



*Portland Ovations contributes to the cultural, social, and economic wellbeing of our community by presenting an array of high quality performing artists from around the world and creating diverse educational experiences that bring the enjoyment, energy and enrichment of the arts to all.*

**Board Meeting**  
**Wednesday, October 20, 2021 12 noon-1:30 pm**  
**Virtual Via Zoom**

<https://us06web.zoom.us/j/87503332463?pwd=N2g2UjVPSG5QRDJrZXJkSVpadTludz09>

Meeting ID: 875 0333 2463

Passcode: 900738

**AGENDA**

Welcome & Remarks—M. A. Lindemann

Consent Agenda—M. A. Lindemann

- October 20, 2021 agenda; September 22, 2021 Board of Director Meeting Minutes; September Development Dashboard; 10-12-21 Sales Report

Strategic Planning Update—A. Petrin

Inclusion/Diversity/Equity/Access Definitions & Reflection—All

Board Excellence —R. Alford

Development Steering Committee —M. Boyson, C. Oakes

Treasurer's Report—M. Stillings

- September 2021 P&L
- September 2021 Balance Sheet
- FY22 Financial Outlook
- FY21 Audit

Executive & Artistic Director Report—A. Petrin

- Organizational Update
- State of the State -- industry update

Upcoming Events—

- Pacifica Quartet—October 20 7PM, Merrill Auditorium
- Alan Cumming & Ari Shapiro Och & Oy!—October 22, 7PM, Merrill Auditorium
- RENT—October 28-29, 7PM, Merrill Auditorium
- Cartography—November 4, 7PM, Merrill Auditorium

*To inspire a curious and imaginative community  
where the experience of the performing arts is a vital part of everyday life.*

PORTLAND OVATIONS  
Annual Board Meeting

MEETING MINUTES  
SEPTEMBER 22, 2021

The Board of Directors of Portland Oventions meeting was held September 22, 2021, at the Cumberland Club in Portland from 12 noon until 1:20 p.m. Lunch was provided. Board members also attended via Zoom.

Attendance: R. Alfond, M. Boyson, P. Genova, C. Hughes, J. Isaacson, F. Knight, M.A. Lindemann, J. Lufkin, J. Morgan, S. Morris, M. Noyes, D. Nuzzi, T. Powers, S. Schutz, M. Stillings, O. te Boekhorst and S. Moudachirou

Staff in attendance: A. Petrin, C. Oakes, S. Coleman, M. Campbell, E. Hager, K Day

Welcome Remarks: M.A. Lindemann opened the meeting by giving everyone in attendance the book "Create Dangerously" by Albert Camus and read the first two paragraphs. Copies will be available for those who did not attend the meeting in person.

M.A. Lindemann motioned for the Consent Agenda consisting of the September 22, 2021, agenda; and the Annual Meeting minutes from 6/16/2021 and 7/21/2021, 2021, be approved. All voted in favor.

C. Hughes presented the nomination of the new Board member S. Moudachirou. F. Knight moved to accept the nomination and vote S. Moudachirou to the Board of Directors. The motion was seconded by M. Boyson and all voted in favor. S. Moudachirou was invited into the meeting room for this meeting.

C. Hughes next presented the nomination of long time Board member M. Noyes to serve on the Executive Committee as VP at Large and will be working with P. Genova on the implementation of the Strategic plan. C. Hughes made the motion, seconded by T. Powers. All voted in favor.

M.A. Lindemann welcomed everyone to a new Board year. Portland Oventions is OPEN. We will do this safely and lift people up with live performances.

The report of the Executive Director A. Petrin started with the Land Acknowledgement

- It is looking to be an incredible year – our 90<sup>th</sup> year of operation. The Screen to Stage video is available on the website – the newly revamped website.
- People are thrilled and yet hesitant about coming back to live performances. Nationally sales trends show about a 20% drop and of the tickets sold about 20% do not show up or request refunds. This year the policy will be that everyone can exchange their tickets for another time or event.
- COVID protocols are being finalized and coordinated with the Portland City staff and the Symphony. Masks and vaccine proof will be the default. Negative rapid test results will be allowed, especially for young people not eligible for the vaccine. Oventions is looking into buying a batch of rapid home test kits with the Symphony as many performers are requiring this of contractors and backstage crews.
- Not all ushers have returned to their duties. The City will undertake security duties at the entrance to Merrill and other city owned venues. This includes checking vaccine cards and test results.

- We are finalizing the lease on the new Ovations home at 120 Exchange Street (on the corner of Exchange and Congress Street). The history of the building includes housing a theatre and UNUM's first headquarters. Renovations are underway to make the space usable. Ovations intends to move into the space with little furniture or walls and determine the needs over the following months. Standing desks and chairs will be the main furniture at the beginning. Final move-in date and timing will come after the final lease signing. D. Nuzzi is working with A. Petrin, E. Hager, and the real estate agent to draft a lease that all can agree on.
- Staffing – there are two positions currently open, and candidates being sought – O2 Community Partnerships and a Development Associate. L. Stauffer has returned as a contract employee to write grant and relief funding proposals.
- The season preview – Part 2 – was live at Merrill Auditorium on September 9th. Ticket sales to many events were launched for members and new memberships were solicited. The new program “brochure” is a one-page fold out presented in calendar format. Additional events can be added to the season if viable. A lot of the programming this year was planned for the last year. Our theme for this year is “home” and this will be interpreted in many ways. The Seeking Resonance series will be in conjunction with Indigo Arts Alliance and expand on the “Home” theme with Black, Brown and Indigenous artists. Our commissioned artists will present finished or partial programs throughout the year.
- The season opening events will be live and outdoors with Bandaloop on October 8<sup>th</sup> and Dan and Claudia Zanes at Portland Schools on October 15<sup>th</sup> and in Deering Oaks on Oct. 16<sup>th</sup>.
- New sponsors and old are stepping up to finance specific shows and events. Members are sharing social media and email postings about the season and building the buzz.

#### M. Stillings presented Treasurer's Report

- The financial reports are attached. They show the good news that revenue from grants and relief funding has kept our finances strong. The forgiveness of the 1<sup>st</sup> Pandemic Protection Plan (PPP) loan and generous donors have helped to replace the normal ticket revenue. The Balance sheets shows assets up over 1.1 million from last year.
- The Finance Committee is preparing to undertake a risk analysis involving costs and no revenue in several key program areas to help ensure that the financial situation stays in control.
- The Finance Committee will also turn to its audit oversight role during the next month.

M. Boyson presented the Development Committee report starting with a short discussion of the Letter of Agreement and Conflict of Interest statement that are being combined and will not have a dollar value listed though in person discussions will emphasize that the Board are expected to make Portland Ovations a key part of their giving strategy.

- The topic of accepting or even soliciting sponsorships/donations from Marijuana businesses was discussed. This was compared to discussions years ago when the arts organizations did/did not support accepting money directly from tobacco companies. Foundation grants and donations from individuals who earned their money from tobacco were accepted but no money came from sources directly tied to a current tobacco company. There is concern with public acceptance especially when it comes to school or family-oriented programming. How does this tie into inclusion and equality?
- Mary Noyes offered to send information about medicinal marijuana for further discussion.
- The topic was tabled at this time but should be discussed yearly.
- Looking forward to “over the Bridge” with no plans for another public campaign this year. Watching for “donor fatigue” as we continue to build our membership and keep our big donors in the picture.
- On the dashboard SVOG is not yet listed. It makes the numbers look very good.

T. Powers introduced the annual fundraiser which will be held on Jan. 6<sup>th</sup> – a new year and a new format. The event will be at the O’Maine Studios with limited tickets and special performers, food demo’s, audience participation and an auction.

- The teaser: Join Portland Ovations in creating community through the sharing of food, art and performance in an intimate, active, dynamic and relational experience that is wholly unique to Ovations & our commitment to gathering people, sharing cultures and live performances.”
- Featured performers are the dynamic Azerbaijani pianist Emil Afrasiyab and his lovely wife Leyla with soulful and skilled music inspired by jazz, classical and global music.
- VIP pre-event will feature a hands-on cooking lesson and food and beverage stations will highlight the international reach and diversity of Ovations programs. A mini dance lesson will also be included.
- Money will also be raised through a select live auction and a reverse auction showing casing the educational programs. Sponsors and Board member support are needed.
- T. Powers will be looking for task force member to help make this a reality.

P. Genova gave a quick update on the progress of the Strategic Planning Task Force. The draft of the plan is being prepared and work is moving into how the plan will be implemented by the staff and Board.

O. te Boekhorst introduced the resolution the COVID response Team is asking the Board to make. (See attached.). As the meeting was running late this will also be presented via email to the Board members. A quorum was present. O. te Boekhorst moved that the Board agree to be 100% vaccinated as are the staff. This shows a commitment to the vaccine requirement for public audiences. The motion was seconded by J. Lufkin and there was general agreement. No-one opposed the motion.

An email vote was sent to the entire board following the meeting. Final vote: 18 Yes, 1 No.

M.A. Lindemann ended the meeting by thanking everyone for coming and reminding us to invite people to join our events. We need people in the seats.

The meeting ended at 1:50 p.m.

Respectfully Submitted: Carolyn Hughes, Secretary.



## Development Plan Summary for Portland Ovations 2021-22: September 2021

**TOTAL Goal:** \$1,035,980

Our focus is major giving and activating Dev Steering to prepare for solicitation. Our annual appeal is planned to mail on November 15 and will focus on October performances and the impact of Ovations in the community. We continue to work hard for corporate sponsorships and confirm those as efficiently as possible. We are about to begin soliciting sponsors for the Annual Fundraiser. If you have a corporate contact - please put us in touch with them. The -\$500 in events represents a write off for an unpaid sponsorship from Morgan Stanley in March of 2020. Grants are well covered by Laura Stauffer. The variance in grants from FY21 to FY22 is due to relief funding hitting in the FY21 line but being broken out separately for FY22. We have included FY22 relief funding on a separate line.

Campaign	FY21 YTD Comp	FY22 Goals	FY22 YTD	Owner
Membership <\$1,000	\$ 6,620	\$ 115,000.00	\$ 21,879.00	DD
Membership \$1,000-\$4,999 Standing O Circle	\$ 8,500	\$ 60,000.00	\$ 3,300.00	Board + ED
Membership \$5,000-\$9,999 Benefactors	\$ -	\$ 35,000.00	\$ 5,000.00	Board + ED
Membership \$10,000+ Innovators	\$ 10,000	\$ 70,000.00	\$ -	Board + ED
Corporate Sponsors	\$ 14	\$ 90,000.00	\$ 40,264.00	Board + ED
Events	\$ -	\$ 65,000.00	\$ (500.00)	Board + Staff
Grants (Standard)	\$ 135,480	\$ 200,980.00	\$ 26,850.00	DD
<b>Subtotal</b>	<b>\$ 160,614</b>	<b>\$ 635,980</b>	<b>\$ 96,793.00</b>	
Grants (Extraordinary/Relief Funding)	\$ -	\$ 400,000.00	\$ 714,138.93	ED
Bridge Campaign FY21	\$ 97,850	n/a	n/a	Board + ED
<b>Total</b>	<b>\$ 258,464</b>	<b>\$ 1,035,980</b>	<b>\$ 810,932</b>	



	Performance Date	D-Sea		4-Oct		11-Oct		% to Budgets		BUDGETED							
		#	IN	#	IN	#	TIX	INC	#	TIX	INC	% TX	% INC	#TIX	INC	EXP	NET
<b>2021-2022 Season Sales</b>																	
Pacifica Quartet	9/20/21	6	\$ 7		\$	81	\$ 3,027	82	\$ 3,039	33%	29%	250	10,475	15,322	(4,847)		
Alan Cumming and Ari Shapiro	10/22/21	7	\$ 7		\$	768	\$ 41,625	813	\$ 43,693	65%	80%	1,250	54,750	42,141	12,609		
RENT	10/28-10/29/21	1	\$ 1		\$	1788	\$ 109,189	1950	\$ 118,082	70%	66%	2,800	178,600	148,686	29,914		
Cartography	11/4/21	9	\$ 9		\$	99	\$ 3,476	103	\$ 3,595	21%	10%	500	36,000	34,778	1,222		
Partido	11/18/21	1	\$ 1		\$	140	\$ 4,308	148	\$ 4,544	24%	17%	625	27,450	31,552	(4,102)		
Alexander Malofeev	2/3/22	1	\$ 3		\$	41	\$ 1,393	44	\$ 1,515	16%	12%	275	12,223	13,546	(1,323)		
FLIP Fabrique: Six	2/6/22	1	\$ 3		\$	49	\$ 1,721	51	\$ 1,805	3%	3%	1,500	60,500	31,285	29,215		
Summer	2/9-2/10/22	4	\$ 4		\$	461	\$ 29,166	480	\$ 30,392	18%	18%	2,700	172,400	144,982	27,419		
Anais Mitchell	2/17/22	2	\$ 3		\$	31	\$ 1,584	40	\$ 2,082	3%	4%	1,250	54,750	39,141	15,609		
Golden Dragon Acrobats	3/4/22	2	\$ 5		\$	88	\$ 2,940	94	\$ 3,129	9%	7%	1,100	45,700	34,189	11,511		
Rosie Revere, Engineer & Friends	3/6/22	3	\$ 5		\$	64	\$ 660	68	\$ 708	6%	5%	1,200	14,400	13,319	1,081		
The Origin of Love	3/18/22	2	\$ 6		\$	74	\$ 4,021	78	\$ 4,180	8%	10%	950	40,550	37,161	3,389		
Sphinx Virtuosi	3/31/22	7	\$ 9		\$	99	\$ 3,280	99	\$ 3,280	20%	10%	500	32,180	25,709	6,471		
Step Afrika!	4/7/22	1	\$ 2		\$	233	\$ 7,755	239	\$ 7,964	22%	16%	1,100	51,200	41,616	9,584		
From Bamako to Birmingham	4/29/22	1	\$ 3		\$	40	\$ 1,664	44	\$ 1,810	4%	3%	1,250	54,750	42,541	12,209		
New York Phil	5/1/22	1	\$ 3		\$	35	\$ 1,234	37	\$ 1,310	13%	13%	275	9,975	18,828	(8,853)		
Hairspray	6/22-6/23/22	1	\$ 2		\$	257	\$ 15,752	292	\$ 18,119	10%	10%	2,800	181,400	163,979	17,421		
<b>TOTALS</b>		<b>3</b>	<b>\$ 4</b>		<b>\$</b>	<b>4348</b>	<b>\$ 232,792</b>	<b>4662</b>	<b>\$ 249,244</b>	<b>23%</b>	<b>24%</b>	<b>20,325</b>	<b>1,037,303</b>	<b>878,773</b>	<b>158,529</b>		
<i>Diff since previous rpt</i>						<b>320</b>	<b>\$ 16,090</b>	<b>314</b>	<b>\$ 16,452</b>								

	Actual September-21	FY22 Projected	FY22 BUDGET	FY21 BUDGET
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TICKET INCOME</b>	1,734.00	1,085,172.50	1,085,172.50	0.00
<b>COMMUNITY OUTRCH</b>	0.00	4,550.00	4,550.00	0.00
<b>DEVELOPMENT INCOME</b>				
Corporate	40,264.37	90,000.00	90,000.00	33,000.00
Individual	30,179.25	280,000.00	280,000.00	235,500.00
Grants / Foundations	740,988.93	1,230,980.00	600,980.00	264,400.00
Fund Raisers	-500.00	65,000.00	65,000.00	83,700.00
<b>Total DEVELOPMENT INCOME</b>	810,932.55	1,665,980.00	1,035,980.00	616,600.00
<b>OTHER INCOME</b>	1,545.91	50,000.00	50,000.00	
<b>Total Income</b>	814,212.46	2,805,702.50	2,175,702.50	616,600.00
<b>Gross Profit</b>	814,212.46	2,805,702.50	2,175,702.50	616,600.00
<b>Expense</b>				
<b>INSTITUTIONAL PR</b>	3,250.99	15,000.00	15,000.00	19,000.00
<b>PRODUCTION</b>	108,101.71	1,023,591.20	1,023,591.20	62,000.00
<b>MARKETING</b>	28,994.13	202,000.00	202,000.00	15,000.00
<b>Total PROGRAM EXPENSES</b>	140,346.83	1,240,591.20	1,240,591.20	96,000.00
<b>ADMINISTRATION</b>				
Employment	139,443.07	762,938.25	762,938.25	429,720.08
Professional Services	19,825.00	56,950.00	60,950.00	40,000.00
General	15,984.27	188,270.00	188,270.00	111,410.00
<b>Total ADMINISTRATION</b>	175,252.34	1,008,158.25	1,012,158.25	581,130.08
<b>Total Expense</b>	315,599.17	2,248,749.45	2,252,749.45	677,130.08
<b>Net Ordinary Income</b>	498,613.29	556,953.05	-77,046.95	-60,530.08
<b>Other Income</b>	-11.56	78,609.73	78,609.73	63,964.00
<b>Net Income</b>	<b>498,601.73</b>	<b>635,562.78</b>	<b>1,562.78</b>	<b>3,433.92</b>

FY22 Includes PPPs, ERC, NOT SVOG

FY22 Actuals & Projected now included SVOG1

# Portland Ovations

## Balance Sheet

As of September 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking -Operating	86,872.66
Investments	
Vanguard Federal Fund	549,322.38
Vanguard Index Fund	868,137.14
<b>Total Investments</b>	<b>1,417,459.52</b>
Savings	
Cash Reserves - GSB	205,043.27
Savings - TD Bank	606,511.57
<b>Total Savings</b>	<b>811,554.84</b>
<b>Total Bank Accounts</b>	<b>\$2,315,887.02</b>
Accounts Receivable	
A/R - Default	374,414.96
Receivables	75,010.00
<b>Total Accounts Receivable</b>	<b>\$449,424.96</b>
Other Current Assets	
Bulk Mail Postage Account	9.06
Cash for Shows	104.60
Prepaid Expenses	5,000.00
Security Dep	600.00
<b>Total Other Current Assets</b>	<b>\$5,713.66</b>
<b>Total Current Assets</b>	<b>\$2,771,025.64</b>
Fixed Assets	
Accum depreciation	-97,018.36
Equipment, Furniture & Fixtures	101,193.62
<b>Total Fixed Assets</b>	<b>\$4,175.26</b>
Other Assets	
Investment in Porttix	18,960.00
<b>Total Other Assets</b>	<b>\$18,960.00</b>
<b>TOTAL ASSETS</b>	<b>\$2,794,160.90</b>



# Portland Ovations

## Balance Sheet

As of September 30, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	69,862.36
<b>Total Accounts Payable</b>	<b>\$69,862.36</b>
Other Current Liabilities	
Deferred - Contributions/Grants	76,480.00
Deferred Income - Tickets	12,192.50
Deferred Sales - Portix	228,001.80
Payroll Liabilities	43,878.65
SBA Loan	101,300.00
<b>Total Other Current Liabilities</b>	<b>\$461,852.95</b>
<b>Total Current Liabilities</b>	<b>\$531,715.31</b>
<b>Total Liabilities</b>	<b>\$531,715.31</b>
Equity	
Board Designated - Endowment	1,417,459.52
Unappropriated	346,384.34
Net Income	498,601.73
<b>Total Equity</b>	<b>\$2,262,445.59</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,794,160.90</b>