



**Finance Committee Meeting – Thursday, October 11, 2018 – 4:00 p.m.  
DSO Office, 100 West 10<sup>th</sup> Street, Suite 1003, Wilmington, DE 19801  
Meeting Minutes/DRAFT**

**Committee Members Present:**

Lanny Edelson, Chair  
Charles Babcock, President  
Jeff Ruben, Treasurer  
Patricia Zaharko

**Committee Members Not Present:**

Matt Di Guglielmo  
Jimi Honochick  
Brian Kelley  
David McBride

**Ex-officio Members Present:**

Alan Jordan, Executive Director  
Libby Burgazli, Finance Manager  
Ruth Kreider, DSO Musician

The meeting was called to order at 4:02 p.m.

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

It was moved by Zaharko, and seconded by Kreider, that the September 20, 2018, minutes be approved as presented; motion passed.

**2017-2018 Budget v Forecast**

Burgazli reported preliminary results for the current year Statement of Operational Activities and a more detailed look at Contributions YTD. The Operational Activities report provided a comparison of annual Budget and annual Forecast results for FY19. The current Forecast reported a \$7,044 deficit based on improved ticket sales offset by staff change and consultant costs. The Contributions Outlook Table shows that 42%, or \$587,080, of total forecasted contributions have been identified as of October 10. The remaining \$810,645 are amounts expected, but not yet committed, for the remainder of FY19. Edelson emphasized the need to plan for replacing Longwood Foundation support that will not be available in FY20. He requested that Kristin Peterson provide a contributions update to the committee. Jordan said it

would be appropriate for Peterson to attend Finance Committee meetings when there is something to report in addition to the materials traditionally presented.

### **Development Update and Benchmark Report**

The FY19 Benchmark report showing known sources of income through October 10, 2018 revealed we remain above our green income target; however, the progress leveled during September. Securing commitments from the three largest individual donors will be critical to maintaining our positive forecast.

### **Cash Projection for FY19**

The October 9, 2018, report projects cash availability for the first nine months of FY19 based on known revenue sources and budgeted expenses. The report reflects a yellow status beginning in November and devolving to red status in December, unless adequate major gifts and year-end appeal contributions are received. To be safe, staff requested Committee action on use of the Operating Reserve. **It was moved by Patricia Zaharko, and seconded by Jeff Ruben, that the committee recommend to the board at its October 15, 2018, meeting that up to \$85,000 be transferred from the Operating Reserve to the Business Checking account to cover cash flow needs; motion approved.**

### **Board Designated Fund**

The Board Designated Fund value stood at \$741,803 as of October 10, 2018. Market volatility has resulted in losses to the fund of nearly \$25,000 in the last month.

### **FY18 Audit**

The Audit Committee met October 9, 2018, and recommends that the Board accept and approve the report at its October 15, 2018, meeting. Drafts of the report will be distributed along with the Financial Report by e-mail.

### **Meeting Adjournment**

The next meeting was scheduled for Thursday, November 15, 2018, beginning at 4:00 pm, at the DSO office. There being no other business, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Alan Jordan, Executive Director