



MINUTES – PENDING APPROVAL

Development Committee Meeting

April 14, 2025 | 12 p.m.

Location: In-Person, 40 E. Adams Street, Suite 300, duPont Fund Conference Room,
Jacksonville, FL 32202; Virtual, Zoom

Present:

Committee Members – Darrin Eakins, Committee Chair; Darren Brownlee, Kevin Craig (virtual)

Staff – Diana Donovan, Executive Director; April Hartwich, Director of Marketing & Communications; Allison Galloway-Gonzalez, Consultant; Janette Allen, Consultant

Public – Ernest Smith

Absent:

Michael Freed

- A. The Development Committee meeting was called to order at 12:11 p.m. by Committee Chair Darrin Eakins.
- B. There was no public comment.
- C. The Committee did not meet the in-person attendance required for a vote on the minutes from the January 13 meeting. Chair Eakins deferred that vote until the next scheduled meeting on August 18, 2025.
- D. Personnel Updates
 - a. Executive Director Diana Donovan introduced April Hartwich, the new Director of Marketing and Communications at the Cultural Council.

(12:14: Janette Allen, Dr. Brownlee and Ernest Smith arrived in person)

- b. April gave an overview of her experience and expertise (see attached bio)
- c. Diana and Allison Galloway-Gonzalez, who managed the search and hiring for the Director of Marketing & Communications position, provided testimony on the integrity of the search process. They added that April comes highly recommended by her colleagues, supervisors and peers.

E. Arts Awards

- a. Galloway Gonzalez Consulting will support the event's fundraising efforts through internal operating support. Relationship stewardship and cultivation will be held by the Executive Director and Board members.
- b. AT&T has signed on to be the Presenting Sponsor, thanks to Board Member Kevin Craig.
- c. The Cultural Council team revealed the 2025 theme: "Fire & Ice" – primary design ideas were shared with the committee. (see attached)

F. New Business: Board Engagement requests

- a. Chair Eakins made a request of the committee to support the work of the Cultural Council staff to undertake the following action items with a due date of next Tuesday, April 22 (prior to the full board meeting):
 - i. Review the Development Director job description (see attached)
 - ii. Identify any potential Development Director candidates and share with the Cultural Council team.
 - iii. Review and provide feedback on the Arts Awards Sponsorship Packet (see attached)
 - iv. Review the current list of sponsorship prospects and provide support by offering to contact renewing sponsors or providing introductions to potential new sponsors. (see attached)

G. The next Development Committee meeting is scheduled for August 18, 2025, from 12-1 p.m.

H. The meeting was adjourned at 1:01 p.m.