

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

BOARD MEETING - Wednesday, March 29, 2023

BOARD MINUTES

**Attending in Person:** Brian Lyles, Board President; Michael Shecter, Franklin McNeil, Andrew Chaveas, B.R. Hammed-Owens

**Staff Attending in Person:** Lanece Taylor, Office Manager; Brian Wentz; Chief Finance Officer, Carlos de-Shaun Brown; Director of Live Events, Stacy Handler; Director of Development; Jackie Downs; Sr. Director of Programming, Sarah Gibbons; Institutional Giving Manager, Crisean Snowden; Senior Coordinator Customer Experience, Tommy Jackson; Coordinator Customer Experience, Madden Henning; Development Manager, Twi McCallum; Arts Education Specialist, Chris Brooks; Assistant Director of Programming, Devin Shacklett; Program Manager, Barbara Hauck; Communications Manager, Dora Carroll; Social Media Manager, Ja-Mel Johnson; Director of Human Resources

**Mayor's Office representative:** Tonya Miller

**Absent:** Sandra Gibson, Anana Kamboj, Jeffrey Kent, Michael Davenport, Tom Crawford, Paula Rome

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Welcome

- Brian Lyles welcomed the group and called the meeting to order at 10:16 am.

Approval of Meeting Minutes

- Since there was not a quorum of Board Members present, minutes from the December board meeting could not be approved.

Governance Committee Report

- Jack Lewin and Laurie Rush have resigned from the board.
- M&T will remain a BOPA funder.

Finance

- A full finance report will be sent to the board when completed.
- BOPA is currently \$100,000 lower in expenses and \$100,000 higher in revenue compared to last fiscal year.
- Most receivables outstanding due to BOPA's uncertainty with the City have been collected.

Strategic Planning

- The strategic planning committee has completed its work. The next step will be to present the plan to the board and staff.

### CEO Report

- Brian Lyles expressed that the BOPA staff is doing well considering the staff changes.
- Relationships within the Mayor's office are in good standing.
- The board is still working on a process for the search for an interim and permanent CEO.
- New board members Andrew Chaveas and B.R. Hammed-Owens were introduced.
- Arts Council
  - Successful launch of Emerge at Bromo Tower.
  - Scholastics is wrapping up with 4200 submissions, the ceremony will be held later at BMA.
  - Moving into grant season, Communities Thrive Organizational Project Grant opens next week.
  - Wrapping up semi-finalist for Sondheim.
- Baltimore Farmers' Market
  - Farmer's Market will open April 2nd with the first installment of the B-Side: The House That Baltimore Built.
  - The market has grown and currently has no open vendor space.
- Facilities
  - TOTW exhibition has been postponed until May.
  - The Tea Bazaar at Cloisters is currently 75% full.
  - Open Houses at Cloisters have been very successful.
- Development
  - Have made great progress towards goals but will fall slightly short due to momentum lost at the start of the year.
  - Will continue to build relationships for next year.

### Other Business

- There being no other new business, Brian adjourned the meeting at 10:35 am