

**NIETF BOARD AGENDA**  
**February 11, 2018 - 6:30 pm**  
**Memorial Opera House, Valparaiso**

**Board Attendance** (P = Present; A = Absent; E = Excused)

- Becky Jascoviak, President (P)
- Angela Heid, Vice President (P)
- Matthew Byerly, Secretary (P)
- Maggie Reister, Treasurer (P)
- Member Theatre Rep: Jerry Jascoviak (P)
- Member Theatre Rep: Peggy Glennie (A)
- Member Theatre Rep: Shannon Hayes (A)
- Member Theatre Rep: Luke Bouman (P)
- At-Large: Michael "Doc" Kuhn (P)
- At-Large: Mary DeBoer (P)
- At-Large: Aaron Breford (P)
- At-Large: Jared Riddle (A)

Meeting called to order at 6:40 PM

1. Approve consent agenda as posted: **Motion** M.DeBoer, 2<sup>nd</sup> M. Kuhn. Approved.
  - Committee and Task Force Minutes included within the Consent Agenda are on file and may be accessed by request by contacting any board member.
2. Approve minutes from January 6, 2018 Board Retreat, with corrections: **Motion** A. Breford, 2<sup>nd</sup> L. Bouman. Approved.
3. Approve minutes from Called January 14, 2018 board meeting
  - **Motion** to table until next meeting by L. Bouman, 2<sup>nd</sup> J. Jascoviak. Approved.
4. Accept Treasurer's report: **Motion** A. Breford, 2<sup>nd</sup> J. Jascoviak. Approved
  - Current account balance \$3212, mostly in unrestricted funds
  - M. Resiter working with L. Bouman to transition from online version of QuickBooks to desktop version
  - A. Breford suggested board move to quarterly review/discussion of treasury and add monthly reports to the consent agenda after financial software transition is complete
5. Viewing Secretary's report: **Motion** to accept J. Jascoviak, 2<sup>nd</sup> M. DeBoer. Approved.
  - A. Breford working with B. Jascoviak to learn software tools to make reports more clean and concise.
  - Most viewers up-to-date on submissions at this point; those slightly behind mostly due to technical glitches in online form, which have been addressed
  - Board discussed concern over a viewer being berated a volunteer at a member theatre; concern has been communicated to the board of said theatre, so that they may address the issue internally.
6. Old Business
  - a. Approve Budget revisions: **Motion** A. Breford, 2<sup>nd</sup> L. Bouman. Approved.
7. New Business
  - a. Bank signatories: **Motion** to formally request that the officer listing on bank signatory card be brought into line with the current structure of the Executive Board and be updated with proper signature accordingly. **Motion** J. Jascoviak, 2<sup>nd</sup> A. Breford. Approved.
  - b. Approve grants for submission
    - b.i. Empower the President or their designee to submit applications to the Legacy Foundation to help present and publicize This is My Brave

Chicagoland 2018, to be held at IU Northwest Auditorium in late summer or early fall 2018. Grants to include the following: “March Madness” Contest (up to \$2K); Sponsorship (up to \$2K); Transform Lake County (up to \$5K). **Motion** M. Reister, 2<sup>nd</sup> J. Jascoviak Approved.

- c. Approve Arts-People Database & Ticketing contract: **Motion** A. Breford, 2<sup>nd</sup> M. DeBoer. Approved.
    - System will allow NIETF to sell tickets to events, or to ticket free events, and capture information for database to assist with fund-raising and grants.
    - System could be opened up for use by member theatres, make sales of tickets directly through the NIETF website easier
    - resulting database could be shared between theatres to help grow patronage
  - d. Approve Barada Associates Background Checking contract: **Motion** A. Breford, 2<sup>nd</sup> M. Reister. Approved.
    - L. Bouman suggested we draft a policy in the near future for use of this service, circumstances when a check would be run, so that there is a written standard on record to be universally applied.
8. Open Floor
- B. Jascoviak suggested future discussion wherein the board entertain the idea of hiring a Parks Plays Manager for set-up/tear-down, or discuss options for financing a storage unit designated for Park Plays or compensating board members for use of their rental storage for NIETF business. More formalized proposal to be outlined for a future meeting.
  - M. Reister noted ongoing outreach to West Side Theatre Guild in Gary about potential membership. West Side Theatre is getting ready to produce “The WIZ” at IUN Auditorium; free tickets are available. M. Reister asked that board members consider attending, interacting with members of Guild to discuss benefits of membership, support theatre in the region.
  - B. Jascoviak suggested pursuing the option of hiring an individual to seek sponsorships for NIETF events; said individual would be paid on a commission basis. More formalized motion to come within the next few months.

Adjourn @ 8:33 pm

Teleconference and E-Votes:

**Motion** to accept application for membership from ---, pro-rated for this year. Motion A. Heid, 2<sup>nd</sup> L. Bouman. Approved. Vote taken via Facebook on 2/12/18

**Motion** to hold the 2018 Gala Oct 20 at Stardust (Blue Chip Casino, Michigan City) and back to Hellenic Center in Merrillville for 2019 on Oct 26. Motion A. Breford, 2<sup>nd</sup> L. Bouman. Approved. Vote taken via Conference Call on 2/25/18

Next meeting is March 11 at Beatniks on Conkey – 5 pm Viewer Meeting, 6:30 pm Board Meeting