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## Minutes Executive Committee Meeting: September 7, 2001

The DaVinci Institute

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**The Da Vinci Institute  
Executive Committee  
September 7, 2001  
Minutes**

The Executive Committee of the Da Vinci Institute met Friday, September 7, 2001 8:30-10:15 a.m. at the Kirkpatrick Foundation. Those in attendance were: Mark Parker, O.C.U.; Linda Tiller, O.U.; Manuel Prestamo, O.C.C.C.; Paul Hammond, O.B.U.; Marvin Lamb, O.U. Executive Committee members not in attendance were: Vickie Patterson, Rose State; Jeanie Webb, Rose State; Smith Holt, O.S.U.; Ben Bates, Langston; Bob Palmer, UCO. Advisory representatives in attendance were Susan McCalmont, Kirkpatrick Foundation; Teresa Brekke, Kirkpatrick Foundation.

Mark Parker called the meeting to order. The minutes from the July 19 meeting were reviewed and approved.

**Financial Report** - Linda Tiller presented the financial statement comprehensive for the period ending 9/1/01. In the Da Vinci account, \$118,084 remains with \$6,009 allocated for the Da Vinci Brochure and \$112,075.14 remaining to be allocated for "Connections – A+". An additional \$1,396 was accrued in interest. The Committee agreed that this money should be set aside to defray office set-up costs associated with the part-time employee.

There were some problems and delays relating to payment of vendor invoices. The OU Foundation has very specific regulations in place that must be met before payment can be administered. Several invoices were addressed to Kirkpatrick Foundation instead of Da Vinci. These had to be corrected and resubmitted. Because Linda does not have direct access to the accounts, she must wait for reports to be available to review status of payments. This situation can cause delays up to 45 days. Linda does not anticipate additional problems with current vendors since they are now familiar with the correct procedures. However, she does anticipate problems if the part-time employee is paid through the OU Foundation. Susan suggested that KFI could escrow the funds to simplify this situation.

**Website** – Mark reported that Phase I development is underway and will contain membership information for the public as well as members only sections allowing committees to exchange information. Timeframe for completion for Phase I should be determined by 9/10/01 with three design proposals for consideration by 9/14/01. The OKARTS.com is still functioning as our temporary site and will continue on a monthly basis. The monthly rate is \$32 and a 30-day cancellation notice is required. Access OKC also provides a link to the Da Vinci site and program/event information to Oklahoma City and Tulsa. Linda will research grant opportunities to fund Phase II of website.

**Brochure and Letterhead** – Mark reported that brochure copy is being revised and should be submitted to the printer by 9/14/01 and available by 10/01/01. Fifteen hundred brochures and envelopes will be ordered. Postage expense should be minimal, as board members will distribute brochures personally. Letterhead, envelopes, and business cards have arrived.

**Administrative Issues** – Da Vinci requested funding for part-time staff from Kirkpatrick Foundation. Approval of request is expected at 9/12/01 KFI Board meeting. Mark, Susan, and Teresa will generate job description and circulate as soon as funding is secured, preferably by 9/15. October 1 is the target hiring date. The duties of this position will include taking and distributing the minutes, identifying research grant opportunities, finalizing grant applications for submission

and other details as required. The position will be funded for 10 hours per week. The committee is still undecided as to where this position will be housed. Marvin indicated that UCO could provide a cost effective alternative to starting up a second office. However, the presence of a Da Vinci employee at UCO could weaken the overall neutrality and philosophy of Da Vinci. If this alternative is pursued, staff goals and division of duties must be clearly defined. Additionally, it should be made clear to UCO from the beginning that this position will likely be transferred to another location as the organization expands and more funding is available.

Marvin announced the selection of Dr. John Clinton as the Director of the A+ Schools Project and Director of the UCO Center for Arts Education. He reported that the search generated much enthusiasm on a national level. Dr. Clinton will work as a consultant before coming on board full time in January of 2002. Carolyn Clark was hired, as Project Coordinator and she will begin on 9/10/01. Informational meetings are being scheduled with Randall Rayburn, the State Board of Education, and the Oklahoma Foundation for Excellence. The meeting with the Foundation for Excellence may create an opportunity to secure the support of David Boren. Mark and Marvin will schedule a meeting for the entire Da Vinci membership to introduce John.

**A+ Oklahoma Status** – Susan reported that Vincent Marron will be in Oklahoma City 9/16-9/18 to meet with KFI, Barthelmes, and Windgate Foundation personnel to discuss political strategy and program planning. Regarding the A+ Summer Institute, OSSM has offered their facilities at no charge when they become available in June 2002 through August. The only cost will be for food service. They can accommodate up to 150.

The National Grantmakers in Education Conference in Seattle during the first week of October will provide an opportunity for national exposure to the arts education funding community. Vincent will chair the committee on arts education and Susan will serve as a panelist. Both will have the opportunity to present A+ Oklahoma to the funding community and discuss the unprecedented three-state partnership.

Vincent will return to Oklahoma City in October to present A+ to the State Board of Education, Sandy Garrett, and potentially to Governor and Mrs. Keating.

Status of the U.S. Dept. of Education grant is still pending.

Linda reported that the research teams have completed their individual projects and summaries are in hand. Once schools are selected the research will continue. Results will be made available on the website.

Susan reported that OETA wants to cover the first pilot year of A+ for the *Gallery* series.

**Campus Programming** - Manuel will schedule a meeting of the committee for 2002 collaborations. Additional funding from KFI to facilitate collaborations is expected to be approved at 9/12/01 KFI Board meeting. Representatives from each college or university will collect information from their respective institutions and identify opportunities.

**Public Awareness** - Susan and Mark reported that Vickie Patterson has not been available to attend meetings and that a new chair should be identified. Mark asked the EC to think about possible nominations and e-mail suggestions to him by 9/14/01.

**Meeting Schedule** – Mark suggested that EC meetings should be expanded to include the full board whereby maintaining diversity and allowing board members to become more involved.

Linda recommended that an additional 15-30 minutes be built into the beginning or end of the Board meeting in case the EC needs to meet separately. Mark will contact Board members by telephone to determine best day for monthly meeting. General membership will meet quarterly. The first monthly board meeting will be held in October and the first quarterly meeting in November. Board meetings will not be held during the months that quarterly meetings are held. Several meeting locations were discussed including the Downtown Consortium, OKC Zoological Society Conference Room, McAlpine Center, United Way. Mark and Susan recommended that John Clinton be made an ex-officio member of the board.

**Speakers** – Mark requested that EC members e-mail suggestions for speakers for quarterly meeting by 9/14/01. Several possibilities were discussed including Vincent Marron, Russell Taylor, University of Michigan, Bob Gluten (President of Ohio University), Sam Hope (National Accreditation for Theatre, Dance Music).

The meeting was adjourned and Mark will determine date of October Board Meeting after phoning members.