

**BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.**

Tuesday, September 21, 2021

**Board Meeting Minutes**

**Attending Via Zoom:** Anana Kambon, Board President; Michael Shecter, Board Vice-President; Jack Lewin, Treasurer; Brian Lyles, Michael Shechter, Sandra Gibson, Michael Davenport

**Attending Via Phone:** Tom Crawford

**Staff Attending Via Zoom:** Donna Drew Sawyer, Chief Executive Officer; Randi Norris, Deputy Director; Brian Wentz, Director of Finance; Lanece Taylor, Executive Assistant; Tonya Miller, Chief Marketing & Program Director; Jackie Downs, Director of Arts Council

**Absent:** Heidi Daniel, Laurie Rush

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**Welcome**

- Anana Kambon welcomed everyone.
- Called the meeting to order at 9:07am

**Approval of Meeting Minutes**

- June 15, 2021 minutes were approved and adopted as final.

**Finance Committee Report**

- Jack Lewin presented financial statements for both BOPA and BFAI.
- Brian Wentz reported that outstanding balances have been taken care of. One of the PPP loans has been granted forgiveness and we are in the process of applying for forgiveness for the other.

**CEO Report**

- Busy Quarter for all Departments.
  - Arts Council
    - Will hold 33<sup>rd</sup> annual Open Studio Tour the end of October.
    - Free Fall will take place in October.
      - As of right now Free Fall has over 100 events planned and will be both virtual and in person.
  - Events
    - In the process of on-boarding Mission Media.
    - Working on expanding BOPA's brand and updating the website.
    - Will start a Listening Tour with current sponsors in October once Courtney starts.
    - Brian Lyles and Sandra Gibson volunteered to help in any way they can with BOPA's rebranding project.
    - Working on revitalizing cultural festivals for 2022-2023.

- Facilities
  - Working on repairs for Bromo Tower.
- Administrative
  - Submitted 4 proposals to American Rescue Plan and will submit another. ½ million was approved for artist.
  - 4 million requested from ARPA- approval still pending.
  - Received some money from the City to help with emergency repairs to Bromo Tower.
  - Working on getting formal loan agreements for some of the artwork BOPA is in possession of.
- Development
  - Reimagining development team and reaching out to sponsors to see what they want. Jack Lewin recommends reaching out to Board Members to support engaging prospects.
  - Likely incorporating a listening tour as we think re-launch of events and post-covid programs.
  - Providing a 90 Day update for Board Members.
- Relocation
  - New BOPA office will be located at 7 St. Paul Place. We are working on finalizing the lease.
  - In the process of finding a contractor for the new space.
  - Hopefully will be in new office in February.
  - In-person will be held in November for Board Members to see the new space.

### **Governance Committee**

- Since Scott Johnson has stepped down from the Board, Anana Kambon provides an update.
- Strategic Plan Update
  - We met at the end of August and while we received strong proposals, will be revisiting some other options.
    - Randi will send the RFP for Board members to share contacts with.
    - We hope to have a consultant to introduce at the December meeting.

### **New Business**

- Mike Shector asked about BOPA's involvement in the North Harbor Sign Ordinance, including LED Billboards.
  - Donna has been at the meetings and will share any new information as she gets it.
- There being no additional new business, a motion to the end of the meeting was made and seconded.
  - Anana Kambon adjourned the meeting at 10:38.