
BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.

BOARD MEETING – **September 27, 2023**

BOARD MINUTES

Board Members Present: Brian Lyles, Board President; Frank McNeil, Board Vice-President; Andrew Chaveas, Treasurer

Attending Via Video Conference: Jeffrey Kent

Board Members Absent: B.R. Hammed-Owens

BOPA Staff Present: Todd Yuhanick, Interim Chief Executive Officer; Brian Wentz, Director of Finance, Christopher Brooks, Devin Shacklett, Barbara Hauck, Sarah Gibbons, Madden Henning, Daniella Greeman

Welcome

- Brian Lyles welcomed the group and congratulated the team on a successful Artscape.
- Called the meeting to order at 10:05 a.m.

Approval of Meeting Minutes

- June 28, 2023, minutes were approved and adopted as final.

Executive Committee Report

- Brian Lyles mentioned there would be an update on the CEO Search Process in the next couple of months.

Governance Committee Report

- Brian Lyles mentioned that BOPA had engaged a governance consultant to support BOPA's effort to review internal documents and procedures. Brian L. confirmed the process will include a review of BOPA's bylaws. Brian L. confirmed the deliverable will be a report on BOPA's Governance with recommendations for the future.
- Brian mentioned a Task Force had been assembled to focus on this work, including members of the Mayor's Office. The Board encouraged staff to recommend key stakeholders in the community for inclusion in a survey on BOPA's governance.

Board Secretary Report

- Andrew Chaveas confirmed he is working with Brian Lyles and Lanece Taylor to audit BOPA documents as part of the Governance Process. Conflict of Interest forms will be circulated for annual signature.

Strategic Planning Committee

- Brian Lyles confirmed the Development Team has distributed the Strategic Plan to key funders.
- Todd Yuhanick agreed to serve as the point person for distribution to the city stakeholders.

CEO Report

- BOPA's quarterly funding has been approved by the Ways & Means Committee as BOPA continues to show positive effort.
- Artscape was a success despite Saturday's cancellation due to extreme weather. BOPA is waiting on final numbers from the City for assumed visitors and economic impact.
- BOPA has floated a proposed date for Artscape 2024 and is coordinating with all city stakeholders prior to public release. Hopeful to release date shortly.
- Arts Council noted numerous grant activities, and highlighted the following initiatives:
 - Freefall Baltimore – Providing over \$55,000 in support.
 - Community Arts Grants – Distributing \$70,000 in grants.
 - Creative Baltimore – Distributing 50 awards totaling \$250,000 in General Operations Support.
- Development Team reported securing \$183,000 in private donations in the weeks leading up to Artscape.
- Finance Team reported the FY23 Audit will begin in October and should be completed by the end of the year.

Other Business

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

Adjournment

- Brian Lyles adjourned the meeting at 10:22.