

# WATERBURY SYMPHONY ORCHESTRA

## EXECUTIVE COMMITTEE MEETING

OCTOBER 18, 2022

- I. The meeting was called to order at 6:00pm.

Members present: Don Fiftal, Tom Clark, Nancy Kiely, Isobel Moore, Jay Chittum, Joyce Swartz, Emily Littman, Anne Dranginis.

Staff present: Doug Donato

1. The Chair asked that the minutes of the meeting of September 20 be approved. Nancy Kiely moved to approve the minutes, which motion was seconded by . Motion approved unanimously, with Tom Clark abstaining.

II. Committee reports:

1. Development Committee was reported by ED Doug Donato. Sponsors lists will be sent weekly to the full board to determine if there are any warm contacts with the proposed companies. If not, the WSO office will reach out “cold.”
2. Education Committee has submitted a report which shall be appended to these minutes. Jay Chittum reported that the next meeting of the Committee would be at BRAVO Waterbury on November 3 at 3:30pm. Jay discussed the development of a scholarship to support a young student of music. Discussion ensued regarding the financing of the scholarship, and the general benefit of offering a scholarship.
3. Finance Committee has submitted a written report which shall be appended to these minutes. Nancy Kiely reported further on the Dashboard and noted that this is the first 3 months of the fiscal year, and certain funds have not come in. As a snapshot, this year will be a struggle, but with some optimism. The next meeting will give us more complete information based on the calendar of grants. Had a quarterly meeting with our managers of our endowment. The market has been down since the beginning of the year and our portfolio is in line with our benchmarks. Cash flow and dividend receipts are around 3% which are good in this market. The rolling average for the last 3 years will be about \$50-60,000, so we will take \$30,000 to add to our operating budget. The amount taken will be reconciled at the end of the fiscal year. Finance will continue to have quarterly meetings. Cathy Ritchie is part of the Audit subcommittee, and she will review the audit at the Finance Committee meeting tomorrow. Board giving and how it is accounted for was the subject of discussion.
4. Governance Committee was represented by Emily Littman who reported that the Committee met yesterday. The Committee has begun working on the Bylaws which they will report on by category. While new board member candidates were not discussed at yesterday’s meeting, and there was some discussion of the importance of our strategic plan in terms of board size, and skill sets that are

identified. The Development Committee (Doug Donato reported) has talked about identifying young professionals in the area for board service.

5. Special Events was reported by Joyce Swartz. The Committee will meet on Sunday at 12:30pm and will report at the next meeting.

III. Meeting Schedule: The Chair renewed the discussion concerning the number of meetings and schedule. There was a suggestion of meeting every 6 weeks by the Chair. That cadence might be interrupted by the Bylaw requirement of an Annual meeting. Isobel Moore suggested alternating the Executive Committee meetings and full Board meetings. Provision exists for Special Meetings should one be necessary. The Annual Meeting would be a full Board meeting, and the December meeting would be a social meeting. A spirited discussion ensued. The two concepts discussed will be presented to the full Board for their input.

IV. Executive Director's Report:

1. Doug Donato reported on the September 28 retreat. Of those attending, separated into groups, there was considerable alignment. Reminder to make comments on the draft. When comments are made, it will become our roadmap. Discussion ensued. Doug Donato added that he had applied for a grant specifically aimed at assisting non-profits with strategic planning.
2. Review of St. John's Concert – October 1, almost at capacity and about 20 UConn students attended. Logistically it went smoothly. Joyce Swartz opined that Leif was on top of his game, and it was just wonderful. The financials will be ready by the end of the month. Parking was an issue, and the venue, while beautiful, was small space for the orchestra and limited numbers for attendance.
3. Box Office Update and Contract with Palace – its up and running and helping. Attorney Patrick McGrath cleaned up the contracts and should be ready for review by the Board so that the final can go to the Palace. Chris Roberts, their accountant, is working with Doug on proper accounting.
4. ASAP and GASB Update – The Woodbury-Bethlehem Foundation not pleased that 3 school days had not been scheduled due to other events at Nonnewaug, so the days were restored. Showcasing the program with a public event would have enhanced knowledge of the program, but hopefully the same will be achieved with the dress rehearsal at 1:30pm on Sunday, 11/6 at Nonnewaug. The dress rehearsal is also open to parents of the participating students.
5. American Songbook was canceled due to lack of singers. WSO is working on using more local young talent from the area as participants. It will be rescheduled to late spring, still at the Taft School.

- V. Roundtable: Thursday two of our musicians will perform at the Litchfield Community Center and others have performed in the area.

The meeting was adjourned at 7:35pm.

Respectfully submitted,