

Minutes
Baltimore Clayworks Board of Trustees
Special Board Meeting - Virtual
June 17, 2020

This meeting was held in accordance with Baltimore Clayworks' bylaws.

In Attendance: Margaret Allen, Ronni Aronin, Deb Bedwell, Ariel Brown, Alan Cooper, Carla Dunlap, Marcy Emmer, John Gazurian, Pat Halle, Caroline Jelavich, Cynthia Kammann, Susan Patz, Megan Rich, Larry Sandler, Leathia West, Melanie Hood-Wilson.

Absent: Fitsum Shebeshe Nick Hawkins.

Meeting came to order at 7:40 p.m.

Transition Preparation

Melanie showed a Powerpoint presentation (she developed regarding the transition for a new director. The full slide show is attached as part of these minutes in PDF format. It included a timeline of Cyndi Wish's separation from Clayworks and the transitions challenges and opportunities. The goal is to have a plan on moving forward that includes:

- Timeline
- Community Input
- Board Education
- Decision Matrix
- Search Process

Melanie proposed a 9 person search and transition committee. She suggests 3 board members, three staff members, and three community members with a student, resident artist, and teacher. She plans to have a decision matrix to board in a week or two. She proposed a timeline that hired a new ED in December.

Pat asked where the facilitated conversations in the timeline are. Melanie will amend the timeline to reflect a facilitated conversation with Cyndi.

Carla noted that she and Marcy met with Beth Kendall who is working on a Master of Science in Organization Development at American University. She would like to work with Clayworks as her dissertation project in July and August. She could facilitate a meeting with staff and board to start off the project. She is also a ceramic artist and served as Interim Executive Director for *Watershed Center for the Creative Arts*, Newcastle, ME which is a 34-year-old national ceramic residency program. She was responsible to restructure and reestablish the stability of the organization during hiring and transition to a new Executive Director.

ED job description and organizational structure discussion:

- Do we want to keep the ED model or consider dual leadership?

- Hiring search firm is expensive. If use firm, they can help craft the job description. With the search committee. Alan has been involved with search firms and found some were great, some were not good.
- Marcy thinks person should be from Baltimore, for fundraising/ development. Others think that is too limiting.
- Many felt the time frame may not need to extend to December. The last ED was hired in about 3 months.
- Some feel we need an interim director or manager for the short term so there is one person in charge and organizing. Nicole does not want to be interim again. The staff feels that they can each manage their programs as they are far along but manager would work. MJ manages logistics. Pat feels decision can be made with staff and Cyndi.
- Caroline noted there are grants of \$125k that need to be matched. We need somebody who can make decisions in place. Someone has to lead the charge. Maybe not rush to search as we may have 2nd wave of COVID-19..
- Maybe the agency that found Paul (former interim director) would be able to find an interim director with experience.
- Deb feels there is a broad range of community that loves Clayworks and has experience to act as the interim.
- What about those who had applied last time

The board agreed that an analysis of the organizational chart and structure was necessary to determine leadership needs before finalizing a transition plan and timeline. Talking with the staff is an important part of the analysis. Amend the timeline to reflect facilitated conversation with Cyndi

MOTION

Carla moved to change next board meeting from June 24 to July 1. Deb seconded. Motion passed unanimously.

Next Steps

Prepare organizational analysis to identify models that could work for Clayworks. Melanie, Carla, and Caroline, will serve on a task force. Carla will contact Nicole Fall to serve as an ex officio. Research may include models of successful ceramics organizations such as the Clay Studio and the Archie Bray Foundation.
Deadline: July 1, Recommendation to Board.

Schedule meeting with staff and board.

Meeting Adjourned at 8:50 p.m.

Carla Dunlap
Carla Dunlap, Secretary

Marcy Emmer
Marcy Emmer, President