

Minutes of the Newberry Opera House Foundation Board

Date: Wednesday, July 24, 2019

Time: 4:30 PM

Location: Conference Room, South State Bank

Board Members in Attendance: Jack Shields, Stephanie Shinn, Robert Matheson, Foster Senn, Tom Pope, Bob Shirey, Mattie Dillon, Joe McDonald, Susan Dorton, Denise Reid, Matt DeWitt, Les Hipp

Board Member Not in Attendance: Rob Summer, Luke McCormack, Morrie Scherrens, Jim Suber, Dr. Peggie Barnes-Winder

Administrative NOH Staff in Attendance: Molly Fortune, Anne Smith, Leslie Stillwell

Introduction:

The July meeting of the Newberry Opera House Foundation Board was held off-site due to a conflict of having the Astronaut Camp in progress at the Opera House. Luke McCormack had offered the Conference Room at South State Bank as the alternative meeting location. Chairman Les Hipp called the meeting to order at 4:30 PM and welcomed new members to the Foundation Board. Noting that a quorum was in attendance, Chairman Hipp asked that all members of the Board introduce themselves and to give information regarding themselves. Attending for their first meeting in the official capacity as a voting board member were Jack Shields, Stephanie Shinn, Robert Matheson, Mattie Dillon, and Susan Dorton.

Approval of Minutes of Previous Meeting and Financial Report:

Minutes of the June 26th meeting were approved as presented with Foster Senn making the motion for approval and being seconded by Tom Pope. The financial report was given by Business Manager Leslie Stillwell who furnished a monthly report in the newly adopted format which outlines the balance brought forward, and the income and expenses for the month. Subsequent reports will show a comparative detailing of the previous month as well. An accounting of the balances in each banking and savings account was provided and a brief explanation for the benefit of new members as to the purpose of each account given.

Administrative Reports:

Director of Development: Anne Smith reported that work continues on lifetime giving with approximately 75% completion which has been facilitated by the help from Tom Pope's intern. Development dates to note include August 24, 2019, which is the Season Kick-Off and May 2, 2020 which is the Donor Recognition Event being planned in Memorial Park with the Harlem Quartet performing. Anne will be working with the Development Committee for the Lifetime Donor Project. Included in her report was a timeline outline and a donation performance financial report.

Executive Director: Molly Fortune provided a report for the month of July and gave dates for upcoming events through August 10. Included were Program Updates, work in progress concerning updated Volunteer and Foundation Employee Handbooks, a report on the STEAM camp, and recently received grants which are the South Carolina Arts Commission 3-year Grant (can be used for operational funding) and the South Carolina Parks, Recreation, and Tourism Grant (to be used for marketing). Molly reported that a new rental package has been developed and is in use, and Chairman Hipp requested that Molly send each member of the Board a copy of that package. An agency will be coming to the Opera House to give a quote concerning installation of the "Loop" which would benefit hearing impaired patrons, and the company contracted for bat remediation will be bringing a larger lift to complete their work.

Treasurer Rob Shirey requested that Molly track this season's percentage of sales from a given period of time—either the first day of sales or first week of sales. When asked what the percentage of sales were the first day of last season's sales, Molly said that it was well over 50% of the total sales.

Committee Reports: (With the new restructuring of committees and the beginning of the fiscal year, reporting from Internal or External Development was limited.)

Executive Committee: Chairman Hipp reported that the Executive Committee met on July 11th and work was done concerning advancing the applications of new employees as the Foundation shifts from a number of part-time to eight full-time employees. Board attendance was discussed as was the status of the revision of the By-Laws which has been approved by City Attorney Robert Lake and will now go before the first of two necessary readings before City Council.

Governance Committee: It was reported that the Orientation Session with new Board members had been held earlier on the afternoon of this meeting.

Guild: Stephanie Shinn reminded the Board that the Luau is on August 10th and said that the Guild would be presenting the Foundation with a check for \$7,000 at that time. The money being donated is from what was earned from the Derby Party in May. The date of the Oyster Roast was confirmed and given as being November 3rd at the Waldrop Farm. Ideas for a Spring fundraiser are being discussed.

Conclusion:

Chairman Hipp asked the Board to consider which committee they wished to be a member of. He related that Rob Summer will be chairing the Program Committee; Joe McDonald (with Tom Pope as a member) will be chairing the Development Committee; Bob Shirey will chair the Finance Committee; Matt DeWitt will chair Governance; and Les Hipp will serve as Chairman of the Executive Committee. With no other business or announcements, the meeting was adjourned at 6:00 PM with the next meeting being scheduled for Wednesday, August 28th at 4:30 PM at the Opera House.

(Recorded by Denise Reid in Luke McCormack's Absence)