

**Rose Kennedy Greenway Conservancy
Finance, Audit & Risk Management Committee Meeting
Tuesday, December 4th, 2018 – 12pm
185 Kneeland Street, 2nd Floor, Boston**

Meeting Minutes

Committee Members Present In Person: Bud Ris, Karen Johnson, Mark Boyle, Susanne Lavoie, Kim Sherman Stamler, Robyn Reed

Committee Members Absent: Tom O'Brien

RFKGC Staff Present: Jesse Brackenbury, Tracey Cooke, Talia Aronson, Rebecca McKeivitz, Bob Stigberg

Non-Committee Members Present by Phone: Jeanie Gorlovsky-Schepp from AAF

Open Session

Co-Chair Karen Johnson called the meeting to order in Open Session with a quorum present, in person, at 12:04pm.

1. **After a motion made by Mr. Boyle and seconded by Ms. Reed, the minutes from the October 23rd meeting were unanimously approved.**

2. Executive Director, Jesse Brackenbury, discussed the 2018 results and the 2019 Statement of Goals.
 - a. *2018 Results:* Mr. Brackenbury discussed the 2018 results. Committee members posed questions about increasing Police and/or Park Ranger patrolling in Chinatown and discussed safety and cleanliness in Chinatown. Committee members also asked questions about the earned cash revenue from Trillium and DownEast and discussed ideas on how to improve next year's Dewey Square Drinkery.

 - b. *2019 Statement of Goals:* Mr. Brackenbury presented the 2019 Goals. Committee members posed questions about hiring additional Park Rangers and the status of the Director of Development job search. Committee members inquired about a future large-scale public art project, and funding for the Public Art Program.

3. Director of Finance and Administration, Tracey Cooke, presented the 2019 Budget. She noted the 2018 surplus was due to position vacancies, higher earned

revenue in the beer garden and additional promotions. She discussed the proposed Capital Budget, noting the BID, City, and MassDOT funding and the proposed Operating Budget, noting the major changes were due to staffing expenses. Committee members asked questions about the status of the BID including the timeline of the BID enhancement committee. The committee discussed the endowment draw, risks in the budget, permitting, and resilience planning.

After a motion made by Ms. Johnson and seconded by Ms. Reed the 2018 results, 2019 goals, and the 2019 Budget were unanimously recommended to the Board for approval.

4. Mr. Brackenbury discussed the MCC grant match authorization. There were no questions.

After a motion made by Ms. Johnson and seconded by Ms. Sherman Stamler the MCC grant match authorization was unanimously approved.

5. Mr. Brackenbury discussed three procurements - Public Art Auto Show Capital Design Expense Procurement (\$72K), Rings Fountain Lights and Programming Procurement (\$188K), and the Basic Maintenance Services Contract (\$525K). Committee members asked questions about where the Public Art Auto Show pieces will be located, sources of funding, and movability of the installation. Committee members asked questions about signage for the Rings Fountain and potential corporate sponsorships. Committee members inquired about documentation of Work Inc.'s performance and about dividing parcels between Work Inc. and a potential new contractor.

After a motion made by Ms. Johnson and seconded by Ms. Reed, the Public Art Auto Show Capital Design Expense Procurement (\$72K) was unanimously approved, and the Rings Fountain Lights and Programming Procurement (\$188K) and the Basic Maintenance Services Contract (\$525K) were unanimously recommended to the Board for approval.

6. Jeanie Gorlovsky-Schepp from AAF dialed-in to discuss the Audit planning schedule. She asked the committee if any member was aware of any fraud, risks in the systems, or any regulatory noncompliance, to which all responded no.
7. No Members of the public present sought to be heard.

Upon a motion made by Mr. Ris and seconded by Ms. Reed, the Finance, Audit and Risk Management Committee of the Rose Kennedy Greenway Conservancy Board of Directors was unanimously adjourned at 1:37pm.