1-21-2005

Agenda Executive Committee: January 21, 2005

The DaVinci Institute

Abstract

Agenda of the meeting of the Executive Committee of The DaVinci Institute on January 21, 2005.

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1. Call to Order
2. Contracts
3. Insurance
4. Website
5. Advisory Member Duties
6. Strategic Planning Committee
7. New Business
8. Adjourn
I. Call to Order
II. Approval of Minutes from December
III. Financial Report for December
IV. Annual Financial Report
V. Update on Audit
VI. Vote on By-laws revisions
VII. Scholars Committee Update
VIII. Speakers Update
   a. Dr. Lang
   b. David Kennard
   c. David Steiner
IX. Strategic Planning Committee
X. Spring Banquet Committee
XI. Name Issue
XII. New Business
XIII. Old Business
XIV. Next Meeting Date
XV. Adjourn
DVI Board Meeting RSVPs
January 21, 2005

YES:
Billi Kaye Meacham
Jack Bryant
Susan McCalmont
Terri Cummings
David Alexander
Tim Falty
Mary Broadnax
Tom Barlow
Emily Stratton
John McCarroll
Ramona Paul
Flo Potts
Linda Tiller
Robert Con-Davis Undiano
Jean Hendrickson
Kyle Dahlem

NO:
Phil Moss (out-of-town)
Michael Miles (Oklahoma Music Educators Association Annual Conference)
Sara Jane Richter (heavy class load)
Paul Hammond (conflict)
Peter Sherwood (conflict)
Scott Hale (has a class scheduled at that time)
Mark Parker (out-of-town)
Marvin Lamb (building dedication)
Phil Moss (out-of-town)
President Jack Bryant called the meeting of the Executive Committee to order at 11:09 a.m. Members present were Jack Bryant, Linda Tiller, Susan McCalmont, Tim Faltyn, and Billi Kaye Meacham. Director Tom Barlow also attended. Mark Parker did not attend.

Speaker Contracts. Contracts for 2004-2005 speakers were discussed. Billi Kaye Meacham will prepare the contracts as needed. Tim Faltyn moved that a contract for Dr. Lang, guest speaker for the April 5 DaVinci banquet, be prepared. Linda Tiller seconded the motion. Motion was approved.

D&O Insurance. The need for D&O insurance was discussed. Jack Bryant suggested investigating the possibility that DaVinci might partner with other non-profits to collaboratively purchase D&O insurance at a lower cost. Susan McCalmont offered to explore the possibility of DaVinci participating under the umbrella of the Kirkpatrick Foundation D&O policy. She will report her findings back to the Board.

Website. Susan McCalmont reported that the Kirkpatrick Foundation is working with Staplegun to develop a website. She suggested that it might be possible for DaVinci to work with Staplegun to develop a new website as a part of the Kirkpatrick website project with the Kirkpatrick Foundation absorbing the cost. Further discussion included the issue of website maintenance, lack of flexibility of the Charity Advantage website template currently used by DaVinci, and the possibility of Staplegun creating the design and Kirkpatrick providing maintenance. The committee decided Susan, Terri, Jack, Billi Kaye, and Scott Hale would meet with Staplegun to discuss developing a website for DaVinci Institute. Tom Barlow moved that the website be a priority. Tim Faltyn seconded the motion. The motion was approved.

Stationery. Jack Bryant reported that the artwork file from Scott Hale for DaVinci letterhead could not be opened. Jack will contact Scott about this problem. Annual letters requesting support cannot be mailed until the letterhead is available.

Advisory Committee. Emily Stratton, Advisory Board member, has suggested that the function and responsibilities of the Advisory members be identified to enable them to better serve the board. Tim Faltyn volunteered to develop specific duties and responsibilities for advisory members. His recommendations will be considered at the February 18th Board of Directors’ meeting.

Jack reported that Anita May, President and Executive Director of the Oklahoma Humanities Council, has agreed to serve in an advisory capacity on the Board of Directors of DaVinci Institute if it does not conflict with her OHC responsibilities.
Jack appointed the Executive Committee as the Nominating Committee. He then recommended to the committee that Robert Con Davis-Undiano be asked to serve on the DaVinci Institute Board of Directors. The Board concurred with his recommendation. Robert’s name will be presented to the Board of Directors at the February 18th meeting.

Strategic Planning. Frank Merrick has agreed to work with the Institute to develop a 5-year strategic plan to incorporate and move DaVinci toward achievement of its revised mission. Billi Kaye will contact Mr. Merrick to make the arrangements. He will meet with the Executive Committee initially and then the full Board of Directors. One Board of Directors’ meeting will be dedicated to strategic planning.

Creativity Project. Susan updated the committee on her upcoming trip to California to attend the National Arts Education Partnership Conference. John McCarroll and Jean Hendrickson will also attend the conference. While there, Susan and John will meet with David Cannard and Ken Robinson to discuss the possibility of an OETA series on creativity that may result in a PBS documentary featuring creativity in Oklahoma. Susan also discussed the possibility of a partnership between the Omniplex and DaVinci Institute with OETA becoming the ultimate home of DaVinci.

Other. Susan reported that Jeanne Hoffman Smith had expressed interest in associating “Creativity in Motion” with DaVinci. Tom Barlow noted that there had also been interest in connecting the “Blues in Schools” program with DaVinci. Both possibilities will be explored.

Board Meeting Schedule. The Committee discussed changing the Board meeting day. This will be discussed with the Board of Directors.

The meeting was adjourned at 12:05 p.m.

Respectfully submitted:

Billi Kaye Meacham
Executive Director
February 18, 2005

Approved ____________________