

Memorial Opera House Foundation

Board Meeting

February 5, 2019

At 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, President Shannon Franko, Vice President Jackie Gray, Secretary

Cliff Bryan Colleen Peluso Linda Rodenbarger

Members absent:

Paul Kohlhoff Melissa Osika Debbie Shaffer

Also in attendance:

Scot MacDonald, Executive Director Natalie Klobuchar, Executive Administrative Assistant

Andrew Brent, Marketing Consultant

The board meeting was called to order at 4:05 pm**Approval of minutes from January 8, 2019 meeting**

Shannon made a motion to approve, Cliff seconded the motion; motion passed.

Staff Report, Scot McDonald

In addition to the details mentioned in the written staff report, Scot noted:

- Chad Clifford is expected to present a contract to us for a Mega Beatles concert in 2020, on the third January weekend.
- MOH's priorities this year for the MOHF are the restoration projects noted in the fall of 2018. He believes that the county is looking to rebuild one of the stoops on the east side of the building.
- He is still working on setting a regular in-person meeting between the Commissioners and MOH staff.

Marketing/Website Report, Andrew Brent

- Andy noted that new Board Members are now listed on the website.
- Patrons can now charge tickets using American Express on website.
- Tickets for the June 22 Felix Deneau Jr. concert will be listed on the website soon.
- The Mainstage MOH page is now also accessible on the MOHF page.
- Andy passed out posters for the Deneau concert.
- Playbill advertisement solicitation will now be handled by Andy.

Potential Future Events

Colleen gave some information about a potential children's show "Miss Jamie from the Farm" with a target time for the performance sometime in the Fall of 2019. She indicated that the performance fee would be \$750 to \$800.

Treasurer's Report

In Paul's absence, Andy gave Treasurer's Report.

- Andy suggested to close the DNR fund account and transfer the balance to regular checking account. Cliff moved to approve the suggestion and Shannon seconded, motion passed.
- Andy suggested that the MOHF switch the Quick Books monthly fee to Tech Soup software, to save money. Jackie moved to approve the suggestion and Cliff seconded, motion passed.
- Jackie asked if the MOHF had ever discussed keeping a firm balance in the checking account. Kaye indicated that could be a topic for the Finance Committee to discuss.
- Kaye asked for approval of Financial Report. Cliff moved to approve the suggestion and Shannon seconded, motion passed.

Contracts with Scot McDonald and Andrew Brent

- Kaye spoke about the changes recommended about the MOHF contracts for Scot McDonald and Andrew Brent. She indicated that Andy will be assuming duties that Scot had previously done, and will in addition pick up data base management and bookkeeping duties for MOHF. Kaye asked for a vote to approve the new contract; Cliff moved to approve the contract and Shannon seconded, motion passed.

Kaye noted that Carlos from Don Quijote would be providing appetizers for the Shrek opening on Friday, February 15.

Scot noted that there would be an Open House for the new LimeLights rehearsal and class space on Tuesday, February 19 from 5:30 to 7:30 pm.

Adjournment:

Meeting was adjourned at 5:25 pm.

Next meeting: at PCCF (Porter County Community Foundation) Tuesday, March 5, at 4 pm.