

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. 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

Board of Directors Meeting
Glen Echo Park Partnership for Arts and Culture, Inc.
Date/Time: November 9, 2022 7:00-8:30 PM
Location: Zoom Meeting

In attendance: *Martha Morris (Chair), Philip Bay, 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, Irena Savakova*

Absent: *Bonnie Casper, David Greenbaum, Willem Polak, Mike Zangwill*

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

1. Approval of Minutes (Ronda Keys)
 - **Motioned and unanimously approved to accept the GEP Board Meeting Minutes of September 9, 2022**

2. President's Report (Martha Morris)
 - **Executive Director Compensation: The Board, acting in executive session, voted on and approved new compensation for the Executive Director.**
 - **Board Retreat Report**: The October 8th retreat, which focused on advocacy and building capital campaign capacity in support of the Park's long range plan, was a success. The Board Retreat Notes outline the next steps and were sent to the board. The two key actions are to focus on the current fundraising plan, assuring we have 100% participation of board members, and actively engage in advocacy with government partners and major donors.

3. Executive Director Report (Katey Boerner)
 - **Staff Leadership Titles and Responsibilities**: The Executive Committee has reviewed and encouraged the plan for a new organizational structure. This will include a change in title for the Executive Director to Chief Executive Officer, in line with similar positions in the field. In addition, in January the two positions held by Ama Mills-Robertson & Emily Rogers will be elevated to Chief Program Officer and Chief Operating Officer respectively. The Marketing & Development functions will remain unchanged.
 - **Adventure Theatre MTC Update**: After summer camps finished, Adventure Theatre's activities and presence at the Park has dwindled. On November 4th, AT-MTC announced via their web site and to Katey that they are taking a "strategic pause" and will not conduct programs or theater productions. According to the statement, they will be refocusing on education programs in the new year - possibly only at their Rockville location. They also reported that they will not be producing theater productions through June of 2023.
 - Montgomery County holds the agreement with AT-MTC jointly with the Partnership. AT-MTC was subsequently issued notice from the Partnership that they are in violation of the cooperative agreement by not providing programs as outlined in their agreement. It was noted that AT is paying rent and that the agreement may be ended by either party with six months notice.
 - While continuing to speak with AT-MTC representatives about their status, the Partnership staff will evaluate options from financial and programming/mission perspectives as well as with regard to the overall flow of foot traffic at the Park. A

work group including GEPPAC board members will be formed to look at the longer term options if they cannot resume programs.

4. Treasurer/Finance Committee Report (Dan Hanlon)
 - Financial Reports September 2022: Overall, the Park is doing well and is on budget. The committee will review the financials and examine if the budget should be revised in January for the remainder of the fiscal year.
 - Audit Update: Auditors will be at the Park in December and it is anticipated that the audit will finish in January.
5. Board Governance Committee Report (Martha Morris)
 - **Motioned and unanimously approved to accept the Code of Ethics as presented.**
 - Recruitment: The committee's goal is to expand the board to 20 members by bringing in 4-5 new members. Ideal candidates will balance the skills needed by the board while improving its diversity (age, race, gender, region). Martha asked board members to send her the names of possible candidates as soon as possible but no later than November 24. Interested individuals can be referred to the "Join Our Board" web page. The County is advertising to fill the opening created when Rufino Velazquez resigned due to relocation. The position closes on November 15th.
6. Advocacy Committee Report (Samir Paul)
 - Committee Report: The committee met in October and outlined its goals. At the Federal level, it will work to have the Park included on NPS' priority list to facilitate project funding. It is also working with the Facilities and Long Range Planning committees to evaluate which capital projects the Park should put forward for State funding. At the County level, they will be forming relationships with the new Councilmembers by introducing them to the Park. The committee will send the board suggested events which board members can attend to ensure our political representatives meet our board members. Bonnie Casper and Samir are developing a plan to approach the new State Governor/leadership. Katey thanked members for writing letters to the Council for providing emergency funding through the arts council.
7. Fundraising Committee Report
 - Year End Appeal: Jilna Kothary reported a multi-prong approach will be employed this year. It includes: 1) Peer-to-Peer Campaign: a friendly fundraising competition among area neighborhoods where captains send postcards and post on social media to help raise funds. 2) Company/Foundation Match Day: utilizes companies and foundations willing to match contributions to leverage donor contributions. 3) Member Donor Appreciation Event on December 3rd: postcards for the event are being mailed. 4) Thank You Gift: a fold up picnic blanket will be sent to donors contributing \$250 or more. 5) Sharing Contacts: She requested board members assist with fundraising by helping to source campaign matching possibilities and expanding the donor base.
 - Gala planning: Barbara Martin reported the committee is working on honorees. A "big name" is being sought to help with ticket sales.
8. Facilities/Long Range Planning Committee Reports (Emily Rogers for Dan Hanlon and David Greenbaum)
 - ULI Report: The final report has been shared with the board and is on the ULI website. The Long Range Planning will be going through the report and incorporating pieces into their work.

- Clara Barton House: The renovation project by NPS is on track. In the next step, NPS will develop construction documents. Construction is anticipated to start next fiscal year in fall 2023.
- Spanish Ballroom Historic Structures Report: NPS has started work with an architectural firm who completed a site visit. The Park is providing information and input to the firm. They are open to replacing the floor and introducing HVAC to the space. The report will be finished in Spring 2024 after which the project will be put in the budget cycle for FY26.

8. DEIA Committee (Ronda Keys)

- The Lincoln Park Historical Society toured the Park. Ronda is connecting with the organizers to partner for future events.
- Montgomery Community Media - She will work with Jenni and Ama on possible ways to publicize the Park and expand its reach through the use of the podcast studios the organization rents.

9. Staff Reports

- Programs (Ama Mills-Robertson): Light Up the Holidays includes lighting the Park's buildings and three events to activate the park as the weather turns colder have been planned. 1) Holiday Art Show (11/19) includes demonstrations, music, and a food truck, 2) Shop Art Saturday (11/26) and 3) Member Donor Event (12/3). The Puppet Co is producing the Nutcracker and a Hanukkah show. Classes & enrollments are doing very well. Work is currently being done to produce the spring/summer 2023 catalog which includes summer camps. Registration opens in early February.
- Marketing (Jenni Cloud): Final production is wrapping up on a promotional video funded by Heritage Montgomery. She will share a link to the video and rollout plan to the board. Marketing for the Light up the Holidays winter initiative is underway and includes a postcard mailing.

10. Old Business/New Business

- Barbara Martin reported that the Bluegrass event she hosted last week at the Park raised approximately \$2,000

The meeting adjourned at 9:05 pm.

Next meeting:

Wednesday, January 11, 2023 7 pm (*Zoom*)

Board of Directors Meeting – Special Session
Glen Echo Park Partnership for Arts and Culture, Inc.
Date/Time: January 3, 2023 8 pm
Location: Zoom Meeting

In attendance: *Martha Morris (Chair), Bonnie Casper, Dia Costello, Andrew Friedson, Mary Gies, Greg Grant, David Greenbaum, Dan Hanlon, Ken Hartman, Ronda Keys, Mona Kishore, Barbara Martin, Willem Polak*

Absent: *Philip Bay, Heather Hanson-Rivas, Samir Paul, Irena Savakova, Mike Zangwill*

Guests: *David Dise, Department of General Services, Montgomery County, MD*

Staff: *Katey Boerner, Ama Mills-Robertson, Emily Rogers*

Meeting of the Board of Directors opened by Board Chair Martha Morris. The special session was called in order to discuss the situation regarding Adventure Theatre MTC.

The motion to terminate the cooperative agreement with Adventure Theatre MTC was unanimously approved.

- Three months of notice from the communication to ATMTC about being in breach would set the termination date as February 5, 2023.
- Next Steps: Katey Boerner will work with David Dise, Greg Grant, Martha Morris and Mona Kishore on revising the drafted letter so that it can be sent as soon as possible.

Meeting adjourned at 8:10 pm.

Next meeting:

Wednesday, January 11, 2023 at 7 pm (Zoom)

Board of Directors Meeting
Glen Echo Park Partnership for Arts and Culture, Inc.
Date/Time: January 11, 2023, 8:00-9:00 PM
Location: Zoom Meeting

In attendance: *Martha Morris (Chair), Bonnie Casper, Dia Costello, Andrew Friedson, Mary Gies, David Greenbaum, Gregory Grant, Dan Hanlon, Ken Hartman Espada, Ronda Keys, Mona Kishore, Barbara Martin, Samir Paul, Willem Polak, Mike Zangwill*

Absent: *Philip Bay, Irena Savakova, Heather Hanson-Rivas*

Guests: *David Dise, Department of General Services, Montgomery County, MD*

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

The Board went into Executive Session to discuss the Adventure Theatre MTC contract.

At 8:04pm the regular open meeting of the Board of Directors was convened by Board Chair Martha Morris.

1. Adventure Theatre MTC Contract - termination extension
A motion to grant Adventure Theatre MTC a 3 month extension on the termination date of February 5 (thereby extending termination date to April 5) pursuant to direction provided by the County Executive's office requesting this extension (and provided that clear deliverables are put in place with deadlines) was unanimously approved. Staff were directed to work with the County and our attorney on the written response and list of deliverables.
2. Approval of Minutes (Ronda Keys)
 - **Motioned and unanimously approved to accept the GEP Board Meeting Minutes of November 9, 2022.**
 - **Motioned and unanimously approved to accept the GEP Board Meeting Minutes of January 3, 2023 Minutes.**
3. Treasurer's Report (Dan Hanlon)
 - Financial Reports November 2022: Overall, the Park is doing well and better than budgeted. The successful fundraising efforts and grant applications have contributed to this. For the record, the Park collects rent and not a portion of revenue for ATMTC. The Partnership is doing better than last year as demonstrated by class registrations which are strong and a good financial indicator. The Park will be receiving COVID emergency funds from both the State and the County. Estimated gross revenue in the Glen Echo Galleries for the holiday art shows was \$23k which is slightly higher than last year. All of the visual arts organizations pay a 4% of gross art sales but the numbers from in-studio sales are not available until the end of next month. The artists were appreciative of the efforts for winter promotion of art sales.
 - Audit Update: The audit is on-going (although an illness on the team delayed the work a bit).

2. Board Governance & President's Report (Martha Morris)

- Elect Board Members: The Board Governance committee submitted a report recommending nominees in advance along with the nominees' resumes. All four individuals have ties to the Park. When deciding term lengths, the goal was to create board cohorts of roughly equal size.
 - Matt Donizetti - 3 year term
 - Ellen Lengermann - 2 year term
 - Theresa Nielson - 2 year term
 - Katrin Peck - 3 year term

Motion unanimously approved to elect the proposed new board members for the terms as listed.

- Update/progress on Board Tasks: Chairs please review the tasks. David Greenbaum the Long Range Planning Committee has completed the review of the ULI report. However, the rightsizing of existing space is contingent on cooperators coming out of Covid and doing things and the outcome of the theaters.

3. Fundraising Report (Bonnie Casper / Barbara Martin)

- Gala - The Gala is May 20th. Planning is moving along and more information will be shared at the next meeting. It is hoped to start the sale of tables earlier this year.
- Year End Appeal: Bonnie gave kudos to Barbara for spearheading this year's efforts which raised \$110K. The report recapping the projects was shared in advance and presented. A final report will be shared once final data is analyzed. Per capita giving is back to the pre-Covid level. The number of donors increased and the total funds raised is up 30%. Key successes were the neighborhood campaign and donor matching. The report included goals for next year.

4. DEAI Task Force Report (Ronda Keys)

- The task being focused on is outreach and partnering with different organizations that are already doing things here.
- The Park is working with Washington Revels to do a Juneteenth event.
- Another idea is premiering the film about the carousel/civil rights protests including a panel.

5. Facilities Committee Report (Dan Hanlon with details from Emily Rogers)

- Clara Barton House R&R Project: NPS has developed schematic designs, and the Partnership and County provided comments in December. The comment period for the required Section 106 Review which involves the neighborhood has been extended by 30 days. This has bumped the timeline by 6 months. The project is a continuing conversation with NPS and the Partnership remains an active participant.
- Spanish Ballroom - Condition Assessment: Staff have answered questions and provided needs for both front and back of house to the architects during their site visit. Another site visit is planned for later this month. While NPS will likely be able to fund deferred maintenance such as the floor, NPS has flagged that capital projects such as HVAC will fall to the Partnership. The working number is \$3M but will increase. This will be in a few more fiscal years.

- Parking Lot Repaving: This project is delayed as the NPS requires 30% engineering drawings and that work is now being done. This was not a budgeted cost. The project is anticipated to be completed in the spring.
- Crystal Pool: Funding is needed for an options analysis since it is a known/approved future building site and is currently a hazard.

6. Staff Reports

- Staff Updates: Katey Boerner
Two positions are posted: Development Associate and Director for Dance and Events. Please help to spread the word. www.glenechopark.org/jobs
- Program Updates: An environmentally based theme is being explored for this year to tie programming together. The Fall/ Winter session will be wrapping up in a month. Work is currently being done on the Spring/Summer catalog and work on the Fall/Winter catalog will begin immediately afterwards. This will put catalog production back to the pre-Covid production schedule. Class registration through Dec 22nd was 3,200; pre-pandemic it was 4,000. Upcoming exhibitions include many solo artists including many female identifying artists.
- Fundraising: The Park will receive \$63k from the County and \$148k from the State in Covid relief. The board was asked to forward any potential sponsors. Festivals sponsors would help to underwrite the Park's costs for free public events. Jilna will send sponsorship information to the board.

7. Old Business/New Business - none

The meeting adjourned at 8:53 pm.

Next meeting:

Wednesday, March 8, 2023 7 pm in person at Glen Echo Park.

Board of Directors Meeting
Glen Echo Park Partnership for Arts and Culture, Inc.
Date/Time: March 8, 2023, 7:00-9:00 PM
Location: Arcade Building & Zoom

In attendance: *Martha Morris (Chair), Philip Bay, Bonnie Casper, Dia Costello, Matt Donizetti, David Greenbaum, Swati Gupta, Dan Hanlon, Heather Hanson-Rivas, Ken Hartman Espada (ex-officio), Ronda Keys, Mona Kishore, Ellen Lengermann, Barbara Martin, Theresa Nielson, Samir Paul, Katrin Peck, Willem Polak, Irena Savakova, Mike Zangwill*

Absent: *Andrew Friedson (ex-officio)*

Guests: *David Dise, Department of General Services, Montgomery County, MD
Gregory Grant, General Counsel, Shulman Rogers*

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

1. Approval of Minutes (Ronda Keys)
 - **Motioned and unanimously approved to accept the GEP Board Meeting Minutes of January 11, 2023.**

At 7:10pm, the Board went into Executive Session to discuss the Adventure Theatre MTC contract. Dan Hanlon, acting chair for Martha Morris, resumed the regular session at 7:32pm.

2. President's (Dan Hanlon for Martha Morris)
 - Update/progress on Board Tasks: the report was shared in advance of the meeting. Board members were asked to review their committee tasks.
 - The Board succession plan process was reviewed and discussed (see attachment)
 - **Motioned and unanimously approved to accept the Board Succession Plan.**
3. Board Governance Reports (Heather Hanson-Rivas for Martha Morris)
 - Call for nominations & officer input - The timeline for nominations and officer input was shared in advance. Heather reviewed the nominating priorities which include filling the skill sets that are being lost by term limited members and improving the board's diversity (age, geographic representation, ethnicity). Desired skills include advocacy, fundraising, finance, outreach, and non profit/arts management who are part of different/new networks and have the ability to raise funds or generate new outreach contacts. Knowledge of arts programming, law, and government relations are also desirable.
4. Treasurer's Report (Dan Hanlon)
 - Financial Reports January 2023: Overall, the Park is doing well. Members were encouraged to review the reports which were shared in advance.
 - Audit Update: The audit is anticipated to wrap up by the end of the month.

5. Fundraising Report (Bonnie Casper)
 - Gala Update: May 20th - "Dancing into the Future"
Paul Swartwood will be making the blown glass centerpieces. Lt. Governor Aruna Miller will serve as the honorary gala chair. Marc Elrich will receive an advocacy award. The Innovation Award will be presented to Ricardo Loaiza who operates a youth latin dance group (After School Dance Fund). Similar to last year, there will be entertainment to greet guests upon arrival. Board help is needed to sell tables, secure sponsors and program advertisements. The committee is also seeking help to procure auction items.
6. DEIA Task Force Report (Ronda Keys)
 - The committee is working to take the Park to the community including at venues such as farmers markets and churches in South West DC. Work is in process with some social organizations as well. Philip Bay is exploring transportation options from Southwest DC to the Park.
7. Long Range Planning Report (David Greenbaum)
 - The committee is focused on renovation of the Spanish Ballroom and planning for improvements to the former Crystal Pool. They are exploring other sites similar to the Park for ideas about future development.
8. Facilities Committee Report (Dan Hanlon)
 - Clara Barton House: In the beginning of March there was a meeting with NPS and the County during which NPS announced it is no longer seeking a management partner as a result of the Section 106 compliance meetings. In addition, NPS said its review board (IRB) would not approve the schematic designs that would have made the site more broadly usable.
 - Spanish Ballroom: The Historic Structures Report is 50% complete and will be finished next year. While research continues, the architects shared a draft table of contents. The Park would like the floor replacement and addition of HVAC included in the final recommendations as well as ways to improve the front and back of the house. A milestone calendar will need to be developed to help with fundraising.
 - Grants Update: Applying for grants for the crystal pool area plan and research. We are still waiting on the outcome of the Resilient Maryland grant which would include funding of sustainability items. Other funding options are also being explored to improve the park's sustainability.
9. Employee Policies (Katey Boerner)
 - The compensation policy and employee manual were shared in advance.
 - **Motioned and unanimously approved to accept the Compensation Policy**
 - **Motioned and unanimously approved to accept the Employment Manual**
10. Staff Reports (Boerner & Staff)

Reports were submitted in advance, highlights include:

 - Program Updates: This year's fall and winter classes were close to pre-pandemic numbers. Registration for spring/summer had a strong opening. These numbers show people are ready to return to in person programming and that many of the Park's resident partners are doing a wonderful job offering programs. Exhibitions are also doing well with 1,500

visits in the 3 galleries during January. Ama Mills-Roberston discussed launching a program related to art therapy and mental health. Washington Conservatory is doing some work in the music therapy arena.

- Fundraising: A new Development Associate has been hired.
- Marketing: More marketing materials will be in Spanish thanks to a Heritage grant. A new layout for the lobby is being developed.
- Staff Updates:
We will be hiring summer positions. In the final phase of interviewing for the Director of Dance and Events position.

11. Old Business/New Business - none

The meeting adjourned at 8:48 pm.

Next meeting:

Wednesday, May 10, 2023, 7pm - Zoom

Board of Directors Meeting
Glen Echo Park Partnership for Arts and Culture, Inc.
Date/Time: May 10, 2023, 7:00PM
Location: Zoom

In attendance: *Martha Morris (President), Bonnie Casper, Matt Donizetti, Swati Gupta, Dan Hanlon, Heather Hanson-Rivas, Ken Hartman Espada (ex-officio), Ronda Keys, Mona Kishore, Barbara Martin, Samir Paul, Katrin Peck, Willem Polak, Rose Hacking (for Andrew Friedson)*

Absent: *Philip Bay, Dia Costello, David Greenbaum, Ellen Lengermann, Irena Savakova, Theresa Nielson, Mike Zangwill*

Guests: *Gregory Grant, General Counsel, Shulman Rogers*

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

1. Approval of Minutes
 - **Motioned and unanimously approved to accept the GEP Board Meeting Minutes of March 8, 2023.**

2. President's & Board Governance Reports (Martha Morris)
 - Martha thanked board members for putting forth nominations and the Governance Committee for their work. At the June meeting, the Board will vote on the board nominations as well as officers and the executive committee at-large member. The committee's report on Board of Directors nominees and nominations for Officers and the Executive Committee at-large member was presented. The resumes of the four nominees are available in Dropbox. The proposed officers were either nominated by other members of the board or self nominated.
 - There are two County seats open for appointment. Samir Paul is seeking reappointment for one seat. Five candidates were interviewed for the remaining seat and a recommendation has been sent to the County Executive. The appointment will likely be made at the end of June when the Council returns from its budget recess.
 - Martha requested all committees to review their committee tasks and make updates as needed.
 - The Governance Committee will be conducting the annual evaluation in June.

3. Treasurer's Report (Dan Hanlon)
 - Financial Reports March 2023: Overall, the Park is in good financial shape as it builds back after COVID. The Tuition Paid account continues to be higher which reflects an increase in enrollments. Income numbers are exceeding budget with the exception of social dance which is starting to slowly return to prior levels. The Partnership is headed towards a good end of year balance. Members were encouraged to review the reports which were shared in advance.

- Audit Update: The FY22 audit is posted. It was a “clean” audit with only a few minor tweaks with adjustments in depreciation and the write-off of the pandemic era utility bills for the Cafe when they were not operating. The report showed an increase in assets and in the tuition accounts (liabilities). Both are good indicators of recovery. All FY22 revenues were higher than FY21 indicating return to “normal” revenue. FY22 had a loss of \$84k. However, the prior year was positive and the current year is projected to be positive evening out the results.
 - FY24 Budgets Presentation: Dan Hanlon and Katey Boerner presented the draft operating budget and the capital and major maintenance budget. The operating budget for FY24 is a balanced budget. Both budgets were distributed to the board in advance and will be voted on at the June meeting.
 - i. FY24 Draft Operating Budget: The Partnership has rebuilt back to a \$2.5M budget in revenue and expenses, with social dance budgeted conservatively. Overall, this is 3% higher than FY23 with earned income budgeted to increase by 10% and non-governmental contributions to increase by 12% as COVID relief government grants are not expected to continue. On the expense side, salaries are the largest item with the addition of new staff and pay increases agreed by the board.
 - ii. FY24 Draft Capital-Maintenance Budget: This budget is for expenses of major maintenance and preservation using funds drawn from board designated funds. Improvements & Enhancements items are funded from cash on hand (which then become fixed assets). They are investments that will hopefully generate future income. Design costs must be front funded in order to get NPS approval for many of the things we want to do and is also needed to raise donor funds. Studies/Assessments items are grant funded. The budget was submitted by the Facilities Committee and the Finance Committee has reviewed and recommends it to the board.
 - iii. Katey and Dan noted the Partnership must work in concert with NPS, the County and State to determine how to fund the overall maintenance of the Park’s grounds as it is beyond the scope of the Partnership. The Partnership is currently waiting on NPS’ compliance review process to be completed in order to repave the upper parking lot. The work is being funded by grants from the State and County with no federal monies contributed.
4. Fundraising Report (Bonnie Casper)
- Gala Final Planning: Committed funds thus far are at \$126,850 of the targeted \$160K. As of last week, 285 attendees are confirmed. The target number the caterer is working with is 300. More auction donations have come in than expected. These items and the centerpieces (selling for \$300) will be sold as “buy it now” on the Givebutter platform the week prior. An email will go out Monday. Thanks was expressed to Dan Hanlon for financing the centerpieces again this year. Fund-a-Need will go to youth outreach programs at the Park.
5. CEO Report (Katey Boerner) -
- ATMTC: The County has given a reprieve to the termination notice. Right now they are requiring monthly check in meetings. ATMTC is rebuilding the

staff, registering camps, and will have a June performance. The Partnership will continue to monitor their status with the County.

- Carousel Day: The event was an amazing success including incredible press coverage thanks to Jenni Cloud and help from Barbara Martin. About 2,000 carousel tickets were sold with approximately 3.5k people in attendance.
- Folk Festival: The 7 stage event will take place on June 3 and 4. A shuttle bus is being planned to run from Bethesda.
- LGBTQ Family Day:- Planned for June 17th in conjunction with Councilmember Evan Glass's office. There will be activities and discounts.
- Juneteenth: In collaboration with The Revels, a week-long celebration throughout the region starting June 17th is being planned. The culminating event will take place at the Park on June 25th (11 -4pm) focused on the civil rights history of the Park. The multigenerational - multicultural event will feature activities and performances with a theme of community and healing.
- Art Walk: The first Friday of the month events have resumed and will run through August. The events activate the entire Park with all studios and galleries open. Last Friday's Art Walk had over 500 people in attendance with significant arts sales. Pottery had sold over \$4k in their opening sale. The Outdoor Art Market on the following day (May 6th) was also successful, but its numbers were not as high as Friday's.
- Summer Concerts: Free concerts will be held on Thursday evenings in the Bumper Car Pavilion starting June 15th and run through August.
- Staff Updates: Carol Malinowski is new to the Development Department. Lucas Chatwin has joined staff full time supporting Events and Rentals. Jenni Cloud will be welcoming a new full time marketing assistant next week. Staffing is underway for the summer including a new LDAS intern.

6. Old Business/New Business - none

The meeting adjourned at 8:17pm.

Next meeting:

Wednesday, June 14, 2023, 7pm - in person

Board of Directors Meeting
Glen Echo Park Partnership for Arts and Culture, Inc.
Date/Time: June 14, 2023, 7:00-9:00 PM
Location: Spanish Ballroom & Zoom

In attendance: *Martha Morris (Chair), Philip Bay, Bonnie Casper, Matt Donizetti, David Greenbaum, Rose Hacking for Andrew Friedson (ex-officio), Dan Hanlon, Ken Hartman Espada (ex-officio), Ronda Keys, Ellen Lengermann, Theresa Nielson, Katrin Peck, Irena Savakova, Mike Zangwill*

Absent: *Dia Costello, Swati Gupta, Heather Hanson-Rivas, Mona Kishore, Barbara Martin, Samir Paul, Willem Polak*

Guests: *Gregory Grant, General Counsel, Shulman Rogers*

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

1. Approval of Minutes (Ronda Keys)
 - **Motioned and unanimously approved to accept the GEP Board Meeting Minutes of May 10, 2023.**

2. Financial Report (Dan Hanlon)
 - Financial Reports April 2023: The Partnership is in good financial shape as it continues with its year of recovery. Net income is significantly higher than this time last year due to increased income from more leased space, COVID aid funds, grant income, and dance revenue beginning to return.
 - The budgets were presented at the May meeting and no changes have been made. The FY24 Operating Budget is a \$2.5M balanced budget. The FY24 Draft Capital-Maintenance Budget consists of major maintenance and preservation projects funded by using board designated funds.
Motioned and unanimously approved to accept the FY24 Operating and FY24 Capital-Maintenance Budgets
 - The FY22 990 is complete and was provided in advance.

3. Board Governance (Martha Morris)
 - To replace board members leaving and rebuild the board, the committee proposed five board members. Board terms are for varying lengths to ensure continuity in Board leadership.
 - Sharon Freeman - 3 year term
 - Chris Fromboluti - 3 year term
 - Meryl Bloomrosen - 2 year term
 - Mike Manatos - 1 year term
 - Tisha Thompson - 1 year term**Motioned and unanimously approved to elect the proposed new board members.**
 - In addition, the committee recommends reappointment of
 - Barbara Martin - 3 year term

Motioned and unanimously approved to elect the proposed new board members.

- The proposed slate of officers/Executive Committee for FY23:
 - Dan Hanlon, President
 - Ronda Keys, Vice President
 - Mona Kishore, Treasurer
 - Heather Hanson-Rivas, Secretary
 - Samir Paul, At-large

Motioned and unanimously approved to elect the FY23 Board officers.

- Board Survey - Martha thanked the eight members who completed the survey and requested action from those who have not done so. She will write a results report by the end of the year.

4. President's Report (Martha Morris)

- Martha recognized and thanked outgoing board members Irena Savakova (6 years of service), David Greenbaum (3 years of service), and Bonnie Casper (6 years of service). Ex-officio board member Ken Hartman was recognized for his 15 years of service to the board.
- Martha thanked all board members for their hard work and commitment as well as the staff. She highlighted some of the board's key accomplishments this year including: the board retreat which helped the board focus on its advocacy and fundraising messages, adding several new board members, passing the Code of Ethics, the work on employment policies, and advancing facilities projects.

5. Fundraising Report (Bonnie Casper)

- Gala Report: A report was submitted in advance for the 2023 Gala which took place on May 20. The Gala netted over \$92K, a small increase from last year. Bonnie noted that some categories such as centerpiece sales and program ads were down. She believes the key to a more successful event is starting earlier. She also recommended offering a digital donation option during Fund a Need for those who like to remain anonymous. Jilna Kothary stated there is a link to purchase the remaining centerpieces and the items will be on display at upcoming events. Dan Hanlon was thanked for underwriting the cost of the centerpieces.
- Multiple events were hosted at the Park this year for donors and the public. Bonnie recommended holding a fundraising event in the fall.

6. Advocacy Task Force (Bonnie Casper for Samir Paul)

- The committee met with various members of the County Council and several came to the Park. There are seven new members in the State legislature. In addition to meeting with District 16 representatives, Bonnie recommended we should meet with other districts' representatives.

7. Facilities Committee (Dan Hanlon)

- Dan commended staff for their work on all the recent and upcoming events. The Partnership was awarded a State of Maryland Resiliency grant and Frankenthaler solar study grant. A new contractor has been selected for the parking lot and we are awaiting a start date. Dan congratulated Emily Rogers for completing Leadership Montgomery.

8. Long Range Planning Report (David Greenbaum)

- The committee spent time internalizing the message and building the vision from last year's ULI process. A spreadsheet was shared that lays out the timeline for major capital projects. The goal is to plan for future needs including care of the Park while working ahead of NPS to have items included in their process. Future plans for the Spanish Ballroom were discussed including that the ballroom may be out of commission for a year or two. This will require the development of a contingency plan for the lost revenue during that time.
9. DEIA Task Force Report (Ronda Keys)
- This year the committee added signage to the Carousel horse, established the Park's land use statement, arranged for a Park visit for immunocompromised children from the NIH Children's Inn, began taking the Park to the community starting with farmers markets Southwest DC and expanded the Diverse Voices event by partnering with the Washington Revels for a week long series of Juneteenth events.
10. CEO & Staff Reports (Katey Boerner)
- On June 20th, board members are invited to take part in the "Voices of History and Hope: The Past and Future of Juneteenth in Montgomery County" either in person Ballroom backroom or on Zoom.
 - Katey completed DEIA training for leadership earlier this year.
 - Program Updates: Ama Mills-Robertson reported that enrollment and tuition revenue are doing well with an upward trend in enrollment. Camps start June 19th for 10 weeks. Work is underway for the fall and winter catalog as well upcoming events. Art sales revenue continues to do well thanks to the dynamic shows in the galleries. Planning has started for the Labor Day Art Show.
 - Marketing: Jenni has been doing exceptional work to promote all different events. She arranged a barter agreement with Washington Informer for free advertising by hosting a lunch at the Park on 6/24. Bridget Conway has started as a full time marketing assistant.
 - Katey thanked the board members who are leaving the board.

Dan Hanlon thanked Martha Morris for serving as President for the past two years and for her seven years of service to the Partnership.

11. Old Business/New Business - none

The meeting adjourned at 8:34 pm.

Next meeting:

Wednesday, July 12, 2023, 7pm - Zoom