

# Oregon Cultural Trust Board Meeting Minutes



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August 15, 2024

Teleconference

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**Board Members Present:** Sean Andries, Chair; George Kramer, Vice-Chair; Nicki Price; Deb Schallert, Gayle Yamasaki

**Board Members Absent:** Nathalie Johnson; Bereniece Jones-Centano; Gustavo Morales; Myong-Hui Murphy; Sen Bill Hansell, Rep John Lively

**Staff Present:** Kat Bell, Grant Officer; Raissa Fleming, Trust Assistant; Carrie Kikel, Communications Manager; Brian Rogers, Executive Director; Liora Sponko, Senior Program Manager

**Staff Absent:** Aili Schreiner, Trust Manager

## Call to Order

Andries called the meeting to order at 11:02 am.

## Budget Distribution Plan for FY2025

Rogers discussed the Distribution Plan. He said we are up from last year \$649,125. He said we have three Treasury accounts, the permanent fund, grants and operations. He showed the difference between last fiscal year and this fiscal year due to the passage of HB3532. Kramer said his understanding is that we are putting less in the permanent fund to be able to grant more money. Rogers said yes, that is correct.

Rogers described the grant distribution between programs that is outlined in statute. Andries asked for a reminder what the Cooperative Partner grants are. Rogers provided the examples of the Poet Laureate program run by Oregon Humanities. Andries asked if the Cooperative Partner grants were mandated by statute.

Action: Highlight the projects funded by the Partners.

Rogers said Schreiner is working to create a funding recommendation for the Cultural Development grants. He also said they are preparing a recommendation to increase the base amount for the Cultural Participation grants to \$7,500.

Kramer hoped this meeting would provide a strong understanding of the expenses and especially the administrative costs as they begin discussing the prospect of merging with the Oregon Arts Commission. Yamasaki agreed.

## **Permanent Fund Report OITP**

Rogers introduced the OITP Plan Account Report.

Action: Add to next Board packet the OITP monthly overall report of all funds in account.

## **Administrative Budget Overview (Cultural Trust and Oregon Arts Commission)**

Rogers discussed the Administrative Budget Expenditures. Yamasaki asked what the actual Office Expenses are. Rogers said anything highlighted in green are our core operations charges. Most of them can't be changed as they include printers, cell phones, web hosting, the Pearl database, etc. He said our lease payments will go down in the coming months when we move to the third floor in our building. Schallert said it looks like we underbudgeted or were surprised with some of these expenditures. Rogers said the budget predictions were set out by the fiscal office. He is working with them now to better project each category.

Rogers introduced the Oregon Arts Commission budget. Yamasaki asked why the personnel budget was so much higher than the Oregon Cultural Trust. He said that 90% of his salary, 100% of Sponko's salary are paid from Oregon Arts Commission's budget and they have more program staff. Yamasaki asked why the Oregon Arts Commission doesn't have a publications budget. Kikel said the Oregon Arts Commission doesn't have a marketing budget and isn't promoting anything. Yamasaki asked what the Oregon Arts Commission's professional services line item includes. Rogers said it is mostly the six Percent for Art contractors that work across the state managing projects.

## **Marketing Budget Detail**

Rogers said they don't have actuals from FY2024, but they have a plan for FY2025. Yamasaki asked if Bell + Funk is part of the plan this year. Kikel said they issued a new RFP and Turell Group won that contract. Kramer asked if the Marketing and Outreach Revenue Total was part of the Total Budget for Publicity and Publications or is it in addition to it. Rogers said it is included in the Total Budget for Publicity and Publications. Yamasaki asked what the increase would be in donations with the increase in marketing. Kikel said they are working toward the Strategic Plan goal of 5% increase. Also, an increase in marketing should make an increase in license plates. Yamasaki asked if there was a plan in place for the Coalition Initiatives. Kikel said not yet, but it is a Strategic Plan goal.

Action: Modify the distributions plan for the August 22, 2024 Board Meeting to see what is actually going in the endowment this year.

Action: Prepare a document for the August 22, 2024 Board Meeting that shows the operations/administrative budgets for the Oregon Arts Commission and the Oregon Cultural Trust.

Action: Prepare other scenarios for the August 22, 2024 Board Meeting with the following Percent of Allocation splits: 45/55 and 42/58.

### **Staffing Details**

Rogers discussed the staffing of the Oregon Arts Commission and Oregon Cultural Trust. There was some discussion about whether the Trust should be paying part of Sponko's salary. Rogers also pointed out that on the FTE Percentage of Time Spent chart, he considered whether to add in how much time he spends working for Business Oregon and attending meetings.

Action: Update Organization Chart for the August 22, 2024 Board Meeting.

Action: Color code the staffing and FTE reports to reflect those that work exclusively for Trust or Arts Commission and those that work for both.

### **Adjourn**

Andries adjourned the meeting at 12:15 pm.