's now that they are beginning to pay some interest and then they will rotate every 3 months.
- A new contract with the same audit firm (Adeptus) has been signed for this year.
- *Finance Committee priorities FY23* - The key priority is to develop a business plan that identifies both short and long term strategies of increasing and strengthening income.

### **5. Facilities Committee**

- *Clara Barton House Update* - Emily, Dan, and David in addition to partners from Montgomery County have held meetings with the NPS regarding architectural planning for the \$15 million restoration project funded by NPS. During the meeting, accessibility schemes were reviewed. The Park is advocating for as much flexible program space as possible. The Park will provide input throughout the process. In his introductory remarks at the meeting, Superintendent Charles Cuvelier said NPS has faith in the 20 years of positive history with County/GEPP and is not pursuing other RFPs for use at this time. The construction contract will be released in October FY23 with the bids reviewed in the spring. Construction is anticipated to begin in Fall 2023 and is estimated to take 1.5 years.
- *Spanish Ballroom* - The Conditions Assessment has been approved and has moved to the Historic Structure Report (HSR) phase.
- *Crystal Pool* - The grant application that we submitted to the State of Maryland for an assessment of the ruins was not approved and other funding sources are being sought.

### **6. DEIA Task Force (Ronda Keys)**

- *Report on Activities FY22 and Next Steps* - Highlights of past year's work were reviewed. Jumla, the DEIA consultant, submitted its final report. Once the committee has had time to review the report, it will be shared with the full board. The committee will then work with the Governance Committee to implement the recommendations. Additional funding for training is needed.

### **10. Executive Director's Report**

Katey thanked staff for their hard work throughout the summer. Staff reports were submitted in advance of the meeting.

- *Programs* - Ama Mills-Robertson reported camp attendance was close to 1,000 (up from 600 the previous year). Labor Day Art Show earned a gross revenue of \$57k, an all time high. Many new exhibitions will be starting across the galleries.
- *Marketing* - Jenni Cloud reported on plans for the September 25 Echo Arts Festival which emphasizes Glen Echo as an arts center. The festival will feature live music, hands-on arts

activities, screen printing, a joint community art activity, plus idea capture of future/long range planning to focus on the three Centers of Excellence: Dance/Movement, Music, and Visual Arts.

- *Facilities* - Emily Rogers reported that security continues to be an issue with kids climbing on the Arcade roof and pottery vandalism. A night security guard has been hired. Cooperator Agreements are almost complete. Reactivating the Spanish Ballroom and bringing people indoors is proving a little challenging. We are investing staff time, resources, and scouting to identify partners that can bring more programming into the park.
- *Fundraising* - Jilna Kothary reported the Park is applying for Covid relief grants from the State and County. A multifaceted fundraising plan for this year is being reviewed by the Fundraising Committee. All board members will be asked to utilize their networks. The member/donor reception at the Labor Day Art Show went well.
- *Staffing* - Registrar Janice Fischer is retiring this week.

No old or new business items were brought to the floor.

**The meeting was adjourned at 9:07pm.**

**Upcoming:**

The Board Retreat is Saturday Oct 8, 2022 10 am to 2 pm in the Arcade Building.

The next meeting is scheduled for Wednesday, November 9, 2022 7 pm by Zoom