



**Finance Committee Meeting – Thursday, August 24, 2017 – 8:00 a.m.
DSO Office, 100 West 10th Street, Suite 1003, Wilmington, DE 19801
Meeting Minutes/DRAFT**

Committee Members Present: Lanny Edelsohn, Chair
Charles Babcock, President
Matt Di Guglielmo (telephonic)
Brian Kelley
Jeff Ruben, Treasurer (telephonic)

Ex-officio Directors Present: Alan Jordan, Executive Director

Staff members Present: Libby Burgazli, Finance Manager

The meeting was called to order at 8:00 a.m.

Upon a request from Edelsohn, no members noted conflicts of interest.

It was moved by Babcock, and seconded by Ruben, that the June 1, 2017 meeting minutes be approved as presented; motion passed. The May 4, 2017 meeting minutes will be approved at the next meeting.

Development Committee and Task Force Updates

Jordan reported that the Development Committee had met the night before. Approximately 23 of the more than 100 prospects identified by directors and staff have either been solicited or are in the process of being solicited. These 23 prospects represent total gift asks ranging from \$485,000 to \$844,995. Not all will give, commit to an increase, or give within their ask range. With more than 70 additional prospects, there is much opportunity for significantly increased contributions.

Di Guglielmo reported the Task Force met August 16 and is working toward Green, Yellow, and Red confidence level indicators for both cash position and operating income. A full report will be presented to the Board September 18th.

2017-2018 Budget v Forecast

Burgazli walked members through the new Operations Forecast (Profit and Loss) format. Members expressed appreciation for the new presentation. It is very early in the year to make projections. Ambitious contribution goals, particularly in government, corporate, and foundations, were noted. Edelsohn emphasized the need for a balanced, realistic budget. Burgazli also highlighted the new Surplus/Deficit Components worksheet that showed both current budget and the effects of possible cuts. A decision on cutting the Family Concerts must occur at the September 18, 2017 Board meeting. Burgazli also noted the \$511,114 growth in income for FY18, offset by a \$257,472 growth in expenses.

Cash Projection for FY18

The current report was reviewed and discussed. Currently, no Longwood Foundation funds have been used. The full-year ArtCo draw was received and ½ has been transferred to the reserve fund.

Board Restricted Fund

As of August 22, 2017, the fund value stood at \$663,739. Following this meeting, Babcock and Jordan will meet with a PNC Bank official to see if the DSSF CD can be liquidated and the funds transferred into the DSO's account. Jordan strongly encouraged placing those funds in the Board Restricted Fund (with the Beekhuis bequest) so that it might appreciate and provide a fairly reliable source of operating funds annually. Per the DSO's investment policy, this "new" money could translate to \$10,000 of new operating funds each year.

Meeting Adjournment

The Committee will meet the Thursday prior to each Board meeting beginning at 5:30 pm. The next meeting will take place September 14, 2017 at the DSO office.

There being no further business, the meeting adjourned at 9:15 a.m.

Respectfully submitted,

Alan Jordan, Executive Director