

Opera House Board Meeting
Monday June 1, 2010; 10:00am
City Hall – Hall of Fame Room

Present: President Mary Carel Verden, Vice President Ross Scovotti, Helen Johnson,
John Beutel, Bob DeGroot
Absent & Excused: Vicki Raymond
Absent:
Staff: Bill Brehm, Director of Opera House/Media Services
Christina Dollhausen, Event Coordinator

1. The meeting was called to order by President Verden at 10:05am.
2. Welcome of new board member, Bob DeGroot.
3. Moved by Johnson, seconded by Scovotti, that minutes of May 3, 2010 be accepted as presented. Motion passed unanimously by acclamation.
4. Director explained attached memorandum from Finance Department regarding accounting practices and season financial reports. Going forward a plan is being implemented to track expenses and income per event.
5. Brehm presented a Directors Report regarding current projects at the Opera House.
 - Still finalizing next season and continuing to book a few more shows
 - 10-11 season Sneak Peek has been released to the public, with another updated version to go out soon for membership solicitation.
 - Bickley estate donation check has arrived
 - A block of time has been set aside this summer to address maintenance issues July 18th through August 20th. Seat repair, window shades, plaster, fire curtain, seat cushions, etc., working on ordering materials and getting volunteers signed up.
 - The annual publication/brochure process has begun – hoping to sell more ads and sponsorships this year.
6. Financial update was presented.
7. Online Ticket Sales is a top priority –Director explained the steps that will be taken to ensure online ticketing is ready by the beginning of ticket sales. Software needs to be replaced, a secure website, a compatible module, approx \$10,000+ expense with installation assistance. An online convenience fee should help pay for it, if possible. Data integrity needs to be in place as well.
8. Future Agenda Items: Online Ticketing update, End of season numbers, New Opera House Board appointees, maintenance issues: Fire Curtain, bushings, shades, seat Cushions plaster repair, paint touch up to be addressed, Discussion of future management/staff needs, Ticket Sales update. For August meeting – a complete review of OH Board oversight and by-laws.
9. Future Meeting Dates: Monday July 5, 2010 - Hall of Fame Room @ 10:00 am
10. A motion to adjourn was made at 11:05am by Scovotti, seconded by Beutel. Motion carried unanimously by acclamation.

Respectfully submitted,
Christina Dollhausen
Event Coordinator, Stoughton Opera House