

Memorial Opera House Foundation

Board Meeting

November 13, 2017

Valparaiso Schools Administration Building

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

Meeting called to order at 9:03 am

Members present:

Shannon Franko

Kaye Frataccia

Jacki Stutzman

Paul Kohlhoff

Chad Bush

Michelle Bush

Joe Lauck

Julie Lauck

Members absent:

Rich Ferlazzo (excused)

Natalie Wasko (no excuse)

Also in attendance:

Scot MacDonald

Natalie Klobuchar

Adoption of agenda:

Motion to approve: Shannon Franko

Second: Michelle Bush

Motion passed

When Jacki Stutzman did not vote to approve the agenda, Julie asked if she would like to add to the agenda and Jacki declined because the vote had already been taken.

Approval of consent items September minutes:

Kaye Frataccia made a motion to approve the September board minutes as amended with correct spelling of Franko and Klobuchar and clarification that Rich Ferlazzo attended the third session of the PCCF Board Series and Kaye Frataccia attended the fourth session.

Second: Shannon Franko

Motion to approve corrected minutes passed

Staff report by Scot MacDonald:

Scot submitted a report highlighting the overall excellent year for Memorial Opera House as well as concerns he has for 2018, including:

The relationship between staff and board members and the importance of staff to recognize board members when they are on site. Shannon Franko asked why this was important as board members are there to volunteer not be recognized; Scot said he wants to make sure his staff is “nice” to board members. When further pressed as to why staff would not be nice to volunteers, Scot had no response. Scot also indicated his largest concern was communication between the staff and the board, citing cancelled meetings, moving the board meetings to every other month, rescheduled meetings and missed emails. Julie Lauck responded that all of the members of the MOH board work full time jobs and have important responsibilities that sometimes must take priority. However, she did not feel that she

nor anyone else has been unavailable or neglectful to his needs or the needs of the organization. Scot went on to further state that he was concerned “we will return to a place we were several years ago where no corporate sponsors, grantors or donors wanted to be associated with the MOH and we faced dire financial straits.” When pressed as to which corporate sponsors, donors or grantors did not want to be associated with MOH and why he thought the MOHF was facing dire financial straits, Scot did not have an answer. Scot did state that he was receiving feedback from County Commissioner Laura Blaney regarding Foundation board issues. Several board members reinforced that the Memorial Opera House Foundation is an independent board. Julie stated that she would be happy to meet with Laura Blaney, a former MOHF board member, to clarify this.

Scot also stated in his report that:

- The board needs to have a retreat
- The board needs to grow
- The board needs to meet monthly
- The board needs Lisa Woodruff Hedin on the board

Julie Lauck stated that Scot’s requests will be discussed further in the Executive meeting and recommendations shared with the board at the January board meeting.

Scot and Natalie then left the meeting.

Financial Report:

Paul Kohlhoff presented the September and October financial reports. The balance in the MOHF account stood at \$72,010.55 as of October 31, 2017. The balance in the PCCF Endowment account was \$7,490.62 as of 6/30/17 and the DNR Matching Grant Account balance reflected \$2,100 as of 10/31/17. Year-to-date, net revenue for the MOHF is \$15,569.84.

Motion to approve both financial reports: Joe Lauck Second: Kaye Frataccia
The motion passed.

Paul Kohlhoff noted that the board should review the Facebook page and contract with Curt in 2018 as the information appears to be outdated. Paul also led a discussion regarding Quickbooks and the feasibility of purchasing a new laptop to accommodate the Quickbooks program or moving to a monthly service utilizing Cloud services. Paul stated that the advantage of the Cloud is that different individuals can access the information as it does not reside on a single laptop which can be damaged or become outdated.

Motion to approve a monthly \$30 contract for the Cloud: Kaye Frataccia Second: Chad Bush
The motion passed.

Reports:

President’s report:

Julie Lauck stated a need to re-examine Executive Director Scot MacDonald’s contract with the Foundation which was executed in 2017 to compensate him for extra time he spends on Foundation business including printing, designing and finding grant opportunities. Julie recommended notifying Scot that the contract would be discontinued at year-end and re-evaluated in 2018 to provide Scot a better understanding of the Board’s expectations concerning his role and to make sure he is compensated fairly for his time.

Vice President's report:
No report this month

Secretary's report:
No report this month

Unfinished/new business

Update on November 30th event

Discussion on matching dollars' allocation. Chad Bush mentioned the PCCF matching endowment has a balance of \$7,490.62 currently with a deadline to fund by March 31, 2018. Chad felt this is an important initiative as Kaye and Jacki are actively involved with the PCCF.

The DNR grant has an April 30, 2018 deadline and currently has \$2,100 dedicated towards it. Chad said he is committed to meeting this deadline.

Laptop and Quickbooks was discussed during the financial report.

Adjournment:

Motion to approve: Shannon Franko

Second: Kaye Frataccia

Motion passed

Next meeting: 9:00 Monday, January 8, 2018 at the Porter County Community Foundation