



**BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.**  
**BOARD MEETING – WEDNESDAY, June 15, 2022**  
**BOARD MINUTES**

**Attending in person:** Brian Lyles, Board President; Laurie Rush

Attending via phone: Anana Kambon, Michael Davenport, Michael Shecter, Jack Lewin, Paula Rome, Tom Crawford, Sandra Gibson, Franklin McNeil

**Staff attending in person:** Donna Drew Sawyer, Chief Executive Officer; Randi Norris, Chief of Staff; Lanece Taylor, Executive Assistant; Tonya Miller, Chief Marketing & Programs Officer; Stacy Handler; Director of Development; Michelle Walter- AMS

**Absent:** Heidi Daniel

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**Welcome**

Brian Lyles welcomed the group and called the meeting to order at 10:12 am.

**Approval of Meeting Minutes**

- March 8, 2022, minutes were approved and adopted as final with a change to be made of Heidi's last name from McDaniel to Daniel.

**Governance Committee Report**

- Shared recruitment list from before Covid.
- Committee will finalize and share role expectations list to use when interviewing potential members.
- Still need to think about the gaps in functions (equity is an important component).
  - responding to constituent needs.
  - historical buildings and facilities
- We need referrals, there is a definitive process
  - Referral
  - Vet
  - Interviews (the Governance Committee will finalize interview questions ASAP)
- Goal is to present at least 5 new Board Members for approval to the full board, bring them on as participating members for the last quarter of the year, and would join the annual meeting in December
- Anana will send an email to remind folks and open invitations to board members
- Hoping to extend the board to possibly 15 members. Looking to broaden the scope of input & experience.

**Strategic Planning**

- Anana introduced Michelle from AMS to give an update from the strategic planning committee.
- Interview with the Mayor on June 30<sup>th</sup> about BOPA to help inform the Strategic Plan.
- 3 Listening sessions were completed

- General constituent survey completed, now drilling down to engage artists and creatives more specifically.

### **Finance**

- The finance committee has reviewed the budget but is waiting on closing off the end of the year and will be holding off on a budget vote.
- Final payments will be arriving in the next few weeks to close out the fiscal year.
- Working with the city to incorporate 1% for Arts revenue.

### **CEO Report**

- Donna appeared in front of the Ways and Means Committee on June 2nd and for a follow-up hearing on June 14th for our FY23 Budget. They had many questions regarding Artscape and operations.
- BOPA will provide a proposed ArtScape plan to the Mayor on July 6<sup>th</sup>
- BOPA has provided all follow-up documentation and is instituting a plan to ensure regular meetings with City Council members at least two times a year, in addition to sending front-burner reports.
- **Development**
  - Stacy Handler gave an update for the Development team.
  - Currently working on creating systems to achieve department goals and creating a development plan.
  - A packet went out to past supporters of the Sondheim prize in hopes of gaining additional support.
- **Events**
  - Artscape
    - Planning on doing an Artscape preview on September 15 & 16.
  - Farmers Market
    - The B side kicked off June 5<sup>th</sup> and was a huge success.
    - BOPA will be rolling out new branding slowly starting with the Farmer's Market. Will also be working on getting a merchandise cart at the Farmer's Market that will have Farmer's Market/BOPA merchandise for sale.
    - Sam Huber has been promoted to Manager and will now take over managing the Farmer's Market. Carlos DeShawn Brown has also been hired as the new Director of Events.

### **Other Business**

- There being no other new business, Brian adjourned the meeting at 11:51 am.