



11-2-2001

Minutes Executive Committee Meeting: November 2, 2001

The DaVinci Institute

Abstract

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**The Da Vinci Institute
Executive Committee
November 2, 2001
Minutes**

The Executive Committee of the Da Vinci Institute met Friday, November 2, 2001 2:30 – 3:00 p.m. at the OETA Board Room. Those in attendance were: Mark Parker, O.C.U.; Linda Tiller, O.U.; Bob Palmer, U.C.O.; Manuel Prestamo, O.C.C.C. and Marvin Lamb, O.U. Executive Committee members not in attendance were: Smith Holt, O.S.U. and Ben Bates, Langston University. Advisory representatives in attendance were Susan McCalmont, Kirkpatrick Foundation and Teresa Brekke, Kirkpatrick Foundation.

Mark Parker called the meeting to order and reported that the minutes were not completed from the October 12 meeting. They will be reviewed for approval at the December 14 meeting.

Financial Report – Linda Tiller reported that the account balances are unchanged from the previous meeting. The balance in the Da Vinci Account is \$10,922. The Oklahoma A+ balance is \$106,000 and the Web Account has a balance of \$3,400. Ten days last quarter's interest will be added to the Da Vinci Account. Linda indicated that this amount would be approximately \$1,000. Bills outstanding include Morrow & Associates, brochure printing, and travel. Susan reported that Vincent Marron would submit all expenses accrued by the Kenan Institute including air, hotel, and additional travel expenses by November 7, 2001.

Bank Account - Linda Tiller received the committee's approval to open the Da Vinci bank account at BancFirst. Marvin Lamb moved that the account be established with a \$500 cap on checks to be written with one signature. All checks over \$500 will require two authorized signatures. Those authorized to sign checks include the Da Vinci Institute President, Vice-President, and Treasurer. Bob Palmer seconded and the motion was approved. Linda will establish an interest bearing account and wire transfer capability to accommodate twice-monthly payroll checks for Melissa Vincent. The account must be opened by November 15 to meet payroll requirements. All invoices should be sent to the Da Vinci Institute, 6608 N. Western, Suite 412, Oklahoma City, Oklahoma 73116-7326.

501(c)(3) Status - Teresa Brekke reported that we received notification from the IRS that several items were missing from our application and they cannot determine tax-exempt status until these items are submitted. Our accountant, Mr. Bob Gary, indicated that the items were submitted in the initial application but that it is not uncommon for items to become separated from the application once the IRS review process begins and this should not impede our chances of obtaining tax-exempt status. The IRS must receive our response by November 13, 2001. The missing items will be sent certified and registered mail early next week.

Administrative Assistant - Mark Parker announced that Melissa Vincent has been hired as the Da Vinci Institute Administrative Assistant. Monday, November 5 is her start date and she will work ten hours per week. Ms. Vincent will work directly for the committee chairs to provide assistance with paperwork, meeting notification, and telephoning members. She will also be responsible for taking minutes at all meetings. Mark will provide her with a voice mailbox. Four candidates were interviewed for the position. Ms. Vincent's resume is attached.

Speaker's Committee – Paul Hammond announced that he will chair the speaker's committee and identified Sam Hope, Executive Director of the National Association of the Schools of Music, Arts

Design, and Theatre as a candidate for the February 8, 2002 meeting. Michael Hammond and Elliot Eisner were also suggested as potential speakers.

Secretary - The committee unanimously approved that Paul Hammond will serve as the Da Vinci Institute Corporate Secretary. He will not be responsible for taking minutes. Melissa Vincent, Da Vinci Institute Administrative Assistant, will take regular minutes at the Da Vinci Institute Executive Committee meetings, Board meetings, and General meetings.

Organizational Chart - Mark Parker presented a Da Vinci Institute Organizational Chart. The two openings in the chart include public awareness and web site chairs. Mark announced that Vickie Patterson is unable to fill the public awareness chair. Peggy Poteet at SNU was contacted about the opening but she is unable to assume the position at this time. However, she is interested in being involved with the institute. Bob Palmer has agreed to chair the public awareness committee. Regarding the web site chairmanship, Manuel Prestamo suggested that his wife who works at OSU could recommend a qualified candidate from the art department. He will inquire and obtain contact information. Marvin Lamb indicated that Chris von Roseninge might want to be involved but probably not chair.

Membership – Mark Parker announced that Jerry Howard will chair the membership committee.

Mark Parker adjourned the meeting at 3:00 p.m. The next meeting of the Da Vinci Institute Executive Committee will be Friday, December 14 at 2:30 p.m. at OETA.