



2021-2022 Board Committees, Task Forces & Affiliate Boards

All Committee descriptions are drafts, pending updates to integrate new strategic plan.

Executive Committee

Charter: The Executive Committee represents the nucleus of Portland Ovations' Board leadership. It is empowered to act on behalf of the full board when necessary. The Committee is responsible for the strategic oversight and may call task forces as necessary. Furthermore, working with the Board Excellence Committee, it addresses issues of Board Member responsibility and accountability and may from time-to-time engage in Board evaluation processes. The Executive Committee acts as the de facto Human Resources Committee for the organization, responding to personnel issues (including but not limited to annual budget review of salaries) and conducts the annual performance and compensation review of the Executive & Artistic Director. Finally, it acts as a sounding board and support system for the Executive & Artistic Director.

The Executive Committee meets monthly on the second Wednesday at the month.

Mary Allen Lindemann, chair

Peter Genova

Jim Morgan, VP

Mary Noyes

Mike Stillings, Treasurer

Staff: Aimée M. Petrin

Carolyn Hughes, Secretary

Finance & Audit Committee

Charter: To ensure Portland Ovations' financial controls are strong and upheld and that any financial concerns (whether they be related to practices or results) are brought to the attention of the full board.

Committee Duties:

- Steward Ovations through COVID-19 crisis and resulting economic recession with regular meetings and oversight of quarterly financial review, forecasting and recommendations
- Analyze, support and make recommendations for Ovations' next home
- Oversee the annual budget process making its recommendation to the full board
- Review the annual independent audit and Form 990
- Oversee the organization's investment activity including setting and maintaining spending and investment policies and regular review of the organization's investment portfolio.
- Regularly review the financial performance of the organization
- Provide monthly summary of YTD financials compared to budget via written memo in consent agenda with quarterly live reports.
- Assist in modeling, financial planning, negotiations related to new office lease

Mike Stillings, chair

Dan Nuzzi

Mike Boyson

Olivier te Boekhorst

Mary Noyes

Staff: Aimée M. Petrin

Jack Lufkin



Development Steering Committee

Charter: Our committee is charged with steering the development efforts of Portland Ovations' Board of Directors through realization of the annual Development Plan. The Board's priority focus is in leveraging individual Major Gifts (\$1000+) and corporate support through the prospecting, cultivation, solicitation and stewardship of donors. This first involves soliciting our board for donations and recruiting our board members to assist in the organizational development effort. Additionally, we serve as the base level of support for Tania Powers and each of the Special Events she oversees. The Development Steering Committee works closely with the staff development team (Executive & Artistic Director, Director of Development & Marketing) to achieve overall development goals outlined in the Development Plan. The committee's overarching goal is to help realize the vision of our organization which is *To inspire a curious and imaginative community where the experience of the performing arts is a vital part of everyday life.*

Mike Boyson, chair
Jim Morgan
Carolyn Hughes
April Ylvisaker
Jack Lufkin

Staff: Casey Oakes, Aimée M. Petrin
Tania Powers – Special Events
Mary Allen Lindemann – Special Events

Board Excellence Committee

Charter: to ensure the Portland Ovations' Board is properly structured, roles and expectations are clear and the board is working at its highest level. Key areas of committee responsibilities include:

1. Board Management: Work with board members individually and collectively to communicate and ensure all are knowledgeable, in alignment with and held accountable for:

- Roles and responsibilities
- Governance best practices and ethics
- Contributions of time, talent and treasure

2. Board Member Recruitment: To cultivate and seek people for the Board of Directors, Board Committees and other advisory roles that:

- Believe and support the accessibility of quality, live performing arts to the whole community.
- Have a cultural competence that embraces varying cultural and community norms, and recognizes the role of performing arts in promoting understanding of others practices, beliefs, rituals and background.
- Bring a unique set of skills, community knowledge and experiences to the Board to diversify the voices guiding the organization.



- Are willing and able to advocate for Ovations in culturally diverse populations and to assist with bringing diverse constituents into the planning and decision-making process to meet Ovations' mission.
- Are willing to assist in fundraising and financial support as outlined in the Development Plan.

3. Board Member Education and Development: The Board Excellence Committee works with other committees to plan and host Board Member events that:

- Contribute to Board development and cohesion;
- Foster Board involvement in all aspects of Board governance;
- Ensure the Board members are conversant in all areas of Ovations programming;
- Know and embrace their roles in the Development plan;
- Engage and educate the board on the importance of inclusivity, diversity, equity and access in how we operate and express ourselves and our mission;
- And ensure that the Board experience is relevant and enjoyable.

4. Board Achievement Metrics: To ensure that the Board is achieving excellence the Board Excellence Committee proposes and maintains metrics on Board efforts and uses these metrics to develop strategies for improvement.

Rachael Alfond, chair

Zoe Sahoul

Mary Allen Lindemann

Sayad Moudachirou

Jamie Isaacson

April Ylvisaker

Carolyn Hughes

Staff: Aimée M. Petrin, Mary Campbell

Felicia Knight

Strategic Planning Task Force

Charge: To conceive and present for approval a three-year strategic framework that sets the course for Ovations' future.

Peter Genova, Chair

Rachael Alfond

Olivier te Boekhorst

Heidi Hansen, community volunteer

Susan Morris

Atiim Boykin, community volunteer

Mary Noyes

Staff: Aimée Petrin, Katie Day, Sarah Coleman

COVID Response Task Force

Charge: with current data, industry examples, wellbeing/public safety guiding us, the COVID Response Team is charged with making recommendations for policies governing Ovations board and staff; artists; and audiences – both our internal operations and public-facing programs.

Olivier te Boekhorst, chair

Felicia Knight

Sig Schutz

Mary Noyes



Jamie Isaacson
Melanie Small, InterMed

Staff: Eric Hager, Aimée M. Petrin, Casey Oakes

Gary Koocher

AFFILIATE BOARDS

PortTIX Board

Aimée M. Petrin, chair

Dan Nuzzi

Jamie Isaacson

CCE Foundation Board

Sig Schutz

Mike Boyson

Carolyn Hughes

Marcia Minter

Staff: Aimee M. Petrin