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REGIONAL ARTS
COMMISSION OF ST. LOUIS



**Regional Arts Commission
Commission Meeting Minutes
August 12, 2021 @ 8:00AM via ZOOM**



Welcome and Call to Order – Mont Levy, Chair

Levy called the August 12, 2021, meeting to order at 8:03 a.m. and asked Lea to conduct the Commissioner roll call.

Attendees

Commission: Mont Levy, present; John Russell, present; Andrea Purnell, present; Sam Fiorello, present; Jerry Gennaria, present; Roz Johnson, present; Vin Ko, present; Walé Soluade, present; Kellie Trivers, present; Cheryl Walker, present.

Absent: Rhonda Carter Adams, Heather Corcoran, David Wilson, Mary Walsh

Staff: Vanessa Cooksey, Rita Dillard, Chloe Smith, Lea Sutherlin

Other: Trish Donovan (KEB), Rick Gratza (KEB)

Approval of June 10, 2021 Minutes – Mont Levy

Motion made by Russell, seconded by Walker and unanimously carried to approve the June 10, 2021 minutes.



Chair Report – Mont Levy

Levy: Been busy with committee work which is a sign of a healthy organization; late July he and Cooksey met for her six-month review; tremendously constructive and he is very pleased about progress and leadership Cooksey has shown during her first six months at RAC; shared (under full disclosure) that he recently made a \$5k contribution to RAC for executive coaching.

Finance Committee

Levy asked Russell to present the Finance Committee report.

Russell noted that the Finance Committee met on August 9th; asked Gratza to present the following:

Cash Flow Spreadsheet

Gratza presented the cash flow spreadsheet which represented actual activity through July; August through December is projected.

Management Report Q2 2021

Gratza highlighted the statement of financial positions; difference between assets and liabilities; unrestricted net position percentages as of June 30, 2021.

Levy reminded that restricted numbers were set by the Commission based on norms, and called for discussion regarding researching temporary policy update to align with RAC's current response to COVID's impact on revenue.

Gennaria suggested that anything not mandated by statute should be reviewed.

Discussion held regarding Finance Committee reviewing the current fiscal policy set by the Commission.

Action item: Russell, Cooksey and Gratza to review and bring recommendation for the October commission meeting.

Gratza then highlighted statement of revenues and expenses budget verses actual for the first six month of the year; operating expenses, salaries, professional fees, grants and contributions, fundraising, and miscellaneous income.

PPP Loan #2 Forgiveness Update

Received communication from PNC - will open up application process by invitation only beginning late August; will keep Commission up to date.

He then reported that the net income is tracking closely to budget; information about the 15% rule and administrative expenses and unprecedented decrease in Hotel/Motel sales tax due to the pandemic.

Levy reminded that while funding is based on the fiscal year, the cash flow of the February payment was significantly less than forecast.

Cooksey noted as part of fiscal policy review, Finance Committee will also discuss/review reporting on a cash basis for 2022 – and report on accrual basis for the audit. Cooksey then shared monthly cash comparisons.

Strategic Initiatives Committee Report

Levy asked Cooksey to present the Strategic Initiatives Committee report for Wilson.

Capacity Building STL Mid-point Check-in

Cooksey reported that RAC is at the midpoint for the Capacity Building St. Louis program; grateful for grant from Centene for DeVos to execute the program; program is virtual because of pandemic; last group session for cohort was in May; will hold 1:1 coaching for program participants; Strategic Initiatives Committee developed two-part survey asking about organizations' experiences; asking all participants to take the survey which is in addition to DeVos standard evaluation process each March when feedback is sent from coaches and participants; next feedback due March 2022; RAC will send out survey after the Board retreat in September; appreciate Wilson and his leadership of Strategic Initiative Committee in getting this done.

Governance Committee Report

Levy presented the Governance Committee Report for Trivers.

Mini-Retreat

Levy reported that Commissioners have received invites for two mini-retreats in September and November; encouraged everyone to participate and thanked everyone in advance for making time for these important strategic matters; will also spend time on Ad Hoc Facilities Committee feedback and Commission input on important work being done; second subject will be what grantmaking will look like at RAC moving forward; in the process of selecting one of two possible facilitators. Asked Commission if they had any input regarding facilitators.

Discussion held regarding a hybrid alternative or a Plan B if not able to meet in person at RAC because of Delta variant; social distancing on first floor in the gallery space; virtual options for high-risk individuals.

Discussion then held regarding facilitator(s); scope work; 80% alignment and 20% team building; cost; and understanding overall purpose of retreat.

Cooksey noted that Commission feedback will be considered when selecting the facilitator.

Commissioner Recruitment/Reappointments

Levy reminded of St. Louis County vacancy; shared that Walker recommended Lyah B. LeFlore, media executive, TV film producer and author who has returned to St. Louis, has strong ties to the arts and has prospective of a business person, and moving the creative economy forward; noted LeFlore is excited about possibility of being part of RAC; her name was approved by the Governance Committee.

Cooksey shared LeFlore bio in the chat.

Levy noted that LeFlore's name will be submitted to St. Louis County Boards and Commissions; Commission members agreed.

Levy then asked Gennaria to present the Ad Hoc Facilities Committee Report.

Ad Hoc Facilities Committee Report (Gennaria)

Gennaria gave update on Ad Hoc Facilities Committee progress; following a process that is collaborative; working on gathering information that will be presented at the retreat; identified and engaged with DCM – a facilities management and commercial real estate company that will provide info from a commercial real estate perspective; also engaged with Campfire to help with facilitation of 1:1s, a survey, and focus groups to gather feedback on facilities master plan.

Levy asked Cooksey to present the President & CEO report.

President & CEO Report

Cooksey thanked Levy for his investment toward her executive coaching; working with an outstanding coach who works with CEOs all over the country; noted capability vs. capacity in midst of pandemic and managing time and resources at the pace of capacity; this was acknowledged during the March Town Hall.

Thanked Jerry for mentioning partnership with the DCM Group; will support RAC's facility needs; kudos to C. Smith for her diligence in keeping things on task with the building; DCM brought on at a favorable rate.

Staffing Model Update

Currently in Phase 3 of new staffing model implementation; highlighted new staff roles; recruitment underway for two additional positions - Grants and Programs Senior Manager and an External Affairs Senior Manager; highlighted partnership with Insperity, HR service provider launched by R. Dillard; asked Dillard to share how RAC is strengthening infrastructure from an HR perspective.

Dillard reported on the Insperity HR platform; implementation began in mid-March; noted that Insperity is a professional employer organization (PEO) that provides services from HR to payroll and benefits services; will allow RAC to automate and streamline many services already in place including but not limited to payroll, benefits, PTO and employee review; shared/reviewed integrative components of Insperity; will provide operational efficiency; can operate as administrator and as an employee; provides federal compliance training, assistance with employee handbook and library for professional development; allows staff to manage their own information and make updates; employee review/engagement surveys.

Levy looking forward to learning more about the employee performance review component in the future.

Fund Development Update

Cooksey provided fund development update; Gateway Foundation \$25K award for Gyo Obata part-time staff support and \$135K commitment for Gyo Obata Program 2022-2024; MAC Grant due September 2021 – will grant one-time payment of \$20K for Capacity Building Program for

BIPOC organizations; NEA Grant due September 2021 - \$150K General Operating Grant that would be paid over two years 2022, 2023; will continue to explore options for City and County ARP Funds; St. Louis City Stimulus Advisory Board discontinued.

Cooksey also shared the following: (1) Arts KC has launched an awareness campaign with St. Louis as a key location to pilot a statewide effort; (2) welcomed Liz Deichmann to the RAC Team – will serve as the AEP6 Study Lead; (3) St. Louis Music Strategy Survey launches on August 16th; and (4) Blackbaud GMS and eTapestry launches on September 30th.

Levy offered a thank you to the staff for tremendous work being done.

Kellie thanked everyone for sending get well plant.

Meeting adjourned at 9:30 a.m.

Submitted by Lea Sutherlin
Executive Assistant & Commission Administrator

Board Packet ATTACHMENTS:

- Finance Committee Meeting Minutes, May 10, 2021
- Full Commission Meeting Minutes, May 13, 2021
- Ad Hoc Facilities Meeting Minutes, May 20, 2021
- Executive Committee Meeting Minutes, May 27, 2021
- Cash Flow Spreadsheet
- Amended Bylaws