

CALOP Meeting Minutes
Thursday, December 06, 2012
University City, City Hall, 2nd Floor Conference Room
6:00 PM

Members in Attendance: Eric Friedman, Dennis Riggs, Robert Wilcox, Cindy Thierry, Joe Totherow, Rick Simoncelli

Members Absent: Laura Hamlett, Bernetta Smith-Campbell, Mary Williams, Councilmember Byron Price

Others in Attendance: Keith Cole

Call to Order

The meeting was called to order by Mr. Friedman at 6:00 pm. A motion to approve the agenda was made by Mr. Simoncelli and seconded by Mr. Wilcox. The motion carried unanimously.

Approval of Minutes

July 26, 2012: A motion was moved by Mr. Wilcox to make corrections to the July 26th meeting minutes to include the approved amount of \$10,000 for Mr. Rubbelke's project. The paragraphs on the first page will be re-arranged appropriately. The motion was approved and carried unanimously.

October 4, 2012: The minutes were amended to show the new liaison of the "Jim Crow to Barack Obama" project as Mr. Wilcox. The new commissioners will be involved with the remainder of the "Jim Crow to Barack Obama" project to introduce them to the mentoring process of the grantees. A motion to approve the October 4th agenda was accepted and carried unanimously.

November 29, 2012: A motion to approve the November 29th agenda was accepted and carried unanimously.

Chairman's Report

Mr. Friedman spoke about his meeting with Mr. Cole and Mrs. Tina Charumilind, Director of Finance. The entire grant process was reviewed and agreed that a formal procedure must be composed in the event that the commission should acquire a new liaison.

Mr. Friedman reported that the orientation session with the three new commissioners went successfully.

- Ms. Thierry has agreed to work with Mr. Maclin (University City High School Principal) to continue the film project at the high school. Ms. Thierry will work with Mr. Cole to gather as much information about the established program.

- Ms. Hamlett agreed to handle public relations and communications for the commission. Ms. Hamlett also suggested that the commission have screening sessions to show case all of the completed projects.

Mr. Friedman would like to begin succession planning and training for everyone who is involved in the commission.

Mr. Friedman would like to explore Mr. Riggs idea to have a facility that can involve the community in producing films. This facility, also known as an Apple Authorized Training Center, will be able to train individuals and prepare them for jobs through a cutting edge program.

Treasurer's Report

A motion was moved by Mr. Wilcox to reaffirm the commission's commitment to the Recycling Project for \$50,000. This project will be placed on the encumbered/outstanding project list. That motion was seconded by Ms. Thierry and carried unanimously.

Mr. Friedman would like to amend the commission's current budget and have it submitted to the City Council for approval. A motion was moved by Mr. Simoncelli to have the 2013 budget duplicate the 2012 budget. The motion was seconded by Mr. Totherow and carried unanimously. Mr. Cole informed the commission that the deadline to submit the amendment to City Council is in January.

Special Guest

Mr. Friedman and Mr. Simoncelli introduced Mr. Spath of the Comic Geeks project. Mr. Simoncelli announced that Mr. Spath will soon be featured on the HEC-TV program Liquid Light; where all CALOP programs are aired. Mr. Spath spoke on the history and process of his project. Mr. Spath will continue this project by composing a season of 12 mini episodes which will be 12-15 minutes in length. They also plan to attend comic book and pop culture conventions to show case the series.

Administrative Report

Mr. Cole followed up on administrative matters that required immediate attention.

- 2012 Grant round contracts and check requests (Ms. Paulsen and Mr. Rubbelke) were signed for initial payment
- Mr. Jaimes' checklist and check request was signed
- The Grant checklist process was reviewed for projects that have been completed
 - To receive final payment, checklists are required for all completed projects
- The process and purpose for film releases was reviewed
 - The interviewees and main characters in the films should have releases signed for the grantees benefit and CALOP's benefit
- Mr. Friedman signed a letter to Mr. William Streeter. This letter asks for an accounting of his gross revenues. Similar letters will be sent to other grantees that have completed their projects

Nomination of Vice Chair

Mr. Friedman reported that a replacement was needed for the Vice Chair. Mr. Simoncelli moved that Mr. Totherow be nominated to be Vice Chair of the CALOP Commission. That motion was seconded by Mr. Wilcox. The motion was approved and carried unanimously. Due to Mr. Totherow's nomination as Vice Chair, the secretary position has become vacant.

Mr. Simoncelli nominated Ms. Thierry as Secretary of the CALOP Commission. That motion was accepted by Ms. Thierry and seconded by Mr. Wilcox. No other nominations were submitted. The motion carried unanimously.

Next Meeting Date (Tentative):

The next meeting is scheduled for January 24, 2013, at 6pm at City Hall.

Mr. Simoncelli moved to adjourn the meeting at 7:30 pm. The motion was approved.