

Memorial Opera House Foundation

Board Meeting

January 8, 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

Michelle Bush

Shannon Franko

Paul Kohlhoff

Chad Bush

Members absent:

Rich Ferlazzo (no excuse)

Also in attendance:

Scot MacDonald

Natalie Klobuchar

Discussion of Meetings:

In order to avoid Monday meetings which are difficult for both Shannon and Paul, monthly meetings will now be the 2nd Tuesday of each month at 9:00 am at the Porter County Community Foundation

Executive Director Report

Scot presented his report complete with individual input from staff members.

Scot noted that \$17,745 has been received from donors to date. Shannon asked if the procedure for recording the donations and the thank yous was finalized or if this still needed tweaking. Scot confirmed all thank yous have been sent and his goal is to get those out within 48 hours of receiving the donation. Scot said he has a template that makes it very easy to accomplish this in house without Foundation board involvement. Paul and Scot discussed proper coding for receiving donations moving forward with the addition of the QuickBooks upgrade.

On February 15, the MOH is hosting an afterhours through the Valparaiso Chamber of Commerce followed by a preview of The Hunchback of Notre Dame for Theatre for a New Audience participants. Board members are encouraged to be present in order to cultivate corporate donors and sponsors. Scot will present and do an educational ask to educate guests regarding the amenities available.

Porter County Council member Dan Whitten joined the meeting to discuss the relationship between the Foundation board, the County and the Opera House. Dan wanted to make certain board members know he is a strong supporter of the arts in our community and supportive of MOH and the Foundation. He mentioned that 14 years ago when he was new to the Council that many council members wanted to close or donate the facility as it was not self-supporting. He said this is no longer the case. Dan will return to the February 13th MOHF meeting along with Laura Blaney to discuss specific budget and renovation issues. He confirmed that the council is open to answering any questions board members have and is supportive of board efforts.

Scot continued once Dan left to discuss the architectural reviews which were held presented the prior two weeks. Scot had narrowed his choices to two firms: Crumlish & Crumlish (South Bend) and Schmidt Associates (Indianapolis). Of the two, Scot would like to move forward with Schmidt based on the following criteria:

- The number of local projects including Hammond Schools and Lake Central; the project manager Kyle is in NW Indiana every week
- Extensive expertise in renovating historical buildings and performance centers
- Break down and prioritization of tasks with extensive cost analysis
- Availability of long term, living plan to accomplish as funds become available
- Their positive outlook on the existing structure and their strong desire to assist with the project
- High level of professionalism and cooperativeness

The board meeting was called to order at 9:50 am

Approval November minutes:

Shannon explained that the minutes were edited to remove emotional, inflammatory language as previously written, but no substantive changes were made.

Motion to approve: Chad Bush

Second: Michelle Bush

Motion to approve revised minutes passed

Election of Officers:

The current slate of officers was presented for approval:

President – Kaye Frataccia

Vice President – Michelle Bush

Treasurer – Paul Kohlhoff

Secretary – Shannon Franko

Paul Kohlhoff made a motion to approve the slate, Chad Bush seconded and the motion passed

Treasurer's Report:

Paul Kohlhoff presented the November and December financial reports. The balance in the MOHF general account stood at \$87,238.35 as of December 31, 2017. The DNR Matching Grant Account balance reflected \$3,100 as of 12/31/17. 2017 net revenue was recorded as \$41,334, a 82.9% increase over 2016 largely due to ticket sales from the Ed Asner event as well as a 634% increase in donor asks. Paul also presented a sample 2018 budget. A formal vote on this budget will occur at the February 13 meeting.

Chad Bush made a motion to move \$31,900 from the general account to the DNR match account in anticipation of the DNR grant invoice. Michelle Bush seconded this motion and it passed unanimously.

Motion to approve both financial reports: Chad Bush Second: Shannon Franko

The motion passed.

Kaye mentioned that Scot's contract with the foundation needs to be reviewed. Paul suggested a committee to discuss options and finalize a proposal to present to the board at the February meeting. The committee will consist of Paul and Kaye who will meet with Scot to discuss his needs for 2018.

Paul Kohlhoff noted that the board should review the Facebook page and contract with Curt in 2018 as the information appears to be outdated. Rather than committing to a new contract, Michelle said she would take responsibility for updating the MOH Foundation Facebook page. Shannon volunteered to review the Foundation website page that is currently attached to the County's page and look into an inactive Foundation website that is also outdated.

Governance:

Kaye said a governance meeting was overdue but it would have to be tabled until a later meeting for the sake of time. Kaye said she would distribute information on term limits via email in order to prepare for future discussion. In addition, additional board members are needed! Discussion on recruitment should occur during the first quarter with board member onboarding information updated.

Board Resignation:

Natalie Wasko notified Kaye that she will resign from the board. Paul Kohlhoff made a motion to accept Natalie's resignation, seconded by Michelle Bush and the motion passed.

125th Jubilation Team

A volunteer group has formed to help 'friendraise'. Kaye shared the 125th Jubilation Team logo as well as some events they will be hosting in 2018 to celebrate the 125th anniversary of the Memorial Opera House.

Adjournment:

A motion to adjourn was made at 10:47 am by Paul Kohlkoff, seconded by Shannon Franko
Motion passed

Next meeting: 9:00 Tuesday, February 13, 2018 at the Porter County Community Foundation