

Athenaeum Foundation

Board Meeting

Damenverein

October 14, 2015

Minutes

Board Members Present: Steve Yeager, Steve Wagman, Terri Czajka, Julie Welch, David Kingen, Brad Boyd, Rich Rardin, Gerry Lamkin, Giles Hoyt, Greg Henneke, Meghan DeMars-Kiger

Staff: Cassie Stockamp, Sara Carolin, Stacey Snapp, Becky Malkemes

Guests: Marnie Maxwell

Board Meeting

The meeting was called to order by Brad Boyd at 11:12am. The meeting minutes from the July 22, 2015 meeting were approved.

Governance

Steve Yeager will likely tender his resignation at the end of the year. He has solicited Larry Roan and Jack Leicht. Cassie Stockamp reported on potential board members that she is soliciting Nabeela Virjee, Jack Leicht and Rod Taylor.

A motion to approve Larry Roan as a board member was approved unanimously.

Finance Committee

Steve Wagman reported on budget. The expenses were below budget. Financial report was approved.

Building Committee

The Parking development committee discussed negotiations with Chase Development and mentioned possibly having Dan Jacobs come to the November board meeting to present. The board requested that they receive as much information as possible on the deal because Dan presents.

Development

Cassie Stockamp reviewed the Capital Campaign donations to date and asks that are currently out.

New Business

Cassie Stockamp reviewed the presidents report. She also spoke on the NHL Status which is being heard in Washington DC on November 16th. There are currently only 2,200 buildings of this status in the country. After being reviewed in November, the Foundation will be notified next summer on acceptance, Cassie is already working on publicity for this.

Sara Carolin has given her notice that she will be leaving the Foundation, the board thanked her for her service.

Chris Killander with Caffeine Coffee Company is committed to fundraising and installing a coffee shop on the first floor of the Athenaeum. He would like to be moving in now, as is. In exchange for his renovation of the space he has requested 18 months of free rent.

Events

Germanfest: Sara Carolin spoke on Germanfest 2015. All numbers have not come in at this point but it looks like there was an increase in profit from the previous year. Day of ticket sales went from 1,800 in 2014 to 3,500 in 2015, wiener dog registration went up and strongman participation tripled. New this year to the event were the Central Indiana Porsche Club of America and the Indy Urban Flea Market.

All-In Block Party: A \$1,000 grant was received to host a block party at the Athenaeum. It is being held November 20th from 4pm-7pm. All tenants have committed to taking part in this event.

Board meeting was adjourned 11:49pm

Board Retreat/Training with Marnie Maxwell

What will be covered:

What are board supposed to be doing?

Best practices that boards use.

Establish next steps.

Duties of a Board:

Duty of Care: Exercising reasonable caution in making decisions.

Duty of Loyalty: Putting personal/professional interests aside for the good of the organization.

Duty of Obedience: Being true to the organization's mission and to the law.

How not for profits talk about actualizing these duties:

Responsibilities

Mission- Knowing what it is and being current with it.

Effective planning- How are you reaching out beyond this building?

- Strategic plan expires this year(Executive Committee will create)

- Implement Committee expectations

 - Formalize Committee structure with expectations

 - Committees need to supplement Cassie's strengths.

Determining Programs- Board needs to look at them and evaluate them (Are they being run as effectively as they can?)

Policies

Ensure Financial Resources- Fundraising, Negotiating

- Cultivating planned gifts

- Broaden individual donor base(capture contact info, ask more people, follow through on commitments)

Resource Effectiveness

CEO Relationship-Written review of President. Also useful for president to report on where they need help from the board)

- Clear performance objectives?

- Evaluate performance.

Enhancing public image

Board Perpetuation/Performance

- Revisit/designate committee chairs

- Fill ALL board positions

- "Supported Organization" discussion with full board
- Recruit non-board committee members
- President holds commitment meeting with board members every 1-2 years
- Formalize committee structure

Legal/Ethics

Practices that high performing boards use

Clear Roles(board/staff)

- CEO taking on work of the board
- It is up to individual board members to evaluate themselves

Meeting Mechanics

- Try to keep board meeting focused on strategic issues.
- Executive sessions- Assess CEO regularly, Regular meeting evaluations

Strategic Agendas

- Is our structure working?
- How do we measure success?
- What are we worried about?
- Where as a board can we add value?

Committees/Task Forces

- Formal committee Structure
 - Charter of what that group is expected to accomplish
- Fewer committees, more task forces

Governing Committee

Next Steps

Formal evaluation for CEO by Executive/Governance Committee in February(look at job description)

Formalize Committee Structure

- Combine Executive and Governance
- Recruit chairs
- Draft a mission of each committee
- Annual goals
- Establish co-chairs for committees
- Establish clear goals on what needs to be done.

Strategic Plan

- Budget for 2016 to hire someone to come in.

Board Orientation for new members