

CHENEY HALL FOUNDATION, INC.
MINUTES OF MARCH 14, 2012 MEETING

Present: Geoffrey Naab, Dave Newirth (left the meeting at 7:25), Lynne Ferrigno, Teresa Ike, Greg Simmons, Kim Ashton, Joyce Hodgson (left the meeting at 6:15), Andy Vincens (left the meeting at 7:25) Rob Huestis and Donna Mercier (left the meeting at 7:15)
Absent: Sarah Burke, Mike Pohl

The meeting was called to order at 6:01 p.m. by President Naab.

MINUTES – A motion was made by Mr. Newirth, seconded by Ms. Ashton to approve the minutes of the February 8, 2012 meeting, the motion carried unanimously.

TREASURER'S REPORT – Ms. Ike distributed the Treasurer's report for February and provided an overview. Ms. Ashton noticed the fee of \$149 to First Niagara was listed as an expense; this fee was subsequently reversed by the bank. Ms. Ike pointed out the subsequent reversal is shown in the first section of the report as an addition. A motion was made by Ms. Ike, seconded by Mr. Vincens to accept the report, the motion carried unanimously. A copy of the report is included with these minutes.

LTM REPORT – Ms. Hodgson reported that LTM is busy promoting Cat on a Hot Tin Roof and all the events in March including: last week's lecture; last night's Evenings at 7; Friday's concert; Saturdays movie and the upcoming fundraiser at CW's Chops n Catch on Tuesday March 20th.

LTM has changed their website to be more contemporary looking and offered to add a link to the Foundation's website or a page of information about the Foundation.

The email blast program is going well with at least 375 people opening them every other week.

LTM will be opening concessions prior to the shows and again at intermission.

They received a notice of a grant award to do some renovation work this summer and are currently getting bids on painting, carpeting, and replacing ceiling tiles.

Eve Ensler is promoting a new book and will be at Cheney Hall for a speaking engagement and book signing on May 6th. Tickets are \$45 for general admission or \$75 for admission and a reception with the author after the event. Ms. Ensler is the author of the Vagina Monologues, one of the upcoming productions at Cheney Hall. LTM has invited restaurants in town to send over a bartender during show with a Diva-tini (their best alcoholic concoction). They will sell for approximately \$6 and will promote the restaurants. Three judges will decide the favorite Diva-tini which will be named and promoted.

BUILDING REPORT - Mr. Newirth reported on a roof leak that occurred on Friday night 2/24/12 during a performance. The leak was backstage on the left side facing the stage; it was minor and stopped as soon as the rain stopped. He suspects it is due to the wind causing the wooden shingles in the tower to leak or possibly the flashing. We will need to have someone take a look at the roof and see what repairs are needed. Mr. Naab mentioned we have funds available specifically for the roof and would recommend we use the same contractor that worked on the front portion, Dzen Roofing Inc. Mr. Newirth will contact the company. There were no issues with the HVAC system since our last meeting and no bills that need to be paid at this time.

FUNDRAISING COMMITTEE REPORT – Ms. Ashton provided the Board with an updated spreadsheet “2012 CHF Mardi Gras Event Income and Expense Report as of 2/13/12” that shows a net profit from the event of \$9,861.17. We have only heard positive feedback from those in attendance. Mr. Naab discussed the idea of allocating 50% of the proceeds to a Capital Reserve account. This account would be set aside and designated by the Board for future capital projects for Cheney Hall. There was discussion about what constitutes a capital expense and the Board agreed to come up with a specific description at the next

meeting, but essentially capital items are long term structural improvements such as roofs and HVAC systems and not repairs to existing systems. Ms. Ashton made a motion to designate \$5,000 to the Capital Reserve Account from the Mardi Gras Fundraiser net proceeds, Ms. Mercier seconded the motion. The motion carried unanimously.

OTHER OLD BUSINESS – Mr. Naab referred to a letter received from the Hartford Foundation for Public Giving indicating the Ruddell grant funds should be arriving this month. Mr. Huestis provided the board with his findings in researching the Kresge Foundation Grant opportunities. We did not have sufficient time to apply for the grant during this round of funding. The process started in July, 2011 and closed on March 1, 2012. Mr. Huestis has scheduled a meeting with personnel from the New Britain Museum of American Art to learn about their experience with the grant process which was successful. One of the items that the Kresge Foundation looks for is a Capital Reserve policy and funding. We should be in a good position to apply for the funds the next time they open the process.

Ms. Ashton recommended we establish a website committee that would be charged with finding a domain name and developing a web site for the Foundation. Mr. Naab asked for volunteers to work with Ms. Ashton on this project. Ms. Mercier and Ms. Ferrigno volunteered. Mr. Huestis pointed out the benefits of having a professional help with the initial design. Ms. Ike recommended they keep documentation of procedures and instructions for future board members. Mr. Naab suggested the same group come up with a one page link we can put on the LTM website until ours is ready.

NEW BUSINESS – There was discussion regarding the selection of an engineer to work on the HVAC replacement plans. Mr. Simmons, Mr. Newirth, Mr. Naab, Mr. Vincens and Mr. Huestis will meet with personnel from the Town to develop the plans for identifying the scope of services and selecting the appropriate person or firm for the job. Mr. Simmons will follow up with an email to schedule the meeting.

The Board discussed possible additional fund raising activities. All agreed it would be difficult to have something similar to the Mardi Gras event and expect the local businesses to provide as much support. Ms. Ferrigno suggested an annual fund drive, which has low overhead and we could intentionally exclude business donors from the request. Mr. Huestis suggested a wine tasting event with tapas for an event.

Mr. Naab asked for volunteers to assist with the Manchester Historical Society school tours in May. The Society brings third-graders to various sites in the Cheney Brothers Historic District. The children and their teachers will eat their bag lunches in the Silk Room and have a short tour of the Hall. Volunteers are needed on Tuesdays, Wednesdays and Thursdays in May, but especially on May 3, 8, 23 and 24. Ms. Ferrigno agreed to help

ITEMS FOR NEXT AGENDA - Nothing specific was identified.

ADJOURNMENT – A motion to adjourn was made by Mr. Huestis, seconded by Ms. Ike at 7:35 p.m. The motion carried unanimously.

Respectfully submitted,

Greg Simmons, Secretary

Checking Account Activity

\$
1,456.81

1/31/12 Statement Balance

Deposits

2012 MG Fundraiser - Tickets	2650.00
2011 MG Fundraiser - Royal Ice cream	180.00
2012 MG Fundraiser - Ads	1675.00
2012 MG Fundraiser - Donations	1525.00
2012 MG Fundraiser - Gratis Tickets Donation	360.00
2012 MG Fundraiser - Auction Cash/Checks	2901.00
First Niagara Merchant Services Application Fee Refund	149.00
2012 MG Fundraiser - One Ad Processed by Credit Card	125.00
2012 MG Fundraiser - 2/11 Tickets/Admission by Credit Card	400.00
2012 MG Fundraiser - 2/11 Auction by Credit Cards	2748.00
Total	12,713.00

Disbursements

#335 2012 MG Fundraiser - Decorations	220.90
#336 2012 MG Fundraiser - Darryl Hill Blues Band	500.00
#337 2012 MG Fundraiser - Golf Club Food Service	2091.31
#338 2012 MG Fundraiser - Grames printing program	237.50
New Checks (First Niagara)	25.09
#339 2012 MG Fundraiser - Florist	200.00
First Niagara Merchant Services Application Fee	149.00
Credit Card Fees for processing one Ad	5.35
Credit Card Processing Fees - funds collected on 2/11	120.32
Total	3,549.47

Total

2/29/12 Statement Balance

10,620.34

Deposits Since Statement

2012 MG Fundraiser - Ad	125.00
Total	125.00

03/12/12 Checking Account Balance

10,745.34

OTHER ACCOUNTS BALANCE

		AMT \$	Interest Rate %
Savings Account	12/31/11	29,307.86	0.04
The Phoenix 30 shares (Stock value at acquisition, 9-14-04)		313.50	
TOTAL ASSETS		40,366.70	



Teresa W. Ike
Treasurer

Note: Portion of assets Dedicated to Elevator \$7800.00
Portion of assets Dedicated to Roof Repair \$17,166.00
Portion of assets left from Cheney Family Funds grant \$925.10