

Meeting of the Board of Directors  
Northwest Indiana Excellence in Theatre Foundation  
August 2020  
6:30 PM CST  
Meeting held via Zoom Teleconferencing

Board Attendance: B. Jascoviak, A. Heid, M. Byerly, K. Rasala, B. Leonard-White, P. Glennie, L. Bouman, J. Riddle, A. Lowe

Approval of July 2020 Board Meeting Minutes. **Motion** L. Bouman, 2nd A. Heid. Approved with 1 abstention (P. Glennie)

Treasurer's Report: No Formal Report this month due to absence of Treasurer at meeting; full report with end of fiscal year, budget presentation next month

- Current Balance \$14,401
- outgoing finances
  - paid post office box
  - made insurance payment
  - Purchased portable generator for use on Parks Plays and other outdoor venues
  - Reimbursement to Regional Performing Arts has been paid
- income received
  - donations from Trivia Night and Offcast fundraiser
  - Amazon Smile donations

#### Fundraiser

- General Postmortem
  - Thank you from L. Bouman to all who made event happen, including those who did quick tech troubleshooting
  - In the future, all videos will be backed up on others to allow for immediate switchovers, if necessary
  - Feel that cast was diverse in age, ethnicity, theatre representation
  - Received good feedback from people from all around the country on the presentation
  - Make sure that we continue to be mindful of auditionees, curate the talent and songs that are used, how presentation is put together
  - Pretty consistent audience once things got started; distribution of link has helped to increase the number of views (currently up to 556)
  - Give additional time to allow for auditions in future productions -- this one was put together VERY quickly

- Silent auction needs to be more heavily promoted in the future
- Plan to put together a similar event for October? Would need additional volunteers to make happen
  - Replaces Gala this year? Plan on October 24
  - Same concept, or different?
    - L. Bouman suggested people audition with their favorite role that they have played
    - M. Byerly suggested some sort of tie-in to Halloween, spookiness
    - Suggestion made that the auditioning song would be one of the group numbers
    - Ticketed event?
- Report submitted at conclusion of event
  - Total Income: \$ 8,315.50
  - Total Expenses: \$ 3,090.19
  - **Net Gain: \$ 5,225.31**
  - 104 individual donors; 78 were new donors to organization
  - Grant funds covered the majority of costs, as it is an audience development fund
  - L. Bouman, as producer, suggests giving volunteer performers a small token thank you gift for their time
- Proposals for Disbursement of funds:
  - Motion that funds from the Offcast fundraiser be disbursed in the following manner:
    - that dues for the next year be covered for all current member theatres, allowing for them to retain membership without any additional expenditure from their budgets;
    - that the remainder of funds be used by the NIETF board to establish a grant program to disburse funds back to theatres. Specifics for grant amounts and specific guidelines to be written before the next meeting, favoring grants for innovative programming and fundraising events for member theatres on a matching funds basis. Motion L. Bouman, 2nd J. Riddle. Approved.

#### NIETF Storage

- **Motion** to move storage unit to 5x10 unit in Chesterton at \$45/month to increase accessibility. Motion L. Bouman, 2nd J. Jascoviak. Approved.
- **Motion** to compensate Becky & Jerry Jascoviak for backlog of funds owed to them for previous storage, to be confirmed with records and with the organizational treasurer. Motion L. Bouman, 2nd A. Heid.

## Grant Opportunity

- Opportunity to move NIETF towards a different structure and have a grant fund consultancy fee with an attorney or other consultants offering feasibility studies to bring NIETF into more collective function for the purposes of fundraising or administrative tasks
- Grant is COVID specific grant to help with re-structuring of nonprofits
- L. Bouman proposed that we work on our internal marketing of the organization to member theatres

Second Reading Code of Ethics Update in the Bylaws to include the language as outlined below.

**Motion** J. Riddle, 2nd A. Clough. Approved.

### *“Section 6 Code of Ethics*

- A. The purpose of the Code of Ethics of the *Northwest Indiana Excellence in Theatre Foundation* (NIETF) is to serve as a guide to ethical conduct for board members, viewing members, and other NIETF members where a reasonable person would understand them to be acting as a representative of NIETF.
- B. NIETF upholds the right of all members of the theatre community to engage freely in intellectual inquiry, artistic expression and dramaturgical craft without fear of censorship, sanction, or retaliation. Free intellectual inquiry, constructive dialogue, and artistic expression are vital to NIETF’s mission and must be protected even when the views expressed are unpopular or controversial. When controversial matters arise, NIETF members may allow and express understanding that differing points of view provide for legitimate artistic and creative purposes. NIETF members also have a right and responsibility to encourage the improvement and innovation of the theatrical arts. Freedom in artistic expression is fundamental to the search for and creative exposition of truth and knowledge, a practice that is at the heart of excellence in theatre.

NIETF members (as defined in section 6.A above) have a responsibility to the theatre community including the following:

1. To participate in activities that benefit and enhance the quality of community theatre life,
2. To conduct all activities with honesty, integrity, respect, fairness, and good faith while avoiding disseminating information that is reasonably understood to be false, misleading, or deceptive,
3. To respect local and federal laws,
4. To disallow the exploitation of professional relationships for personal gain,
5. To use this code to further the interests of theatre and not for selfish reasons,

6. To exercise, when speaking or writing in any modality, prudence and a reasonable standard of care with respect to words and actions to maintain the public's confidence and trust in NIETF while protecting the credibility and dignity of theatre,
7. To avoid practicing or facilitating discrimination and prevent discriminatory organizational practices,
8. To refrain from using authority or information to intentionally affect NIETF or any member thereof in an adverse way,

C. NIETF members (as defined in section 6.A above) have a responsibility to performers and other volunteers that includes the following:

1. working to create a working-environment conducive to ethical performer conduct and behavior,
2. working to ensure a working-environment that is free from harassment –sexual and otherwise, coercion of any kind –especially to perform illegal or unethical acts, as well as free from discrimination on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

This code of ethics includes the freedom to express views on matters having to do with NIETF and its policies. This collaborative relationship is the best vehicle to facilitate successful implementation of events and initiatives while maintaining an environment of professionalism, credibility, sustainability, and collaboration. Established practices of open member and board meetings, sub-committees, and executive session shall be used to support professional best practices and to adjudicate concerns regarding this code of ethics.”

Task Force commissioned by the board to come up with a Policy Enforcement Draft: L/ Bouman, J. Riddle, B. Leonard-White, M. Reister

Next Meeting September 13 on Zoom

Adjournment 8:25 PM