

CHAUTAUQUA INSTITUTION BOARD OF TRUSTEES
Saturday, February 8, 2014
Bellinger Hall, Chautauqua Institution, Chautauqua, NY

MINUTES

<u>Members Present</u>		<u>Members Absent</u>	<u>Others Present</u>	
Jim Pardo – Chair	Bob Metzgar	Don Boswell	Sherra Babcock	George Murphy
Karen Arrison	Jack McCredie	Carolyn Byham	Sebastian Baggiano	Sam Price
Jill Bellowe	Dede Trefts McEvoy	Bonnie Gwin	Rindy Barmore	John Shedd
Jim Brady	Greg Miller		Tom Becker	Bruce Stanton
Christine Brueschke	John Milos		Hugh Butler	Linda Steckley
Laura Currie	Sheila Penrose		Doug Conroe	Jordan Steves
Jennifer DeLancey	Steve Percy – ex officio		Matt Ewalt	Maureen Rovegno
Jim Groninger	Jason Phillips		Robert Franklin	
Bob Jeffrey	Tim Renjilian		Geof Follansbee	
Ron Kilpatrick	David Rosen		Marty Merkley	
Candace Littell	John Viehe		Deborah K. Moore	

I. Call to Order

Mr. Pardo called the meeting to order with a word of prayer.

II. Minutes

There being no changes, the minutes of the November 1& 2, 2014 meetings of the Board of Trustees stood approved as presented.

III. Report of the Chairman

Promise Campaign

Mr. Pardo asked the Board to think of their role as leaders in the Promise Campaign. That includes making a gift to the Campaign as appropriate to their individual circumstances, participation in the Chautauqua Fund, and participation in a volunteer capacity.

Mr. Percy noted that the Promise Campaign has entered its public phase and will be launching events throughout various regions. He urged the Board to complete their gifts to the campaign early to show leadership support.

Mr. Follansbee shared a power point presentation on the Promise Campaign, noting that over \$58 million has been achieved to-date. The specific goals within the campaign include support for staff and faculty chairs, improvements and endowments for the grounds and facilities, program support, unspecified endowment and annual Chautauqua Fund support. The 2013 Chautauqua Fund achieved \$3,600,669 in gifts, and the campaign includes an overall annual fund goal of \$22,460,831 for the six-year campaign period. The timeline for the campaign period was reviewed, noting that it began January 1, 2011 and will be completed on December 31,

2016. Mr. Follensbee shared the process for volunteer recruitment, the communications plan and the public announcement. A kick-off dinner will be held on Thursday, June 19th in the Amphitheater. During the lead gift phase approximately 170 prospects have been or are in the process of being solicited with approximately 325 prospects being approached during the public phase.

Mr. Pardo noted that Karen Arrison, Christine Brueschke and Greg Miller have agreed to serve on the search committee for the CSO conductor. He thanked them for their commitment to this process.

The Executive Committee met by telephone on November 24, 2013 to amend the pattern book in the Garden District in respect of two undeveloped lots. The need for the amendment resulted from an intervening change in New York State Building Code and affected no properties other than the two lots in question.

Mr. Pardo noted that an event was held in Atlanta in November to garner support for the African American Denominational House. The event was attended by Mr. Pardo, Mr. Renjilian, staff and key leaders and potential supporters of the African American Denominational House.

The Trustee Advisory Board, which consists of former members of the Board of Trustees, will meet two times this season. Mr. Pardo will provide a very high level overview of what the Board is working on and will ask the Advisory Board to serve as communications ambassadors in the community regarding these issues. He will also ask the Advisory Board to serve as his ears on the grounds in terms of the issues that arise in the community during the season. Mr. Pardo will also meet with several affinity groups (friends of) during the season. The Trustee Open Forum venue may be changed to a location that will allow for the presentation of slides to educate the audience.

Mr. Pardo is working with Ms. Bellowe and Mr. Renjilian on the revised Program Policy Statement, which may be brought to the Program Policy Committee and the Board in May.

The feedback Mr. Pardo received from the Board regarding the format for the committee and Board meetings noted that most individuals found that completing committee work prior to the Board meetings was helpful. Those that found the format more difficult cited the newness of the process and a hope for improvement in the future. The deep dive discussions were cited as very helpful, but most thought that two topics should be discussed per meeting rather than three topics. It was also suggested that a structure needs to be in place to provide closure to the various topics under discussion. In terms of other topics to be discussed, the Board agreed there were enough topics identified at this time and did not recommend any additional topics.

IV. Report of the President

Mr. Becker recognized Rev. Robert Franklin, who took on the role of Director of the Department of Religion as of January 1, 2014. Mr. Becker referred to other personnel changes that were noted in his President's Report.

Mr. Becker referred to the 2014 program citing the collaborations in place and the lectures confirmed to-date in the 10:45 and 2:00 p.m. programs. The draft 2015 lecture themes were shared with the Board. The narrative for each of the themes will change and become more descriptive prior to publication.

Rev. Franklin highlighted Week 2 of the season, noting that this will be the week that key leadership and supporters for the African American Denominational House will be invited to the grounds and the programming that week will also focus on attracting more African American's to the grounds.

Mr. Merkley highlighted the CSO performances, guest conductors and performers, opera performances, theater and the Friday night specials that have been confirmed to-date.

V. Committee Reports

Asset Policy

The committee met by telephone last week and accepted, on behalf of the Board, the Annual Chautauqua Police Department Report.

The committee reviewed and recommended for approval the creation of the Randall Widrig Endowed Garden.

Upon the recommendation of the Asset Policy Committee and on motion made, seconded and carried, the Board approved the following resolution for the creation of the Randall Widrig Endowed Garden:

Whereas Barbara Widrig Lee has made a gift to the Chautauqua Foundation to cover the costs of maintaining the current garden located to the south of the main entrance to the Chautauqua Book Store and adjacent to the outside mailboxes of the Post Office and her gift is in accordance with the terms of the Institution's and Foundation's Garden Policy, therefore be it

Resolved, that the Board of Trustees does hereby designate such land as an endowed garden to be named in memory of Randall Widrig, manager of the Chautauqua Book Store from 1921-1971.

Mr. Kilpatrick briefly reviewed the amendments to the 2014 budget and asked the Board to approve those amendments.

Upon the recommendation of the Asset Policy Committee and on motion made, seconded and carried, the Board approved the 2014 Operating & Capital Budget amendments.

Executive Committee

The Executive Committee met earlier this week and approved and recommended the approval of the President's 2014 Strategic Goals. Mr. Renjilian discussed the process for the development of these goals.

Upon the recommendation of the Executive Committee and on motion made, seconded and carried, the Board of Trustees approved the President's 2014 Strategic Goals.

Personnel Committee

The committee reviewed the President's Job Description and made no recommendations for amendments at this time.

Upon the recommendation of the Personnel Committee and on motion made, seconded and carried, the Board of Trustees approved the President's Job Description without change.

Program Policy

Ms. Bellowe reported that there are no changes to the status of the Cordoba House. The Cordoba Initiative will rent several condo units during the 2014 season to bring potential supporters for the creation of the house.

The program policy committee completed a questionnaire to identify issues that might be addressed by the committee in the future.

Development Council Report

The Council met two weeks ago in Pittsburgh. Mr. Brady thanked Mr. Jack McCredie and Ms. Yvonne McCredie for their leadership in the achievement of the 2013 Chautauqua Fund goal. Mr. McCredie reported on the 2013 goal including the number of donors (both new and returning), the number of donors that gave last year but not this year, dollars raised in various giving levels and overall trends in giving. He reported that they are already at work on the 2014 program for the annual fund and recruitment of volunteers.

The Council met and discussed at length the 2014 Chautauqua Fund Goal.

Upon the recommendation of the Development Council and the Foundation Board of Directors, and on motion, made, seconded and carried, the Board of Trustees approved a 2014 Chautauqua Fund goal of \$3.7 million.

Mr. Pardo urged the members of the Board to make their gifts (or a portion of their gifts) to the 2014 Chautauqua Annual Fund prior to the commencement of the 2014 season so that the Campaign Chairs and others can report 100% participation by Board of Trustees.

Ms. Currie reported on the Planned Giving progress noting that the Planned Giving goal for 2013 was exceeded by 25 commitments. The goal for 2014 calls for 30 new Planned Giving commitments. The Board of Trustees supports that goal.

Chautauqua Foundation Report

Mr. Percy recognized Mr. Follansbee and his team for their fundraising achievements in 2013.

The total assets held by the Chautauqua Foundation stood at just over \$83 million at the end of the 2013. The endowment performance has been strong, but has lagged the bench marks and the Foundation hopes to see that improve. The Foundation Board is examining the spending policy to the Institution which recently changed from market value to a fixed amount. The recent performance of a bull market has allocated a payout less than the 5% normally provided to the Institution. There was discussion of adjusting the payout, but given the uncertainty of the market, the Foundation will continue with the fixed amount payout. The Foundation Board also discussed potential funding for the Amphitheater Project through front-end funding of the project based on the gifts received and expected payout from donors. The Foundation will continue to explore that option and will work with the Institution going forward.

The Foundation approved a budget increase that will include a survey and the potential hire of an additional staff person in calendar year 2015.

ARB Report

Mr. Jeffrey reported that the new ALU Regulations were adopted in August. Mr. Jeffrey and Mr. Shedd met with approximately 30 contractors to review the changes to the ALU Regulations. Other similar sessions will be

held with contractors and property owner's pre-season and during season. The ARB met this week and approved 2 cases.

Report of the Hotel Board

The Hotel Board met and reviewed the Hotel Business Plan and the execution of that plan which included lodging and food service options, marketing and communications plans and capital spending for 2014. They also reviewed the 2013 financial performance, received a budget update and a report from the General Manager.

VI. Executive Session

On motion made, seconded and carried, the Board went into executive session inviting Mr. Percy, Mr. Price and Mr. Becker to remain present and participate.

There being no further business the meeting was adjourned.

Respectfully submitted,

Rindy S. Barmore
Corporate Secretary
Chautauqua Institution Board of Trustees