



**BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.**  
BOARD MEETING – Thursday, September 6, 2018 – 9AM  
**MINUTES**

**Attending:** Kimberly Clark, Tom Crawford, Michael Davenport, E. Scott Johnson, Jack Lewin, Brian Lyles, Anana Kambon, and Frank McNeil

**Staff Attending:** Jessica Abel, Krista Green, Roz Healy, Lenora Henry, Kathy Hornig, Dana Moulden, and Donna Sawyer

**Absent:** Jeff Pillas, Sandy Hillman, Paula Rome, Laurie Rush, and Kathy Sher

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Anana Kambon, Board President officially welcomed Donna Drew Sawyer as the new CEO.

**Minutes** –June 14, 2018 minutes were approved and adopted as final.

**Governance Working Group Report**

- E. Scott Johnson, Governance Chair announced there will be a two board surveys emailed within the next two weeks for members to complete. This survey is a self-assessment tool that identifies skills and demographics of each member. The board will provide feedback with their experience and provide recommendations to BOPA. The board is expected to return the surveys by mid-October.
- BOPA will initiate a strategic planning process for the organization.
- BOPA will research acquiring a nonprofit attorney to provide pro-bono legal services.
- BOPA Board Orientation materials will be updated and distributed to board members.

**Finance Report**

- Dana Moulden, CFO provided a statement of activities, financial position, FY19 proposed budget analysis, and Investment Policy Statement.
- The Finance Committee will be reconvened now that a CFO is on board. Dana will schedule with committee.

## **Development Report**

- Dana Moulden, CFO reported the Development Department will be hiring a new team member to raise funds from national sponsors.

## **Communications & Marketing Report**

- Kathy Hornig, COO reported that we are amplifying BOPA's brand, new business opportunities and community profile. The team will develop a robust communications/marketing plan to execute in 2019. In addition, we are launching next year, BOPA's new Brand Ambassador Program which will ensure BOPA's presence at key City events and festivals.

## **Cultural Affairs Report**

- Krista Green, Interim Cultural Affairs Director provided an update about BOPA projects and partner events.

## **Other Business**

- Donna Sawyer, CEO announced new staffing changes within the organization.
- The 2018 Book Festival will be held September 28-30<sup>th</sup> 2018 at the Inner Harbor.

BOPA Board President Anana Kambon adjourned the meeting at 10:25am.

Drafted minutes respectfully submitted by

*Lenora Henry*

*9-10-2018*

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Lenora Henry

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Date