

La Porte County Symphony Orchestra
Board Meeting Agenda
Wednesday, May 9, 2007

Call to order

Review of minutes of March meeting
Report by Board President
Review of Financial Report – Joe Goepfrich
Report of Fund Development Committee – Leigh Morris

Music Director Report – Phillip Bauman
Assistant Music Director Report – Charles Steck

Executive Director Report – Cheryl Ferguson

Personnel-Operations Director Report – Lee Rardin – written report
Hoosier Star Report – Sheryl Edwards
Friends of the Symphony
Committee Reports – Artistic, Children's Concert, Young Artist's
Competition
Symphony Gallery Report
Symphony Representatives – Jo Fran Bendix and Meg Rodgers

Other Business

Adjournment

Next regular board meeting –Annual Meeting
July 11, 2007

Hoosier Star – June 23, 2007

Michigan City Outdoor Concert – July 1, 2007 -8p.m.

Valpo 4th of July Concert – July 4, 2007

Fox Park Concert – (need a sponsor) – August

LaPorte County Symphony Orchestra, Inc.
Balance Sheet Summary

As of May 9, 2007

	Total
ASSETS	
Current Assets	
Bank Accounts	52,024.38
Accounts Receivable	1,450.00
Total Current Assets	\$ 53,474.38
Fixed Assets	3,792.01
TOTAL ASSETS	\$ 57,266.39
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	57,266.39
TOTAL LIABILITIES AND EQUITY	\$ 57,266.39
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LaPorte County Symphony Orchestra, Inc.
Budget vs. Actuals: LaPorte Co. Symphony Orchestra - FY07 P&L Classes
August 2006 - July 2007

	Total			
	Actual	Budget	\$ Over Budget	% of Budget
Income				
ADMISSIONS INCOME	37,306.06	45,700.00	-8,393.94	81.63252%
CONTRACTED SERVICES	20,000.00	17,500.00	2,500.00	114.28571%
CONTRIBUTIONS	55,294.82	54,911.00	383.82	100.69899%
GRANTS/FOUNDATION SUPPORT	41,652.00	43,500.00	-1,848.00	95.75172%
IN-KIND		24,000.00	-24,000.00	
OTHER REVENUE	33,011.51	35,000.00	-1,988.49	94.3186%
Services	1,450.00		1,450.00	
Total Income	\$188,714.39	\$220,611.00	\$ -31,896.61	85.5417%
Expenses				
ADMINISTRATIVE EXPENSES	29,568.34	45,216.00	-15,647.66	65.39353%
FRIENDS OF THE SYMPHONY ASSOCIATION	2,015.24		2,015.24	
PERFORMANCE EXPENSES	22,203.42	33,909.00	-11,705.58	65.47943%
PERSONNEL EXPENSES	113,654.07	141,486.00	-27,831.93	80.32885%
Total Expenses	\$167,441.07	\$220,611.00	\$ -53,169.93	75.89879%
Net Operating Income	\$21,273.32	\$0.00	\$21,273.32	0.00%
Net Income	\$21,273.32	\$0.00	\$21,273.32	0.00%

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LaPorte County Symphony Orchestra, Inc.
Budget vs. Actuals: LaPorte Co. Symphony Orchestra - FY07 P&L Classes
 August 2006 - July 2007

	Total			
	Actual	Budget	\$ Over Budget	% of Budget
Income				
ADMISSIONS INCOME				
Adult Season	3,325.00	8,400.00	-5,075.00	39.58333%
Friends of the Symphony Luncheon	1,899.00	600.00	1,299.00	316.50%
Memberships	850.00	200.00	650.00	425.00%
Total Friends of the Symphony	2,749.00	800.00	1,949.00	343.625%
Senior Season	6,276.00	5,100.00	1,176.00	123.05882%
Single Admissions				
April Pops Concert	3,052.00	4,500.00	-1,448.00	67.82222%
February Chamber Concert	662.19		662.19	
February Family Concert	762.38	1,500.00	-737.62	50.82533%
Hoosier Star Benefit				
Tickets Hoosier Star Benefit	792.30	7,800.00	-7,007.70	10.15769%
Total Hoosier Star Benefit	792.30	7,800.00	-7,007.70	10.15769%
March Classic Concert	2,076.00	800.00	1,276.00	259.50%
Mystery of the Missing Maestro	10,681.00	8,000.00	2,681.00	133.5125%
November Pops Classique	1,727.75	1,800.00	-72.25	95.98611%
October Childrens Concert	5,202.44	6,500.00	-1,297.56	80.03754%
Total Single Admissions	24,956.06	30,900.00	-5,943.94	80.76395%
Young Artist Competition		500.00	-500.00	
Total ADMISSIONS INCOME	37,306.06	45,700.00	-8,393.94	81.63252%
CONTRACTED SERVICES	20,000.00	17,500.00	2,500.00	114.28571%
CONTRIBUTIONS				
Board of Directors	2,054.57	1,500.00	554.57	136.97133%
Concert Master	5,500.00	3,000.00	2,500.00	183.33333%
Contributing Member	5,130.00	4,000.00	1,130.00	128.25%
Event Contribution	1,209.50	400.00	809.50	302.375%
Patron of the Symphony	2,375.75	2,000.00	375.75	118.7875%
Sponsors	35,825.00	40,594.00	-4,769.00	88.25196%
Supporting Member	3,200.00	3,417.00	-217.00	93.6494%
Total CONTRIBUTIONS	55,294.82	54,911.00	383.82	100.69899%
GRANTS/FOUNDATION SUPPORT				
Alcoa		2,500.00	-2,500.00	
Barker Welfare	5,000.00	5,000.00	0.00	100.00%
Horizon Grant		3,000.00	-3,000.00	
Mathew Frank Moore Foundation	3,000.00	2,500.00	500.00	120.00%
Michigan City Com Enrichment	10,000.00	10,000.00	0.00	100.00%
Northern Indiana Arts Assn.		6,000.00	-6,000.00	
Robert J. Hiler Family Foundation	15,000.00	12,000.00	3,000.00	125.00%
South Shore Arts	5,626.00		5,626.00	
Unity Foundation	3,026.00	2,500.00	526.00	121.04%
Total GRANTS/FOUNDATION SUPPORT	41,652.00	43,500.00	-1,848.00	95.75172%
IN-KIND				
Advertising		3,600.00	-3,600.00	
Arbor Hill Inn		1,700.00	-1,700.00	
Office Rent & Utilities		16,800.00	-16,800.00	
Travel/Transportation		900.00	-900.00	
Website		1,000.00	-1,000.00	

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	Total			
	Actual	Budget	\$ Over Budget	% of Budget
Total IN-KIND	0.00	24,000.00	-24,000.00	0.00
OTHER REVENUE				
Auctions				
Baton		1,000.00	-1,000.00	
Mystery of the Missing Maestro	11,712.00	15,000.00	-3,288.00	78.08%
Total Auctions	11,712.00	16,000.00	-4,288.00	73.20%
Audition Applications	2,200.00	2,000.00	200.00	110.00%
Barnes & Noble Book Sale	729.48	800.00	-70.52	91.185%
Food & Beverage Sales				
April Pops Concert	524.50	1,000.00	-475.50	52.45%
February Family Concert		250.00	-250.00	
Hoosier Star Benefit		800.00	-800.00	
November Pops Classique		300.00	-300.00	
Total Food & Beverage Sales	524.50	2,350.00	-1,825.50	22.31915%
Gallery & Gift Shop		2,400.00	-2,400.00	
Purchases	1,297.76		1,297.76	
Total Gallery & Gift Shop	1,297.76	2,400.00	-1,102.24	54.07333%
Homes of Note Dinner Parties				
Sponsors	4,000.00		4,000.00	
Total Homes of Note Dinner Parties	4,000.00	0.00	4,000.00	0.00
Interest Income		700.00	-700.00	
Checking Account Interest	29.45		29.45	
Money Market Account	1,210.82		1,210.82	
Total Interest Income	1,240.27	700.00	540.27	177.18143%
Merchandise Sales		750.00	-750.00	
CD's	50.00		50.00	
History of Orchestra Book	155.00		155.00	
Total Merchandise Sales	205.00	750.00	-545.00	27.33333%
Miscellaneous	487.50		487.50	
Program Books		10,000.00	-10,000.00	
'Happy' Ad	415.00		415.00	
1/2 Page Ad	1,575.00		1,575.00	
1/4 Page Ad	4,725.00		4,725.00	
Full Page Ad	2,100.00		2,100.00	
Premium Page Ad	1,800.00		1,800.00	
Total Program Books	10,615.00	10,000.00	615.00	106.15%
Total OTHER REVENUE	33,011.51	35,000.00	-1,988.49	94.3186%
Services	1,450.00		1,450.00	
Total Income	\$188,714.39	\$220,611.00	\$ -31,896.61	85.5417%
Expenses				
ADMINISTRATIVE EXPENSES				
Accounting	500.00	2,000.00	-1,500.00	25.00%
Advertising	3,406.92	4,850.00	-1,443.08	70.24577%
Annual Fund Drive Brochure	458.60	800.00	-341.40	57.325%
Audition Judges	75.00	456.00	-381.00	16.44737%
Bank Service Charge	118.35		118.35	
Concert Promotional Materials	346.09	1,000.00	-653.91	34.609%
Credit Card Fee	306.61	200.00	106.61	153.305%
Gallery & Gift Shop	1,182.96	1,400.00	-217.04	84.49714%
Insurance	1,080.00	950.00	130.00	113.68421%
Invitations	261.37	500.00	-238.63	52.274%
Memberships-Chambers	424.00	500.00	-76.00	84.80%

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	Total			
	Actual	Budget	\$ Over Budget	% of Budget
Miscellaneous	909.89	400.00	509.89	227.4725%
Noteworthy Newsletter	229.70	750.00	-520.30	30.62667%
Office Rent & Utilities	2,801.30	16,800.00	-13,998.70	16.6744%
Other Printing (tickets, bus card)	101.39		101.39	
April Pops Concert	60.00	100.00	-40.00	60.00%
February Family Concert		300.00	-300.00	
General	672.89		672.89	
Hoosier Star Benefit	250.70		250.70	
March Classic Concert		100.00	-100.00	
Mystery of the Missing Maestro	939.73	100.00	839.73	939.73%
November Pops Classique		100.00	-100.00	
October Children's Concert		100.00	-100.00	
Tickets	473.20		473.20	
Total Other Printing (tickets, bus card)	2,497.91	800.00	1,697.91	312.23875%
Postage	1,696.80	1,960.00	-263.20	86.57143%
Program Books	4,807.00	4,950.00	-143.00	97.11111%
Season Flyer		750.00	-750.00	
Supplies & Equipment	144.97		144.97	
April Pops Concert		100.00	-100.00	
Barnes & Noble Fundraiser	31.80		31.80	
December Holiday Contracted Concert	240.06	50.00	190.06	480.12%
February Family Concert	474.69	100.00	374.69	474.69%
General	1,960.92	100.00	1,860.92	1,960.92%
Hoosier Star Benefit	57.65	100.00	-42.35	57.65%
March Classic Concert		100.00	-100.00	
Mystery of the Missing Maestro	8.05		8.05	
November Pops Classique	12.04	100.00	-87.96	12.04%
October Childrens Concert	168.75	100.00	68.75	168.75%
Total Supplies & Equipment	3,098.93	750.00	2,348.93	413.19067%
Telephone	1,098.06	900.00	198.06	122.00667%
Water & Sewer	474.85	600.00	-125.15	79.14167%
Website	3,255.00	3,400.00	-145.00	95.73529%
Young Artist Competition	539.00	500.00	39.00	107.80%
Total ADMINISTRATIVE EXPENSES	29,568.34	45,216.00	-15,647.66	65.39353%
FRIENDS OF THE SYMPHONY ASSOCIATION				
Advertising	39.49		39.49	
Luncheon	1,975.75		1,975.75	
Total FRIENDS OF THE SYMPHONY ASSOCIATION	2,015.24	0.00	2,015.24	0.00
PERFORMANCE EXPENSES				
Band Shell Rental	150.00	300.00	-150.00	50.00%
CD Recording	400.00	1,020.00	-620.00	39.21569%
Copies of Music	290.00	800.00	-510.00	36.25%
Decorations				
April Pops Concert		455.00	-455.00	
Hoosier Star Benefit		200.00	-200.00	
Mystery of the Missing Maestro	92.81	200.00	-107.19	46.405%
November Pops Classique		100.00	-100.00	
October Children's Concert	58.28	155.00	-96.72	37.60%
Total Decorations	151.09	1,110.00	-958.91	13.61171%
Educational CD's		850.00	-850.00	
Food & Beverage				
April Pops Concert	106.00	300.00	-194.00	35.33333%
February Family Concert		100.00	-100.00	
Hoosier Star Benefit		400.00	-400.00	
March Classic Concert		100.00	-100.00	

	Total			
	Actual	Budget	\$ Over Budget	% of Budget
Mystery of the Missing Maestro	5,470.03	4,500.00	970.03	121.55622%
November Pops Classique	135.00	200.00	-65.00	67.50%
October Childrens Concert	149.20	150.00	-0.80	99.46667%
Total Food & Beverage	5,860.23	5,750.00	110.23	101.91704%
Licensing Fees	1,042.58	1,000.00	42.58	104.258%
Moving Truck Rental				
April Pops Concert	47.19	60.00	-12.81	78.65%
February Family Concert	49.21	60.00	-10.79	82.01667%
Hoosier Star		60.00	-60.00	
LP Hospital Holiday Pops	41.27	100.00	-58.73	41.27%
March Classic Concert	72.15	60.00	12.15	120.25%
November Pops Classique	27.33	60.00	-32.67	45.55%
October Childrens Concert	35.92	60.00	-24.08	59.86667%
Summer Concerts	32.48	60.00	-27.52	54.13333%
Total Moving Truck Rental	305.55	520.00	-214.45	58.75962%
Music Rental/Purchases				
April Pops Concert	1,495.41	2,634.00	-1,138.59	56.77335%
February Chamber Concert	25.84	400.00	-374.16	6.46%
February Family Concert	1,013.64	1,000.00	13.64	101.364%
Hoosier Star Benefit		500.00	-500.00	
LP Hospital Holiday Pops	1,767.13	1,500.00	267.13	117.80867%
March Classic Concert	756.95	500.00	256.95	151.39%
November Pops Classique	157.85	500.00	-342.15	31.57%
October Children's Concert		500.00	-500.00	
Summer Concerts		300.00	-300.00	
Total Music Rental/Purchases	5,216.82	7,834.00	-2,617.18	66.59203%
Other				
April Pops Concert	323.70	50.00	273.70	647.40%
February Family Concert	166.13	50.00	116.13	332.26%
Friends of the Symphony		50.00	-50.00	
Hoosier Star Benefit	118.56	50.00	68.56	237.12%
March Classic Concert	96.05	50.00	46.05	192.10%
Mystery of the Missing Maestro	7.00	50.00	-43.00	14.00%
November Pops Classique		50.00	-50.00	
October Children's Concert	260.27	50.00	210.27	520.54%
Total Other	971.71	400.00	571.71	242.9275%
Pianist	275.00	300.00	-25.00	91.66667%
Piano Tuning				
April Pops Concert		100.00	-100.00	
February Family Concert		100.00	-100.00	
Hoosier Star Benefit		100.00	-100.00	
LP Hospital Holiday Pops		100.00	-100.00	
March Classic Concert		100.00	-100.00	
Mystery of the Missing Maestro		100.00	-100.00	
November Pops Classique		100.00	-100.00	
October Childrens Concert		100.00	-100.00	
Total Piano Tuning	0.00	800.00	-800.00	0.00
Security				
April Pops Concert	125.00	125.00	0.00	100.00%
Hoosier Star Benefit		125.00	-125.00	
Mystery of the Missing Maestro		150.00	-150.00	
November Pops Classique	100.00	125.00	-25.00	80.00%
October Children's Concert	200.00		200.00	
Total Security	425.00	525.00	-100.00	80.95238%

	Total			
	Actual	Budget	\$ Over Budget	% of Budget
Sound				
April Pops Concert	195.94		195.94	
February Family Concert	860.00	500.00	360.00	172.00%
LP Hospital Holiday Pops		500.00	-500.00	
March Classic Concert	400.00	900.00	-500.00	44.44444%
November Pops Classique		500.00	-500.00	
October Childrens Concert	390.00	500.00	-110.00	78.00%
Total Sound	530.00	500.00	30.00	106.00%
Space Rental (includes lights)	2,375.94	3,400.00	-1,024.06	69.88059%
April Pops Concert		1,800.00	-1,800.00	
February Family Concert		1,200.00	-1,200.00	
Hoosier Star Benefit		1,500.00	-1,500.00	
LP Hospital Holiday Pops	772.50		772.50	
March Classic Concert		1,200.00	-1,200.00	
Mystery of the Missing Maestro		600.00	-600.00	
November Pops Classique	1,445.00	1,500.00	-55.00	96.33333%
October Childrens Concert	1,160.00	1,500.00	-340.00	77.33333%
Total Space Rental (includes lights)	3,377.50	9,300.00	-5,922.50	36.3172%
Total PERFORMANCE EXPENSES	22,203.42	33,909.00	-11,705.58	65.47943%
PERSONNEL EXPENSES				
Administrative Assistant	5,573.00	7,800.00	-2,227.00	71.44872%
Business Manager	1,925.00	2,586.00	-661.00	74.43929%
Conductor's Salary	22,900.00	24,500.00	-1,600.00	93.46939%
Executive Director	18,750.00	30,000.00	-11,250.00	62.50%
Guest Artists				
April Pops Concert	1,325.00	1,000.00	325.00	132.50%
February Family Concert	150.00	800.00	-650.00	18.75%
Hoosier Star Benefit		500.00	-500.00	
LP Hospital Holiday Pops	880.00		880.00	
March Classic Concert	1,425.00	1,000.00	425.00	142.50%
Mystery of the Missing Maestro	425.00	400.00	25.00	106.25%
November Pops Classique	1,300.00	1,000.00	300.00	130.00%
October Childrens Concert	1,185.00	3,000.00	-1,815.00	39.50%
Total Guest Artists	6,690.00	7,700.00	-1,010.00	86.88312%
Librarian				
April Pops Concert	250.00	250.00	0.00	100.00%
February Chamber Concert		100.00	-100.00	
February Family Concert	250.00	250.00	0.00	100.00%
Holiday Contracted Concert	250.00	250.00	0.00	100.00%
March Classic Concert	250.00	250.00	0.00	100.00%
November Pops Classique	250.00	250.00	0.00	100.00%
October Childrens Concert	250.00	250.00	0.00	100.00%
Summer Concerts	75.00		75.00	
Total Librarian	1,575.00	1,600.00	-25.00	98.4375%
Operations Assistants	2,272.50	1,550.00	722.50	146.6129%
Orchestra Members				
April Pops Concert	8,882.50	10,000.00	-1,117.50	88.825%
February Chamber Concert	1,798.00	2,500.00	-702.00	71.92%
February Family Concert	4,627.00	5,700.00	-1,073.00	81.17544%
Holiday Contracted Concert	6,851.00	9,300.00	-2,449.00	73.66667%
March Classic Concert	8,995.00	10,000.00	-1,005.00	89.95%
November Pops Classique	6,405.00	10,000.00	-3,595.00	64.05%
October Childrens Concert	6,921.50	6,800.00	121.50	101.78676%
Summer Concerts	3,000.00	3,250.00	-250.00	92.30769%

	Total			
	Actual	Budget	\$ Over Budget	% of Budget
Total Orchestra Members	47,480.00	57,550.00	-10,070.00	82.50217%
Personnel & Operations Manager	5,900.00	7,500.00	-1,600.00	78.66667%
Program Annotator				
February Chamber Concert	100.00		100.00	
March Classic Concert	100.00	100.00	0.00	100.00%
November Pops Classique	100.00	100.00	0.00	100.00%
Total Program Annotator	300.00	200.00	100.00	150.00%
Travel/Transportation	288.57	500.00	-211.43	57.714%
Total PERSONNEL EXPENSES	113,654.07	141,486.00	-27,831.93	80.32885%
Total Expenses	\$167,441.07	\$220,611.00	\$ -53,169.93	75.89879%
Net Operating Income	\$21,273.32	\$0.00	\$21,273.32	0.00%
Net Income	\$21,273.32	\$0.00	\$21,273.32	0.00%

Wednesday, May 09, 2007 01:57:02 PM PDT GMT-7 - Accrual Basis

J 5/19/07

LA PORTE COUNTY SYMPHONY ORCHESTRA FUND DEVELOPMENT COMMITTEE REPORT OF 5/3/07

Mission To help assure that the season's concerts are adequately funded and the orchestra's long term financial viability is being addressed.

ANALYSIS OF THE CURRENT SITUATION

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1. Organized, structured. Calendar helpful. 2. Prospect list created 3. Accuracy of donor records improved 4. Raised \$ 1,600 more than the previous year today in contributions, grants and grants in aid. 5. Staff support is in place 6. Several new first time donors 7. Physical presence in La Porte (Symphony Center and Gallery) 8. Friends of the Symphony flourishing 9. Board composition, development and role enhanced 	<ol style="list-style-type: none"> 1. Software is not a fund development program 2. Integration in the Michigan City area is weak 3. Prospect list needs updating and editing 4. Board participation in fund development is minimal 5. The Fund Development Committee needs more active members 6. Inadequate funding is currently available for the August 2007 "Arts in the Park" Concert in La Porte (\$1,000 pledged toward \$4,000 needed) 7. Difficulties with accounting systems has delayed completion of the 2008 budget by at least a month
OPPORTUNITIES	THREATS
<ol style="list-style-type: none"> 1. Refine and expand prospect list 2. Work collaboratively with Lubeznik Center 3. Stress La Porte County orientation 4. Capitalize on visitors to the Symphony Center and Gallery to reach new audiences and donors. 5. Educate members of the Board regarding their fund development role 6. Build the endowment 	<ol style="list-style-type: none"> 1. Overhead expenses of Symphony Center and Gallery will be difficult to fund.

KEY CONCLUSIONS REACHED AT THE MAY 3, 2007, MEETING

Members Present: Cheryl Ferguson, Joseph Goepfrich, Michael Drayton, Leigh Morris
Marcia Morris, President, was also present

Regular Season Concert Sponsorships	Month/Year	Concert	Proposed Budget	Recommended Sponsorship
	10/07	Children's Concert	\$21,435	\$14,000
	11/07	Pops Classique	\$22,110	\$10,000
	1/08	Community Festival	\$18,660	\$10,000
	2/08	Chamber	\$8,500	\$5,000
	3/08	Classic	\$26,635	\$13,000
	4/08	Pops	\$26,185	\$13,000
	Season	TOTAL	\$123,525	\$65,000
Special Concerts (Not Supported by the LCSO Budget)	8/07	Arts in the Park (La Porte)	\$4,000	\$4,000
	12/07	Holiday Pops	\$19,285	\$20,000
	7/08	Summer Concerts	\$7,225	\$7,225

Donor Recognition	All "named donor categories" are to be eliminated. Program listings and other forms of donor recognition will relate to the following levels of giving: \$10,000 and over; \$5,000 to \$9,999, \$3,000 to \$4,999, \$1,000 to \$2,999, \$500 to \$999, \$250 to \$499, \$100 to \$249; and Under \$100.
Membership and Tickets	Contributions and concert sponsorships will be considered separate from ticket sales and membership. Donors will be expected to also purchase tickets for concerts, although the Executive Director should have flexibility to provide single admission tickets to sponsors when it is deemed in the best interest of the orchestra to do so.
Solicitation	One master mailing should be sent to everyone on the Orchestra's prospect and membership lists during the first week of June 2007. This unified mailing will include four messages: <ul style="list-style-type: none"> • It will announce the 2007-2008 Season • It will encourage the purchase of season tickets • It will solicit contributions • It will solicit concert sponsors
Prospect/Mailing Lists	Joe Goepfrich reported that the re-entry of membership and donor information into the preferred data base is progressing, currently through the letter "M." It was agreed that efforts need to be concentrated on completing that task, editing the list and getting ready for the mailing to occur during the first week of June.
Special Events	Although the Committee is not responsible for special fund raising events, there was interest in supporting one or more such events. It was noted that a "Homes of Note" event had been proposed in 2006 and expenses were underwritten, but no chairperson could be identify so the idea has languished.

PROPOSED 2007 FUND DEVELOPMENT CALENDAR

Month	Targeted Objective
March	Next Year's Concert Season Identified
May	Budget Approved by Board of Directors Concert Sponsor Prospect List Developed and Solicitation Letter Developed Fund Development Mission Statement Developed
May	Requests Sent to Potential Concert Sponsors and Personal Solicitation Follow Up Scheduled
June	Sponsorship, Contribution Solicitation and Membership/Season Ticket Solicitation Mailed
July	Personal Contacts with Major Sponsor Prospects Concert Sponsorships Commitments Complete
August	Program Advertisements Committed
September	
October	Plans for Increasing Endowment Giving Formulated
November	
December	Plans for 2008 Fund Development Effort Formulated

Lpcountysymphonyorchestra2007funddevelopmentplan.doc Lem:lem 05/03/07

**Executive Director Report
March 15-May 6, 2007**

Marketing

E-Blasts

Young Artist Competition
April Concert
Baton Auction
Friends Luncheon
Gallery-Wings & Things
Save the Date

Press Releases

Young Artist Competition
April Concert
Baton Auction
Friends Luncheon
Gallery-Wings & Things
Organization Report-Luncheon

Advertisements

Palm Tree Paradise-
Post (Lake, Porter & La Porte Counties)
News Dispatch
Herald Argus

Mailings

Friends Luncheon

Meetings

March

19 State of the City La Porte
20 Christian Women
21 Homes of Note
22 Holiday Pops
22 Friends
23 Valpo Parks

April

2 Civic Aud.
10 Friends Luncheon
12 Hoosier Star
21 La Porte Chamber Gala

May

2 Valpo Parks
2 Finance
3 Fund Development
6 Hoosier Star

In the works:

Promotional Materials for fundraising and concert season promotion
Securing speaking engagements
Homes of Note, Gala and other fundraising possibilities; Researching new grants
Weekly Articles beginning in September

Special Note:

Unity Foundation received \$842.50 in donations designated to LCSO in the memory of Mary Kelly.
Letters have been sent

We have had students from La Porte High School working on the history of the symphony for a presentation for a school research project. They would like to present it at the SC&G.

Temporarily: If you need me to see an e-mail after office hours, please use cmferguson@juno.com.
I will be out of town June 15-18.

**Hoosier Star 2007 – June 23, 2007
Annual Meeting Luncheon – July 11, 2007**

La Porte County Symphony Orchestra - May 9, 2007 Board Meeting
Report submitted by: Lee Rardin
Personnel & Operations Manager

MARCH

March Concert: It was a very positive experience for musicians of all ages.

Working at Elston with Stan Holdcraft and staff was a pleasure. They are very helpful.

Setting up for the side by side with La Porte High School's Orchestra and Chuck Steck directing went well. There were many logistics on setting up the stage from a huge orchestra to a small orchestra, 4 soloists and a combined chorus in the second half. There were enough stage hands to make it the changes in a timely manner.

Matt Nelson: Directed the chorus, soloist for Amazing Grace, and worked with us to prepare the Media Shout presentation.

Purchased Media Shout software: This technological advance gives us many more possibilities than a Power Point presentation. The new software was used for both the March Sacred concert and the April Pops. A donation was made to the orchestra specifically for this purchase.

APRIL

April Concert: Creating a cruise ship atmosphere when it was cold outside was not easy.

The crew at the Civic went out of their way to prepare for our staging needs.

Personnel & payroll included adding members of the Tom Milo Band, the LaSté Steel Drum & Viola duet, Kent Arnsbargar, some actors from Little Theater and singers (Mariachi style duet of Pancho & Carol Rodea and Anthony Brewer)

Operations work included managing a variety of stage backstage changes with various High School assistants. Backstage assistance is needed especially for Pops concerts. That needs to be built into the budget since it currently is not a payroll item.

Co-writer of the script for our cruise director Fran Milo.

I created some of the slides for the Media Shout presentation, but the overall program was created and operated by Matt Nelson while he was running lights for the show.

Hoosier Star: Those volunteers are working very hard.

Attended a meeting and I have been working daily with Hoosier Star committee members who have been contacting of the musicians to make the roster and created the technical cue sheets and other staging documents.

MAY

The contracts for Hoosier Star will go out with the summer contracts.

The rehearsal schedule for 2007-2008 season will be confirmed and I will begin those contracts upon board approval of budget and schedule for next year.

*Please mark the dates and come to our free summer concerts.
Bring a lawn chair and your friends to enjoy:*

July 1, Sunday	8:00 PM	Washington Park, Michigan City Sponsored by City of Michigan City
July 4, Wednesday	8:45 PM	TJ Middle School, Valparaiso <i>Watch the firework display too!</i> Sponsored by City of Valparaiso
August 8, Wednesday	7:00 PM	Fox Park, LaPorte Part of the Arts in the Park program Looking for sponsorship

**Young
Artist
Competition**

**2007
Auditions
May 12**

**LAPORTE
COUNTY
SYMPHONY
ORCHESTRA**