

Memorial Opera House Foundation

Board Meeting

September 11, 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:

Shannon Franko Chad Bush
Paul Kohlhoff Jackie Gray

Also in attendance:

Scot MacDonald Natalie Klobuchar Andrew Brent

The board meeting was called to order by Treasurer Paul Kohlhoff at 9:07 am

Approval of minutes from July meeting

Paul made a motion to approve the minutes from the July meeting; Jackie seconded, and the motion passed.

Staff Report:

Scot presented the Executive Director report. Highlights included:

- Scot is presenting to the County Commissioners on October 10th at 5:30 and would like the support of the board at the meeting.
- The DNR has reviewed and given final approval for the renovation plan from Schmidt. Scot will schedule a review and hopeful adoption of the plan as an official document with the board and county officials.
- Tentative date for strategic planning meeting is October 4th from 8-noon with Cressy Consulting pending consultation with Kaye over the date and time
- Requested a \$10,000 grant for continued support from the Porter County Community Foundation for the Limelights program.
- Rock the Block was a successful endeavor and they will develop a plan for next year's event and discuss getting a consultant involved to ease the work burden on staff members

Andy gave a demonstration of the website and encouraged board members to log on and navigate to make sure links are working and information is correct. Andy said the only major piece missing is the financial piece which will require a Paypal account. Scot will investigate if prior board secretary has Paypal information or if a new account needs to be established. Future pages will include a page for board member information and a donor recognition page.

Andy also distributed new envelopes modeled after the POCO Museum for ticket distribution which doubles as a donation request. This will be included in a branded piece for sending out additional information. Scot mentioned that he could include the annual ask with the package and board members agreed that this would be an ideal time to use this. Paul suggested incorporating 501C3 information

regarding the Foundation. Jackie had the idea to at some point add an option of having a recurring donation either per month or per year.

Treasurer's Report

Treasurer Paul Kohlhoff presented the financials. General account reflected a balance as of 7/31/18 of \$71,480.32. The DNR grant balance remains at \$1,121.28. Credits included the Anderson grant, a donation from Sharon Hubbard, a credit of \$2227.98 from Amazon and the Porter Co Community Foundation grant of \$15,500.

Shannon made a motion to approve the treasurer's report; seconded by Jackie; the motion passed

Governance

Jackie met with Karen Conover and she will not be able to join the board due to work and family obligations. She is willing to discuss the possibility after the first of the year, but it is unlikely her situations will have changed.

Fundraising

The board discussed Michael McDermott appearing at the Chicago Street Theater for an acoustic performance at the end of August. Scot did not think it would be a conflict for multiple reasons and thought it might be beneficial if he is able to promote the Foundation event on November 17, 2018. The board also discussed sponsoring the MegaBeatles event in January of 2019 as well as adding a fall event. This as well as other fundraising opportunities will be discussed at length in the strategic board session in October.

In regard to the November Michael McDermott show, Scot will distribute a list of current sponsors for the board to split and solicit for sponsorship opportunities.

Adjournment:

The meeting was adjourned at 10:36 am

Next meeting: PCCF Tuesday, September 11, 2018 @ 9:00 am