



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

Tuesday, December 14, 2021

**Board Meeting Minutes**

**Attending in Person:** Anana Kambon, Board President; Brian Lyles, Paula Rome, Heidi Daniel

**Attending Via Phone:** Sandra Gibson, Jack Lewin, Treasurer; Michael Shecter, Board Vice President

**Staff Attending in Person :** Donna Drew Sawyer, Chief Executive Officer; Brian Wentz, Director of Finance; Lanece Taylor, Executive Assistant; Tonya Miller, Chief Marketing & Program Director

**Absent:** Michael Davenport, Franklin McNeil

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**Welcome**

- Anana Kambon welcomed everyone.
- Called the meeting to order at 10:30am

**Approval of Meeting Minutes**

- September 21, 2021 minutes were approved and adopted as final.

**Marketing & Events**

- Tonya Miller presented presentation on ArtScape planning
- We will be expanding ArtScape to 3-5 days.
- Will be curated by Derrick Adams.
- Plan to go live with press announcement first of the year.
- Michelle Walter of AMS presented a presentation outlining the strategic planning process. The process will start the beginning of the year and is estimated to be complete by June.

**Finance Committee**

- Brian Wentz presented financial statements for both BOPA and BFAI.
- 2021 audit complete.
- January 1<sup>st</sup> all accounting will be done in house.
- City budget for fiscal year 2023 submitted last week.
- Received \$500,000 from the City for ARPA.
- Aligned calendar for 2022 with pillars from the City.

**CEO Report**

- Busy Quarter for all Departments.

- Listening tours have started. The first listening tour was December 13<sup>th</sup> and was a success. We are planning to do 5 more sessions.
- Currently in negotiations with the City over budget.

### **Governance Committee**

- Working on board membership.
- Motion was made and approved to accept Brian Lyles as new Board President and Heidi Daniel as the new Vice-President. (Franklin N. McNeil, Jr. continues as Secretary, and Jack Lewin continues as Treasurer)

There being no additional new business, a motion to the end of the meeting was made and seconded.

- Anana Kambon adjourned the meeting at 12:06.

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