

Memorial Opera House Foundation

Board Meeting

December 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:

Kaye Frataccia
Shannon Franko
Paul Kohlhoff
Jackie Gray
Michelle Bush

Also in attendance:

Scot MacDonald Natalie Klobuchar Andrew Brent

The board meeting was called to order by President Kaye Frataccia at 4:34 pm

Bobbie Sue and Jen presented on The LimeLights children's theater program, including the history and future potential of the program. The program is limited currently by a lack of consistent meeting space. To resolve this, Scot proposed that The Foundation enter a lease agreement for space at 1150 W Lincolnway, Ste 16, pending a lead paint inspection. Monthly rental is \$600; Scot indicated he has funds to cover this through grant money, so there would be no cost to the Foundation. In addition, Scot already checked with the County attorney and the county's insurance would cover this as well so there would be no additional cost to the Foundation. Paul suggested that the insurance policy the Foundation recently renewed would provide additional coverage. Scot requested that the Foundation be the lease to avoid the paperwork associated with the county signing a lease. Jackie made a motion to continue to explore the lease option; Paul seconded. Kaye said a vote would be taken via email for approval pending the lead inspection. Paul mentioned that he would ask the landlord to provide a discount if the entire year of rental was paid in advance.

Approval of minutes from November meeting:

Jackie made a motion to approve the minutes from the November meeting; Michelle seconded, and the motion passed subject to two spelling corrections Kaye included.

Staff Report:

Scot presented the Executive Director report. Highlights included:

Season ticket sales have increased significantly in past five years

Extra shows have been added for both Shrek and Mamma Mia

LimeLights has grown exponentially

The gap in revenue and income could easily be filled with corporate sponsorship

It's A Wonderful Life sold out

First peek of Shrek is set for Friday, February 15, 2019; board agreed to meet and decide who to invite to this special show

Scot would like board members to be trained in ticketing software

Foundation's Showare should consider offering AmEx for added convenience

Treasurer's Report

Treasurer Paul Kohlhoff presented the financials. General account reflected a balance as of 10/31/18 of \$61,714.70. The DNR grant balance remains at \$1,131.28. Paul mentioned that ticket sale proceeds are posting into the account daily but he prefers to keep the accounts as is for now. Paul also mentioned that he renewed the Foundation's insurance policy in the event the Foundation is named in a lawsuit should an incident happen at a Foundation sponsored event.

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

Governance

Scot requested a Limelights payout of \$2,350, which is money the Foundation received from a Porter County Community Foundation grant previously. Jackie made a motion to approve the payment of the invoice; Shannon seconded, and motion passed.

Shannon suggested that the Limelight parents be included on the annual ask campaign. Scot said he feels most are already included but he will double check.

Adjournment:

Paul made a motion to end the meeting at 4:25 pm, Shannon seconded and the motion passed.

Next meeting: Thursday, December 11' 2018 at 9:00 am at Porter County Community Foundation