



THE DELAWARE SYMPHONY ORCHESTRA
DAVID AMADO, MUSIC DIRECTOR

Finance Committee Meeting – Thursday, February 9, 2017 – 9:00 a.m.
Panera Bread, Fairfax, DE
Meeting Minutes/DRAFT

Committee Members Present: Jeff Ruben, Interim Chair
David Plaza, Treasurer
Charles Babcock, President (telephonically)
Myunghee Geerts, Director (telephonically)

Ex-officio Directors Present: Alan Jordan, Executive Director

Staff members Present: Libby Burgazli, Finance Manager

The meeting was called to order at 9:07 a.m.

It was moved by Plaza, and seconded by Ruben, that the minutes of the December 16, 2016 meeting be approved as presented; motion passed.

2016-2017 Forecast

Members reviewed the FY2017 Budget vs. FY2017 Operations Forecast report and the Cash Projection Report. An overall deficit projection of <\$20,191) was presented as optimistic, as it is based on ambitious contributions forecasts.

- The Forecast includes the removal of the Chamber Series runout and outdoor pops concerts since neither budgeted activity will actually take place. The Longwood Gardens and Video Games Live (Grand presentation) events have been added.
- Major expense variances under Other Production Costs and Consultants/Recruitment are due to the allocation of Trellist marketing project expenses and the development director search. The net difference is <\$7,400>.
- The Cash Projection Report reflects a cash needed total at the fiscal year end that is in line with the contributions required to meet the budget. It also shows full repayment of the operating reserve funds.

The committee agreed that the uncommitted contributions levels should be re-evaluated in April.

Operating Reserve

Currently, \$100,000 has been borrowed from the reserve account. With uncertainty about the receipt date for a major donation, the committee should request the Board approve an additional \$100,000 draw to cover expenses in late February and early March. Repayment of the full amount drawn is not anticipated until June.

Board Restricted Fund

The fund value was \$656,300 on February 8, 2017. Discussion ensued regarding the timing of a draw. Given the current trend, it might make sense to make the annual draw soon, while the market is high. Ruben will ask the Board for a \$30,000 draw.

FY18 Budget Planning

Attention turned to the draft FY18 budget. The current draft reflects revenue and expense reductions that result in a balanced \$1,960,000 budget. The list of assumptions was reviewed and attention was drawn to the worksheet showing core programming alongside new initiatives. Core activity represents nearly \$1.6M. Overall growth is held to approximately 3%, and all CBA obligations are met. ArtCo funding was reduced from 7% to 6%--this could be adjusted. The ratio of artistic:administrative personnel costs has flipped from 48%:52% to 52%:48%. **It was moved by Ruben, and seconded by Geerts, that the \$1,960,000 balanced budget be recommended to the Board for adoption at its February 13, 2017 meeting; motion passed.** Ruben commended Burgazli and Jordan for the budget, and thanked Burgazli for her hard work.

Meeting Adjournment

The next meeting is scheduled for Thursday, March 9, 2017 at 9:00 am at Panera Bread on Concord Pike, Wilmington. There being no further business, the meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Alan Jordan, Executive Director