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

BOARD MEETING – **March 27, 2024**

BOARD MINUTES

**Board Members Present:** Andrew Chaveas, April Lewis, Jeffrey Kent, Sarah Scott, Ellen Janes, Tonya Miller Hall, Andy Cook, Derrick Chase, Robyn Murphy

**Attending Via Video Conference:** Angela Wells- Sims, Lu Zhang

**Board Members Absent:** Lady Brion & Adam Holofcenter

**BOPA Staff Present:** Rachel Graham, Chief Executive Officer; Tamara Robinson, Director of Finance, Christopher Brooks, Devin Shacklett, Barbara Hauck, Sarah Gibbons, Daniella Greeman, Dora Carroll, LaSonia King, Caprece Jackson, Ja-Mel Johnson, Fesseha Demessae, Lou Joseph

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Welcome

- Andrew Chaveas welcomed the group and gave a brief overview of BOPA.
- Andrew Chaveas called the meeting to order at 10.05 a.m.

Approval of Meeting Minutes

- December 13, 2023 minutes were reviewed, approved, and officially adopted.
- February 6, 2024, minutes were reviewed, approved, and officially adopted.

Approval of Interim Board

- Current members of the interim board were unanimously approved.

New business

- The Board Resolution letter was unanimously approved.
- The board conducted a vote to appoint officers:
  - Board Chair: Andrew Chaveas
  - Vice President: Lady Brion (Pending formal acceptance)
  - Treasurer: Angela Wells-Sims
  - Secretary: April Lewis
- Lady Brion's election to the position of Vice Chair is pending until formal acceptance. *Post Meeting Note – Lady Brion accepted the nomination of Vice Chair and become the Interim Board Vice Chair*
- The formation of the following committees was approved:
  - Bylaws and Governance
  - Mission & Community Outreach
  - Finance Committee
  - Executive Committee

- Advisory Committee – The Bylaws & Governance Committee was tasked with developing the criteria and selection process for the Advisory Committee.

### CEO Report

- Rachel expressed gratitude to the BOPA staff for their dedication and introduced herself briefly. She outlined her core priorities, focusing on enhancing relationships with city officials and bolstering staff infrastructure. Meetings with key city council members have been initiated, with plans for individual meetings with all council members within the next 30 days.
  - In addition:
    - The Ways & Means Committee unanimously voted to restore the previously withheld funding.
    - Notification has been received regarding the non-renewal of the city contract, prompting discussions to revisit its terms and scope, commencing April 9th.
    - Efforts are underway to fill staff Director vacancies. Tamara Robinson has been promoted to Director of Financial Administration, and arrangements are being made to engage an accounting service firm.
  - Development
    - The development team is down to two staff and one part-time grant writer. Support from our Board members and partners is even more essential to sustaining events and programs until a new Director of Development was recruited.
    - Highlighted that we have raised \$135K in **private** funding for Artscape 2024. We are awaiting final confirmation from the Mayor's Office and Maryland State Arts Council for their financial support of the festival
    - Most urgent funding priorities
      - Sondheim Art Prize - seeking 2-3 sponsors at the 5K or 10K level
      - Top of the World Modernization Project - need to match a \$15K grant from Baltimore National Heritage by June 30th
      - Funding for exhibitions at Top of the World, Bromo, and School 33 starting in fall 2024.
      - Sponsorships for Artscape and Baltimore Book Festival
  - Finance
    - Tamara presented the statement of activities and the Accounts Receivable and Accounts Payable aging reports included in the board packet.
    - The city has been invoiced for the fourth quarter.

### Other Business

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

### Adjournment

- Andrew Chaveas adjourned the meeting at 11:28 am.