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**BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.**  
BOARD MEETING - **December 13, 2023**  
BOARD MINUTES

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

**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, Ja-Mel Johnson, Daniella Greeman

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Welcome

- Brian Lyles called the meeting to order at 10:05 a.m.

Approval of Meeting Minutes

- The September 27, 2023, minutes were approved and adopted as final.

Executive Committee Report

- Brian Lyles mentioned the CEO Search Committee would be having it's final meeting the week of 12/18 and a final CEO should be announced by the end of the year.

Governance Committee Report

- Brian Lyles mentioned the last meeting with the Governance Consultant occurred on 12/11 and a final report will be shared with the Mayor's Office and City Council.
- Brian Lyles and Frank McNeal mentioned this would be their last Board Meeting as their terms expire at the end of 2023.
- Brian and Frank expressed the honor it had been for them to serve BOPA. The staff expressed their gratitude for Brian and Franks participation and service.

CEO Report

- BOPA's December quarterly funding has been approved by the Ways & Means Committee as BOPA continues to show positive effort.
- BOPA and the Mayor's Office announced the 2024 Artscape date, August 2-4.
- NYE Celebration will utilize fireworks and drones celebrating Baltimore Icons
- Development Team encouraged the Board to provide end of year giving with the goal of 100% board participation.

- Finance Team reported the FY23 Audit should be completed by end of January.
- Finance Team confirmed the 2023 990 will be prepared in advance of the May 15 deadline.

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 10:27.