Cultural Council of Greater Jacksonville

Executive Committee Meeting Minutes

 December 8, 2016

**Attendees:** Charlie Joseph (Chair), Tony Allegretti, Ann Carey, Franklin Danley, JeMario Stills, Scott Wooten, and Claudia Baker (Ms. Baker attended for the last ten minutes of the meeting).

Mr. Joseph welcomed attendees and stated that the Executive Committee was convening today for the purpose of conducting the performance evaluation for Tony Allegretti, Executive Director, for the 2015-16 fiscal year. He advised that time permitting, the Executive Committee would also review Mr. Allegretti’s performance goals for the 2016-17 fiscal year.

Mr. Joseph explained that given the closeness of the working relationship between Mr. Allegretti and Mr. Danley, Immediate Past Chair, Mr. Joseph had asked Mr. Danley to lead the process with respect to Mr. Allegretti’s 2015-16 performance evaluation. Mr. Joseph asked Mr. Danley to provide an overview of the process and to describe the documents he distributed to the Executive Committee members at today’s meeting.

Mr. Danley then provided an overview of the process. He explained that he had previously distributed a survey tool to all Board members. The survey tool was designed to elicit feedback on the various components of Mr. Allegretti’s job description (13 items) and his personal effectiveness (10 items). Mr. Danley stated that five Board members responded to the survey tool. In this regard, Mr. Danley distributed to the Committee members and to Mr. Allegretti at today’s meeting a Summary of Responses dated December 8, 2016. In addition, Mr. Danley distributed to the Committee members other documents as follows: (1) a document entitled “Key Points of Consideration for 2015-16 Evaluation”; (2) Mr. Allegretti’s self-evaluation for his 2015-16 performance review; and (3) benchmarking compensation data contained in a two-page document from the 2014 Nonprofit Organizations Nationwide Salary and Benefits Report, entitled “Chief-Executive Officer/President/Executive Director -- Position code: 10005” (the Salary Report). Committee members reviewed all of these materials.

Next, Mr. Joseph asked Mr. Allegretti to review his self-evaluation document with the Committee, highlighting key matters and accomplishments. Mr. Allegretti provided a comprehensive overview of his performance, describing his and the team’s execution of key work priorities, including but not limited to, work on the Cultural Service Grants, Art in Public Places, Advocacy, and budget adherence. Mr. Allegretti also discussed the Cultural Council of Greater Jacksonville (CCGJ) strategy work, his leadership and management of the human organization, CCGJ’s compliance with applicable laws and regulations, his community relations work, his work with the Board of Directors, Governance improvements, and work in the area of Cultural Equity. The Committee asked a variety of questions, including what Mr. Allegretti saw as his opportunities for development opportunities in the coming year.

The Committee then reviewed the Salary Report with Mr. Allegretti to ensure that it had a good understanding of the relevant compensation data. The Salary Report includes benchmarking data in the categories of (1) size of the Operating Budget; (2) Field of Work; and (3) Geographic Region. In addition, the Committee asked Mr. Allegretti about the CCGJ’s compensation strategy, merit increases for staff, and other matters. The Committee also asked Mr. Allegretti whether there were any particular considerations arising from his employment agreement that should be taken into account for compensation purposes. Mr. Allegretti said that there were not.

At this point, Mr. Allegretti was excused from the meeting, and the Committee members continued their discussion. Mr. Joseph asked Mr. Danley to review the Summary of Responses document and to also provide an overview of his assessment of Mr. Allegretti’s performance. Mr. Danley did so, describing both strengths and opportunities for continued development. Each of the Committee members then also provided his or her assessment as well. There was strong consensus among Committee members that Mr. Allegretti had performed at a high level with respect to most of the goals. Mr. Danley noted that based on the Summary of Responses, Mr. Allegretti received a total score of 2.49 on a scale of 1 to 3. Committee members noted some development opportunities for Mr. Allegretti as well. The Committee would like to see these items contained in a development plan as part of Mr. Allegretti’s 2016-17 performance goals.

Taking into account his 2015-16 performance, the Committee then assessed the compensation data and discussed various options. After an extensive discussion, the Committee unanimously determined that it was recommending an increase in compensation from the current total annual compensation of $93,550 (comprised of a base salary of $88,810 and a health insurance stipend of $4,740) to total compensation of $100,000 for the next year (comprised of a base salary of $95,260 and a health insurance stipend of $4,740). The 2012 average compensation for an Executive Director of an organization in a comparable geographic region and of a comparable budget was $113,596. The Committee congratulates Mr. Allegretti on a strong year of performance and wishes to express its appreciation for his leadership and all of the CCGJ’s accomplishments during the 2015-16 year.

On a related matter, the Committee members also stated that they believed it would be helpful for Mr. Allegretti to provide, on an annual basis, a greater level of insight on performance, development and compensation with respect to the CCGJ’s staff.

Mr. Joseph thanked Mr. Danley for his leadership of the performance evaluation process for Mr. Allegretti. Mr. Joseph also stated that he and Mr. Danley would review with Mr. Allegretti within the next week his 2015-16 performance evaluation, compensation, and development opportunities. In addition, Mr. Joseph advised that he would review Mr. Allegretti’s performance evaluation with the Board during the non-management Executive Session of today’s meeting.

It is noted due to time limitations, the Committee was unable to discuss the other topic scheduled for today: Mr. Allegretti’s 2016-17 performance goals. The plan will be to cover that item in a meeting of the Executive Committee that occurs just prior to the next Board meeting, which takes place on February 9, 2017.

The Committee meeting concluded at 10:00 a.m.