



October 12, 2016 MEMORIAL OPERA HOUSE FOUNDATION

BOARD REGULAR MONTHLY MEETING held at the PCCF Center at 1401 Calumet. Jacki Stutzman presiding and Julie Lauck taking minutes.

Our Mission: To provide opportunities for the community to support the preservation and growth of the Memorial Opera House.

MEMBERS PRESENT:

Jacki Stutzman	Julie Lauck	Joe Lauck	Michelle Bush
Paul Kohlhoff	Natalie Wasko	Stacey Whitten	

MEMEBERS NOT PRESENT:

John Peluso	Mike Glorioso	Laura Blaney	Camie Marfoe
Chad Clifford	Josh Piech		

STAFF PRESENT: Scot McDonald

GUEST PRESENT: Kate Sanders, county grant writer

CALL TO ORDER: 5:30PM

UPCOMING IMPORTANT EVENTS:

October 15 Connected Paint 6-9

Nov. 25 - Dec. 11 - *MEET ME IN ST. LOUIS*

Dec. 9 - Season Sponsor Reception 6:30

ADOPTION OF AGENDA: Motion to add Approval of Consent Items to the agenda and approve the agenda. Motion made by Stacey Whitten. Second by Natalie Wasko. Motion passes

STAFF REPORT: Kate Sanders, county grant writer, explained the process when looking for and writing grants. 1) Is the MOHF and MOH eligible? 2) What is the grant for? What will it support? 3) Is there a match? 4) What kind of description/narrative needs to be included? 5) Note other miscellaneous documentation to address the needs of the grant. 6) Timely submission.

Kate went over the several grants currently in the works.

Scot presented information about needed appropriations for grants. Motion made by Stacey Whitten to release \$2000 in grant funds from United Way Power of Youth Grant. Second by Natalie Wasko. Motion passes. Motion made by Julie Lauck to release the \$5000 funds from the PCCF Sparking the Arts grant. Second by Stacey Whitten. Motion passes. Paul is to send a check for \$7000 to the MOH.

Scot continued with an update of the MOH.

APPROVAL OF CONSENT ITEMS: Mike Glorioso's name needs to be added to members not present at the last meeting. Motion made by Stacey Whitten to approve the minutes from the September 14 meeting as amended. Second by Joe Lauck. Motion passes.

COMMITTEE REPORTS:

Executive - Jacki - Reminder that election candidates for office must be email to Jacki by Nov. Email if you are nominating someone for office, and it must be followed by an email from the candidate indicating their willingness to assume that office. If you are currently an officer please email Jacki if you will or won't be continuing in that capacity. Email also if you want to be considered for an office. Those board members whose terms expire Dec. 31 email their intentions by Nov. 1.

Paul gave financial report. Motion made by Joe Lauck to accept the financial report. Second by Jacki Stutzman. Motion passes.

Events - Jacki - All panels for Connected Paint have been sold. 32 were purchased by people wishing to paint themselves, 11 were purchased to sponsor a painter and 57 were sold to have the MOHF pick the sponsored painter. First painters come in at 5:00. Food from Parea and the bar will start at 5:30. CloverGo from 1st Source Bank has been activated for the event.

Fundraising - Jacki - CP is the last fundraiser for the MOHF this season. Next issue is the annual letter that needs to go out promptly. Before the end of the year decisions must be made on how to proceed with the PCCF Matching Grant campaign, Jacki is currently working on the case statement and will meet with an advisor on October 19. After the first of the years decisions will need to be made on number and types of fundraisers for the 2017 season.

Marketing - Jacki - Curt Ellis has done an outstanding job managing the Eventbrite site for CP as well as getting the word out about the event. The Post, The Times and ValpoLife have been contacted.

UNFINISHED/NEW BUSINESS

- 1) You were each provided with a copy of the Connected Paint contract written by John Peluso. Motion made by Julie Lauck to approve the contract. Second by Natalie Wasko. Motion passes.

- 2) You received the resume of Diann Tsikouris as a potential new board member. Motion made by Natalie Wasko to ask Diann to be a new member. Second by Stacey Whitten. Motion passes. You received the resume of Shannon Franko. Motion made by Stacey Whitten to ask Shannon to be a new member. Second by Paul Kohlhoff. Motion passes.
- 3) Resolution 16-01 provides a more flexible committee structure. Stacey Whitten made the motion made to waive the 10 day waiting period. Second by Julie Lauck. Motion passes. Motion made by Joe Lauck to accept Resolution 16-01. Second by Julie Lauck. Motion passes.
- 4) Strategic Plan, question 1 #4 will be covered in November since John Peluso is not present.
- 5) Question 2, sections 2,3 and 7 - we need to work on how donations come in.
- 6) Question 3 - #2 Stacy is working on a system to track donors. #4 - Stacey Whitten suggests a committee to meet quarterly to properly thank and track. For recognition a reception, similarly to the one we are hosting on Dec. 9th, was suggested for on-going or big donors. Scot suggests a music staff running around the lounge with donors' names on the notes. #6 - Sponsorships with tickets is not working. The tickets are not used.
- 7) Question 4 was completely discussed. We need to get big sponsors (Porter or NIPSCO) to help cover the \$10,000 cost of Ed Asner. It is a medical topic.
- 8) Discussion of question 5. #1 Endowment campaign with PCCF will begin in December. #2 The MOH is covering the royalties. #3 Hope that endowment fund can fund a scholarship in the future. #4&5 - Under development.

ADJOURNMENT: 6:45 Motion made by Michelle Bush to adjourn. Second by Jacki Stutzman. Motion passes.

Next meeting November 9.

Minutes respectfully submitted by Julie Lauck, Secretary

