



MINUTES – PENDING APPROVAL

Governance Committee Meeting

April 15, 2025 | 4 p.m.

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

Present:

Committee Members – Dr. Tim Snyder, Committee Chair; David Faliszek; Karen Feagins; Mike Freed; Lisa Johnson; Ari Jolly

Staff – Diana Donovan, Executive Director; Kristin Livingston, Interim Director of Grants Administration; Allison Galloway-Gonzalez, Consultant

A. Welcome, Call to Order and Roll Call

Chair Tim Snyder called the meeting to order at 4:00 PM and confirmed a quorum was present.

B. Public Comment

No public comments were received.

C. Approval of Minutes

MOTION: To approve the minutes from the August meeting as written.

SECOND:

VOTE: All in favor, none opposed. Motion carried.

D. CSG Committee Updates

Kristin Livingston reported that new members had been confirmed to the Cultural Service Grant Committee: Chrys Yates, Kaci Barnes, and Alana Luksha. Member bios were included in the meeting packet.

E. Ethics Training

Kristin Livingston reminded board members that several were missing their required ethics training and requested that all outstanding training be completed within the next month.

F. Board Development

Consultant Allison Galloway-Gonzalez discussed initiatives to maximize ambassadorship and collaboration with the CCGJ:

- Over the next six months, she will work with Karen Feagins to establish informational documents about the Cultural Council's departmental processes and goals. These materials will be future-focused and designed to engage the board in forward-looking work rather than reporting and reflection.
- Executive Director Diana Donovan noted that the new Director of Marketing & Communications will manage a regular newsletter to ensure critical and timely information about the Cultural Council's work is communicated to all stakeholders.
- A full board retreat is planned for November. Allison will distribute a poll to establish a date on either Friday or Saturday of the first two weeks of November.
- Dr. Snyder and Karen suggested that the board find a way to cover retreat costs through sponsorship or individual donations to ensure no impact on the Cultural Council budget. Galloway-Gonzalez Consulting has offered the venue and facilitation at no cost.

G. Staff Retention

Lisa Johnson reported that staff retention is a priority. The committee has retained HR Consultant Chad Sorenson to implement a 360-degree review of the organization. Lisa suggested making this an annual assessment process and will propose this at the next Executive Committee meeting.

Key discussion points included:

- The goals of the 360 review are to gather feedback on the whole organization, improve staff retention rates, and identify ways the board can support organizational goals and staff.
- Ari Jolly suggested including both external and internal partners in the feedback process to help the board understand benchmarks of progress across all services.
- Dr. Snyder noted that this type of assessment allows for constant accountability through goal setting and assessment, creating deeper board engagement. He emphasized that listening is one of the most critical things the board can do to support the mission.
- Lisa added that this process creates better transparency between staff, board, external stakeholders, and the general public.
- Mike Freed shared that similar assessments conducted at his office help reveal information that might otherwise remain hidden and tend to improve behavior.

H. Next Meeting Date

The next Governance Committee meeting is scheduled for Tuesday, August 19, 2025, from 4-5 PM.

I. Adjournment

Dr. Snyder adjourned the meeting at 5 p.m.