

**Community Media Center
Board of Directors Meeting Minutes
Tuesday, February 8, 2005**

Meeting called to order at 6:25 pm, by Mark Smith, Board President.

Roll Call/Introductions

Barnes, beery, Beyer, Chapla, Jarlsberg, Marshall, Schmit, Smith.

Absent – Gladden, Hartel (called), Kelly (called), Nicholson (called), Wall (called), Wickersing (called).

Ex-Officio present – Koning.

Ex-Officio absent – CTAF, Comcast, GRPL, City of Grand Rapids.

Guest – None.

Staff – Lillie Oliver, CMC Office Manager.

MOTION 2/8/05-1 Approval of Agenda

Barnes **MOVED** for approval of February 8, 2005 Agenda, Jarlsberg **SECONDED**, **MOTION APPROVED**.

MOTION 2/8/05-2 Approval of January 4, 2005 Minutes.

Chapla **MOVED** for approval, Beyer **MOVED** to amend the Minutes, Roll Call/Introduction Section: to read Kim Beyer absent. Schmit, **SECONDED**, **MOTION APPROVED**.

Public Comment

None.

Executive Director Report

- Capital Campaign Information packets hand-outs to Board Members.
- First Capital Campaign Cabinet meeting good turn out, solicited members input for funding from potential donors.
- Invite Board members to donate towards Capital Campaign and submit names of individuals to approach.
- Meeting February 15th from 3-5 pm, CMC, to discuss space needs.

- Capital Campaign all staff meeting Tuesday, February 22nd 3-5 pm, to explain what we're doing and to solicit for funds through payroll deduction (optional).

Wealthy Theatre Issues

- Purchase agreement finalized soon.
- Theatre continues being booked, bookings close to projections.
- Plans to renovate the annex now called CMC Wealthy Street
- Just approved signage to be placed in front window 'Coming this Spring' CMS, GRIID and MoLLIE with description of services.
- Affiliates moving to CMC Wealthy Street, fully up and running May 1, 2005.
- Twenty hour a week senior worker Mary Jo Ryan paid by AARP former legal secretary, she's great.
- Three people presently working at theatre include, Mr. Westley, Mary - AARP senior worker and James Walker, Interim Theatre Coordinator.

Mark Smith reported a couple of expense related items he quoted on to Dirk as action items:

- Title Insurance, presently in place a No Owners Policy, What type of title insurance we ought to prepare?
- Survey needs to be done, no survey exist.
- Phase I Environmental study needs to be done.
- Appraisal need to be done to establish value of property.
- Mark recommended we could proceed with sale papers in spite of these lacks. He predicts they will not cause undo problems.

Standing Committee Assignments and Reports:

Operation Oversight- ED Review/ Marshall

Committee did meet, Executive Director evaluation form reviewed, see email sent to members requesting comments, report by next meeting date.

External Relations/Barnes

Did not meet, have not rescheduled yet.
Committee plans to review draft survey to be mailed to membership.

Planning and Development/Beery

See written report. (attached)

New Business

Discussed reviewing Standing Committee membership criteria.

President Mark Smith reported Deb Wickering's employer changed her schedule requiring her to work each Tuesday evening thru May 2005. She very much wants to remain on the Board. Member Jane Jarlsberg volunteered to serve as interim Secretary, by Board consensus. Approved.

Next Board meeting (Tuesday, March 1, 2005) @ 6 pm, Wealthy Theatre.

MOTION 2/8/05-3 Adjournment

Barnes **MOVED** to adjourn Beery **SECONDED**, **MOTION CARRIED 7: 15 pm**

Team Members Reference:

Planning and Development: Larry Beery, John Hartel, Kim Beyers.

Community Relations: Louis Barnes, Jessica Gladden, Mary Kelly, Deb Wickering
Jan Jarlsberg, Rick Chapla, Rick Nicholson.

Operation/Oversight: John Schmit, Steve Marshall, Mark Smith, Beverly Wal.

President _____

Recording Secretary _____

Meeting Minutes taken and prepared by Lillie Oliver, Office Manager.