



**CHARLES IVES AUTHORITY FOR THE PERFORMING ARTS**  
A Nonprofit Organization

Minutes Board of Directors Meeting, September 29, 2015

To: Mayor Mark D. Boughton and Members of the Charles Ives Authority for the Performing Arts Board of Directors

Re: Minutes of the Ives Authority Board of Directors meeting held September 29th, 2015

The meeting was called to order at 6:13 p.m. The members were recorded as:

MEMBERS PRESENT: Frank Herbert, Tanya Wulff Truax, John Voket, Brian McKenna (by conference call)

ALSO PRESENT: Phyllis Cortese, Executive Director; Sophia Vournazos, Office Manager

APPROVAL OF MINUTES: After motion by Frank Herbert seconded by Tanya Wulff-Truax, John Voket abstention, the minutes from the previous meeting were approved.

INTERIM CHAIRMAN'S REPORT: Frank Herbert

Frank noted we had survived the season but for the Oct. 10<sup>th</sup> event and closing of the park. He thanked all who contributed and mentioned the Jazz night with Jimmy Green, Dominick Farinacci and Gregory Generet was the strongest of our events in terms of Cultural offerings. We owe Tanya and Newtown Savings Bank a huge thanks for this and for their support. He thanked Gina for the idea to host the Grateful Dead Anniversary celebration which made for a great evening for those who came. He thanked Brett for his continuing efforts that may be the glue that holds us together. Frank also thanked Sherri for the information she sends and receives which is of tremendous value in getting the word out. He also thanked John for his garden suggestions and hope they take hold to improve our appearance. Frank thanked Phyllis, Sophia and Rhys for the day to day operations which did not miss a beat in this challenging year.

Frank mentioned it will be important to assess our staff, our structure and our funding from this past year and for the board to look at Phyllis and Sophia's job description and duties, as well as Phyllis and Sophia to evaluate Rhys and the day to day operations.

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Frank commented that we have to work with the University. Brian suggested he would like to bridge the connection with the University, for example assist with the engineer at front of house. We could offer WCSU students additional life experiences with various employment opportunities at Ives.

Frank discussed the future of the Ives and that there is much to be done. The Board needs to divide and conquer the following:

- A sketch of next season is imperative: It needs to include Jazz, Light Classical, Pop/Rock, Theatrical and or Dance Performance, as well as various cultural festivals. It needs to be more dependent on grants and sponsorships as opposed to the selling of beer and wine as its central theme.
- Sponsorships and Grant Writing—Bottom line here is that we need \$150,000 to support the most humble season that is based on the Performing Arts. Going forward the Chairman, Treasurer along with the Board input will approve contracts for content and split of cost and revenue. John Voket mentioned he knows of a grant writer and will reach out to him.
- Our Friends of the Ives organization needs to be evaluated. We need to consider a major fundraiser, Kickstarter or other ways to encourage giving.
- Items that were discussed:
  - a) Discussion of Board expansion – All members should reach out or look for other Board prospects.
  - b) Brian and John to work together with regard to programming for next season.
  - c) Job Responsibilities (Phyllis, Sophia & Rhys). Tanya to spear head this committee.
  - d) In 90 days, say January we should start to solicit sponsors. This needs to happen earlier.

EXECUTIVE DIRECTORS REPORT: Phyllis Cortese

- Condolences to WCSU Police Office Ernie LeClerg passing away. It was suggested a special recognition be planned at a later date.
- WCSU Police Officer Joe Volpe suffered a stroke, Ives will sell wristband donations at Harvest Jam for his recovery.
- Ives was awarded a grant from CT State Department of Economic and Community Development –Office of the Arts – Supporting Arts in Place for Operational Support in the amount of \$5,138.00. This is for the 2016 fiscal year. In 2015 Ives was awarded \$8,917.42.
- Phyllis obtained a new Silver Sponsor for 2015/2016 Season – Greystar Properties – 1 Kennedy Flats in the amount of \$5,000.
- Phyllis provided a recap of all the events that took place this season. It was noted that the Jazz event was very beneficial for Ives to have WCSU President Clark attend the event. Along with John Trentacosta from Newtown Savings Bank and Don Weeden, a long time donor and friend of the Ives.
- Phyllis mentioned to the Board that within their packets includes a revenue and expense summary of some of the events.
- Phyllis discussed the recent meeting and continued negotiations with Keith Mahler from Premier Concerts for a 2016 promoter prospect. Phyllis has reached out to other promoters such as Live Nation, AEG Live, Dan Hinks (Infinity Hall) and Founders Entertainment (Governors Ball & Farm Borough, NYC), but this does not seem feasible for the 2016 Season. Brian offered to continue discussions with other promoters. We are looking for commitment within the next 30-40 days. Exclusive promoter only if they have substantial input.
- Danbury Music Center is looking to host “Danbury Music Center 80<sup>th</sup> Anniversary Concert Celebration at Ives in 2016. Discussions are underway. Both parties are looking at the costs and ways to reduce costs at this time.
- As of Sept 21, the audit is in process for the FY 2013/2014 with Glenn Nanavaty. A few items are still outstanding. Sophia to follow up with Glenn. Once completed Tanya will review the report. An item of concern is the Health Insurance Liability due to the City of Danbury. Frank and Phyllis will meet with the Mayor and/or Dave St Hilaire, Director of Finance for the city.

- Phyllis discussed the Stein Intern Scholarship Program through the Friends of the Ives. (2) \$500 scholarships will be awarded to our Marketing Interns WCSU Seniors Adriana Guaman & Melissa Borrero. Adrianna and Melissa volunteer 5 days a week since May. Dr. Ciarleglio (WCSU) approved the Ives Internship Program and the interns qualify to receive WCSU credits for participating in our program for the Fall Semester. These awards will be presented at the next Board Meeting, 10/27. Peggy will be asked to shoot photos and Sherri to send a press release. Phyllis will determine WCSU professors to be included at this event. Including, our Chair for Friends of the Ives, Inc., Leslie Brent and Nancy Stein who made the restricted donation to this program.
- We are also looking at this date (10/27/2015) as our Annual Board Meeting (TBD).
- Phyllis announced the launch of the digital program book online. This will be ongoing throughout the year and will have the ability to be revised as needed.
- New Board Member Welcome packets are being prepared. It was also discussed that employee contract(s) should be reviewed or established. Tabled for further discussion. New board members are needed for the Friends of the Ives organization.
- A discussion of proposed monthly Board Meeting best dates. It was suggested the first/second/third Thursday of the month or the 4<sup>th</sup> Monday of the month. The second option works better for Tanya and John.
- It was mentioned that WCSU is planning a Homecoming Bonfire event on Ives Property on Friday, October 16<sup>th</sup> at 8pm. Frank mentioned that the University per the Lease Agreement has authority to have events at the park as long as there are no conflicts

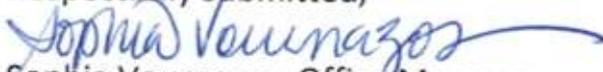
TREASURER'S REPORT:

- Tabled for next month's meeting.

After motion by John Voket, seconded by Tanya, the meeting was adjourned at 8:30 p.m.

The next meeting will be October 27th. Location and time, to be determined.

Respectfully submitted,

  
Sophia Vournazos, Office Manager