

Delaware Symphony Orchestra
Meeting of Board of Directors
Monday, November 20, 2017
Community Service Building – Wilmington, DE

-MINUTES-

Directors Present: Charles Babcock, Matthew DiGuglielmo, Lanny Edelsohn, James Ellison, Jennifer Golek, Brian Kelley (telephonically), Shelley Kinsella (telephonically), David Kubacki, Grace Kwon-Kubacki (telephonically), Elena Norman (telephonically), Theresa Pietrucci, Jeff Ruben, Bob Stoddard

Directors Absent: Cris Coconcea

Others Present: Alan Jordan, Executive Director; Kristin Peterson, Development Director, Martin Beech, Musician Representative

Others Absent: David Amado, Music Director

Welcome and Call to Order: President, Charles Babcock called the meeting to order at 5:32 p.m.

Consent Agenda: The minutes of the Board meeting of October 23, 2017, and the Executive Director's Report were presented by Charles Babcock. The minutes, upon motion by Matt DiGuglielmo, with a second by Bob Stoddard, were unanimously approved by the Board. The Consent Agenda, with a motion by Jennifer Golek and a second by Jeff Ruben, were unanimously approved.

Development Committee Report: Bob Stoddard reported that an Annual Appeal letter from David Amado was successfully launched with the assistance and guidance of Kristin Peterson. 5200+ letters were sent in all. Our program ads have more than doubled over last year. We continue to work on expanding our Corporate and Business donors. Extensive work continues on the One-Twelve Fund Drive, we have received \$82,612 of new money to date. Approximately 43 visits have occurred with more being scheduled. There is approximately \$136,000 of outstanding asks and we will await an update. After noted budget expense reductions for the season, we need approximately \$197,851 in additional new/increased gifts order to meet our contribution goals. Jennifer Golek will assist with the asking protocol for banks and financial institutions. All Board Members were asked to choose names from the donor list to initiate personal contacts. (Report Attached)

Finance Committee Report: Lanny Edelsohn presented the Finance Committee Report (Attached). The FY 2018 Budget vs. FY 2018 Operations Forecast as well as the Cash Projection Report as of October 18, 2017 was reviewed. The 2018 budget was modified with expense reductions of approximately \$268,000 in order for us to break even with a forecasted budget of \$1,691,300. Lanny expressed that, even after the expense reductions, there is still \$968,401 to be raised for the fiscal year. He introduced the question of whether or not we should consider cancelling the Explorer Concerts in March. Remarks by Jennifer Golek, David Kubacki, and Martin Beech followed regarding the reputational risk to the DSO and commitments to musicians, if cancelled. Jeff Ruben made a motion to keep the Explorer concerts in the budget recognizing the remarks of Jennifer, David, and Marty. Tess Pietrucci seconded. There were 10 votes in favor, 2 votes against (Lanny Edelsohn and Brian Kelly) and 1 abstention (Shelley Kinsella).

Nominating and Governance Committee Report: David Kubacki provided an update on the activities in the nominating and governance realm. He is actively pursuing the other 7 people on the list and through the One-Twelve drive has uncovered two candidates he will be presenting to the Nominating and Governance Committee for approval. We are moving forward with our plan to add three members a year over a three year period.

Other Business: Alan presented the new Employee Handbook which has been updated with current information, effective January 1, 2018. **Jim Ellison moved to approve the Employee Handbook and Jeff Ruben seconded. The Board unanimously approved the motion.**

Board Meeting: The next Board meeting will be Monday, December 18, 2017 at 5:30 p.m. at the Community Service Building – Wilmington, DE.

Adjournment: The meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Tess Pietrucci

Secretary