

Memorial Opera House Foundation

Board Meeting

March 13, 2018

Porter County Community Foundation

Our Mission – Providing opportunities for the community to support the preservation and growth of the Memorial Opera House

Members present:

Kaye Frataccia

Shannon Franko

Paul Kohlhoff

Michelle Bush

Members absent:

Chad Bush (excused)

Also in attendance:

Scot MacDonald

Natalie Klobuchar

The board meeting was called to order at 9:02 am

Staff Report:

Scot presented the Executive Director report. Highlights included:

A 20% increase in revenue from February 2017 to February 2018

Revenue drivers include special events such as MegaBeatles and rentals for events such as Always Patsy Cline and the Bodeans.

Scot recommends the Foundation engage with acts such as these for the annual fundraiser. He noted that tickets for the Eagles tribute band sold out at \$75 per ticket.

Paul suggested a Ted Talk as an alternative to a musical act.

Scot touched on grants, such as the John W Anderson Foundation, the Children’s Theatre Fund, and the Indiana Arts Commission he has applied for or will be applying for

Approval January minutes:

The minutes of the January meeting were reviewed. Paul made a motion to approve the minutes; 2nd by Michelle and the motion passed.

Treasurer’s Report:

Paul Kohlhoff presented the February financial report. The balance in the MOHF general account stood at \$59,611.90 as of February 28, 2018. Paul mentioned that the only expenditures in the future were an outstanding invoice for the new window treatments and the contribution to the endowment fund at the Porter County Community Foundation, which will be made March 31, 2018 for approximately \$3,520 to make the balance \$10,000. Shannon made a motion to approve the financials; 2nd by Michelle, motion passed.

Paul then presented the proposed budget for 2018. Michelle made a motion to approve the budget; seconded by Shannon and the motion passed.

Paul opened the discussion regarding the contract with Scot for Foundation marketing. Paul mentioned that the contract includes:

- More measurables and task specific items
- Scot will serve as an independent contractor on behalf of the Foundation
- The contract can be cancelled with 30 days of notice
- The contract can be modified if both parties agree
- A quarterly check-in to make sure both parties are mutually satisfied with progress

A final copy of the contract will be sent to board members and a vote will be taken via email.

Governance-Board member recruitment:

Scot expressed his concerns that people may want to serve on the board to further their own purposes or take part in the Memorial Opera House's success. Board members agreed that the current application form can be used with the addition of a question asking about the applicant's fundraising experience.

Kaye noted a few names of individuals who have expressed a desire to join the board. She will arrange a meeting for coffee and let the other board members know when and where so they can attend.

Potential board member information will be shared at the April board meeting. If applicants are approved, they will be included beginning at the May board meeting. Discussion about a board folder with information about MOHF included and it was decided that Shannon would put this together. The folder should include information such as history, mission and vision and the by-laws.

Contracted Services with Andy Brent:

Board members were concerned about the scope of the work Andy would be performing and the cost. Kaye will ask Scot to have Andy put together a proposal and estimate specific projects, a timeline and the amount of time he estimates it would take him to complete.

New Business:

Kaye discussed the upcoming 4-day Principles & Techniques of Fundraising classes at the PCCF beginning in April. Kaye will follow-up with Scot to make sure he wants to attend.

Adjournment:

Next meeting: 9:00 Tuesday, April 10, 2018 at the Porter County Community Foundation