

CALOP Meeting Minutes
Thursday, August 23, 2012
University City City Hall, 2nd Floor Conference Room
6:00 PM

Members Present: Eric Friedman, James Reeves, Rick Simoncelli

Members Absent: Robert Wilcox, Joe Totherow, Dennis Riggs, Mary Williams, Councilman Byron Price

Also Present: Courtney Gregory, Keith Cole

Call to Order

The meeting was called to order by Mr. Friedman at 6:20 pm. A motion to approve the agenda was made by Mr. Simoncelli and seconded by Mr. Reeves. The motion was approved.

Approval of Minutes

The minutes from July 26, 2012 were not reviewed. The approval of minutes was forgone and will be reviewed at the next meeting.

Chairman's Report

Mr. Friedman announced former staff liaison Kacie Galbraith's departure. Courtney Gregory will now be the new CALOP Liaison. Mr. Friedman will sit down and go over what is required for each meeting. Kacie suggested that the commission look into subscribing to a digital drop box so that all of the commissions documents will be readily available to the commissioners. This effort will make all documents and CALOP related information accessible in the event that the University City Liaison is not available.

Mr. Friedman reviewed the recycling project report that was sent to all members via email. The commission has selected Edie Bernard's group to receive the recycling grant. Two other applicants were eliminated: Rebecca Shelby from the waste management district and David Webb from the Sustainability department of St. Louis University. Margie Newman's group withdrew their proposal due to other commitments. A list of requirements has been developed for Edie's proposal. A letter of agreement will be provided to Edie stating that CALOP will grant her \$750.00 for a final proposal that meets all requirements and is acceptable to the CALOP commissioners. The committee responsible for all decisions regarding the recycling project includes Eric Friedman, Rick Simoncelli, Mae Etta Weston, Rebecca Shelby and David Webb. Mr. Friedman requests that all committee members review the requirements and respond by August 30, 2012.

Mr. Friedman would like to send a letter to demand the return of funds from Flamingo Productions for the funded project "There's No Place Like it". Previous letters were sent to turn down their offer to use a different project in lieu of the funded project. Mr. Friedman would like to find the Flamingo Productions contract and send another letter to the grantee and the City's attorney (with permission of the City Manager).

Mr. Friedman met with the Mayor to discuss the future of CALOP. Other ways for funding and reinventing this organization was reviewed. Mr. Friedman believes that we can get substantial attention from foundations and local groups that are interested in having an impact on the community using video. Mr. Friedman spoke with a few colleagues that suggested CALOP reserve \$150,000 and find groups that would be interested in working with the organization to collaborate and find additional funding sources. For example Channel 9.

It was expressed that the commission as a whole should come together and address the direction that the organization should go before filling the current vacancies. In Mr. Simoncelli's opinion, financing CALOP will not be successful. He suggests that CALOP should find an honorable and useful way to wind down. CALOP should find organizations that can fulfill noble projects and grant them the money to do so.

Treasurer's Report

As of the last meeting, Mr. Simoncelli found that the reports were formatted differently. As a result, Mr. Cole, Assistant Director of Finance and Mr. Simoncelli agreed to meet to discuss the reports. Mr. Friedman suggested that the reports be formatted so that it would make the financial reports user-friendly for those who do not have a financial background.

Mr. Cole noted that the reports are the same, just recreated due to only having access to a PDF of the old reports and not the excel spreadsheet. The only form that was changed was the income statement. This form was changed to separate the revenues and the expenses. A month to date income statement was also created to show what the revenues were each month. He explained that the beginning fund balance that was used on previous statements was incorrect. The actual beginning fund balance is higher than what was previously reported. The statements and the records show a variance of approximately \$100,000.

Mr. Friedman requests that a fund balance be reported every meeting.

Administrative Report

Older Videos and the CALOP hard drive were found stored in a safe in City Hall. A list of all videos found has been compiled. The CALOP hard drive was examined by the U City IT department for any files that were supposed to be stored on that drive. The drive was found to be empty.

Mr. Friedman spoke about the Oral History project that was funded. Mr. Friedman's intentions were to take responsibility for the completion of the project. He will duplicate the videos, inventory them and place them into the library. A Budget of \$25,000 was approved in 2007. Currently, the project has a fund balance of \$1,886.00. A motion to authorize the expense of \$1,886.00 to complete the project was made by Mr. Reeves and seconded by Mr. Simoncelli. The motion was approved.

Grant Round Updates

As of the July 2012 meeting, Mr. Totherow volunteered to contact Ms. Sarah Paulsen. Mr. Friedman and Mr. Reeves stayed after the meeting to prepare the contract for Ms. Paulsen's grant.

Mr. Wilcox offered to be the Project Liaison for Richard Rubbelke's film.

Grant Liaisons

A review of current grant projects:

Victims Voices: Mr. Reeves informed the commission that the project team will be traveling down to Petosi, MO to interview an offender and get his perspective on the topic of the film. This project is about a month and a half overdue. A motion to extend the deadline for three months from August was made by Mr. Friedman and seconded by Mr. Simoncelli. This motion was approved for an extension to October 1st.

Comic Geeks: Mr. Simoncelli informed the commission that the Comic Geeks project has been completed. Mr. Riggs has approved the project from a technical aspect and Mr. Simoncelli has approved the project for content. Mr. Simoncelli has a copy of the final invoice and checklist. He will forward them for approval and final payment.

Other Items:

- Set a tentative date for the "Future of Calop" meeting where all commissioners are present
- Mr. Friedman will inquire about getting an intern to help with the CALOP films

Next Meeting Date (tentative):

The next meeting is scheduled for September 27, 2012 at 6pm at City Hall.

Mr. Simoncelli moved to adjourn at 7:35 pm. The motion was seconded by Mr. Reeves and approved.