

Memorial Opera House Foundation

Board Meeting

April 10, 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

Chad Bush

Members absent:

Michelle Bush (excused)

Also in attendance:

Scot MacDonald

The board meeting was called to order at 9:03 am

Approval March minutes:

The minutes of the March 13th meeting were reviewed. Chad made a motion to approve the minutes; 2nd by Paul and the motion passed.

Staff Report:

Scot presented the Executive Director report. Highlights included:

Schmidt Associates submitted initial report and reported that the building is structurally sound. They did have three main areas of concern:

1. Mechanics
2. Exterior safety and stability
3. Space

Scot identified three grant opportunities:

1. Indiana Historic Landmarks Education Grant to create a video documentary highlighting 125-year anniversary
2. TIAA "Difference Makers 100" grant – 100 organizations will receive \$10,000
3. Anderson Foundation Grant – more info to follow

Scot also reported on Rock the Block progress, a meeting with Rob Harkel to discuss a Foundation fundraiser, volunteer update and upcoming production of Blithe Spirit.

Marketing

Andrew Brent presented a marketing proposal and contract along with samples of a promotional folder with information. Andrew also discussed the website which is currently hidden from view because it is outdated. He did not recommend having a separate Facebook page for the Foundation separate from the Memorial Opera House. A vote to approve Andrew's contract will be taken electronically to allow for Michelle Bush to review the proposal.

Treasurer's Report:

Paul Kohlhoff presented the March financial report. The balance in the MOHF general account stood at \$54,801.37 with a balance at the PCCF at \$7,000 and the DNR Matching Grant account at \$35,000 as of March 31, 2018. Paul mentioned that the Foundation was unable to bring the matching grant to \$10,000 as planned as the checks were required to be made directly to the PCCF to qualify for the match. Chad made a motion to approve the financials; 2nd by Shannon and the motion passed.

Paul also noted that Scot's contract has been signed for 2018.

Governance-Board member recruitment:

Kaye shared Jackie Gray's application to join the board, particularly that Jackie has significant experience in development and fundraising. Kaye made a motion to approve Jackie Gray joining the board, Shannon 2nd the motion and it passed.

Kaye would like one additional board member in 2018. The group discussed areas of expertise desired, including financial expertise, architectural/construction knowledge, planned giving and development.

New Business:

Kaye said Scot will attend the upcoming 4-day Principles & Techniques of Fundraising classes at the PCCF beginning in April. Scot will discuss in May board meeting.

Adjournment:

Next meeting: 9:00 Tuesday, May 8, 2018 at the Porter County Community Foundation