

CHAUTAUQUA INSTITUTION BOARD OF TRUSTEES
8:30 a.m., Saturday, February 3, 2007
Bellinger, Chautauqua Institution, Chautauqua, NY
Draft Minutes

MEMBERS PRESENT

William Clinger – Chair	Stan Lundine
Chace Anderson	James Pardo
Nancy Bargar	Pete Pedersen
Kathy Clingan	Jason Phillips
Ted First	Stephen Piper
Henry Foltz	Anne Prezio
Barbara Georgescu	George Snyder
Donald Greenhouse	John Viehe
Judy Gregory	Donna Zellers
James Groninger	Donna Zellers
Robert Ivers	
Juanita Jackson	
Ronald Kilpatrick	

OTHERS PRESENT

Sebastian Baggiano
Rindy Barmore
Tom Becker
Joan Campbell
Doug Conroe
Matt Ewalt
Geof Follansbee
Charlie Heinz
Marty Merkley
Sam Price
Bruce Stanton
Michael Sullivan

MEMBERS ABSENT

Kathryn Lincoln
Salvatore Martoche

Mr. Clinger opened the meeting with a prayer.

I. Approval of Minutes

The Chairman declared the minutes of the November 4, 2007 meeting of the Board of Trustees approved as presented.

II. Chairman's Report

Mr. Clinger reported on the progress of the Idea Campaign and the participation of the members of the Board of Trustees both as volunteers and through individual philanthropic support. The goal is to close all open calls by the beginning of the 2007 Season. He discussed the work of staff and in particular Mr. Becker in developing a network of contacts that are assisting in the development of the lecture program.

III. President's Report

Mr. Becker referred to the 2007 calendar of events and highlighted several areas of interest. He discussed some of the marketing efforts being undertaken to advertise the season and specific marketing efforts for the Mormon Tabernacle Choir and the week of July 4th. Rev. Joan Campbell reviewed the morning worship ministers and the 2:00 afternoon lectures. Mr. Merkley shared his concerns regarding the Friday night specials, noting that the fees for these performances are higher than Chautauqua can afford. He is hopeful that the offers he has out will succeed and that it will be a positive year. He discussed the symphony, theater and opera performances in detail, noting that this is Uri

Segal's last year as the conductor of the CSO. Mike Sullivan discussed the marketing plan for the season, which included specific goals for an increase in the percentage of ticket sales within various categories. The draft for the 2008 Theme Weeks was discussed along with some of the potential speakers. Staff is aggressively looking at ways to improve its technology and maximize the marketing efforts using on-line technology options.

III. Nominating/Governance Committee

Mr. Lundine referred to the Confidentiality Policy, The Procedure Relating to Executive Sessions of the Board, and The Code of Ethics Policy. These policies have been reviewed by the committee and are recommended to the Board for approval

On motion made seconded and carried, and upon the recommendation of the Nominating/Governance Committee, the Board approved the Confidentiality Policy, The Code of Ethics Policy and the Procedure Relating to Executive Sessions of the Board.

IV. Asset Policy Committee

Mr. Kilpatrick reported that the Asset Policy Committee received the annual report of the Police Department and shared that report with the Board.

The 2007 Operating & Capital Budget amendments were presented to the Asset Policy Committee and are recommend to the Board for approval.

On motion, made, seconded and carried, the Board approved the amendments to the 2007 Budget for Operating and Capital expenses.

The committee received recommendations for changes to the Architectural and Land Use Regulations for window wells, below-grade stairways and landscaping, residential generators and a change to the definition of the 10 foot separation rule and recommends the revisions to the Board.

On motion made seconded and carried, the Board approved the recommended changes to the Architectural and Land Use Regulations.

The committee received two requests to purchase Chautauqua Institution property. Neither request meets the criteria of the adopted policy. The Aldine Association is requesting to purchase Institution property to install an elevator for handicapped accessibility to a three story building. The Architectural Review Board has gone through a lengthy review process and has approved it from an architectural standpoint. The request does not meet the criteria of the policy as the property in question is an unnamed alley qualifying as a street right-of-way and is proposed to be used for building purposes. The Board has also adopted a policy for the pricing for the sale of non-buildable parcels charging ½ of the assessed value of the underlying land. It is the recommendation of the Asset Policy Committee and the staff the Institution charge the full assessed value of the underlying land.

The second request is from Christine Bureschke. Her request does not conform to the current policy in one minor respect: the window wells do not strictly qualify as “landscaped open space” even though they are below grade. Since a sale of Institution property is being requested, the Asset Policy Committee has reviewed it and recommends its approval by the Board of Trustees.

On motion made, seconded and carried, and upon the recommendation of the Asset Policy Committee the Board of Trustees approves the sale of property to The Aldine Association and to Christine Brueschke.

V. Personnel Committee

Ms. Jackson referred to the 2007 President’s Performance Goals which have been reviewed by the Personnel Committee and are recommended to the Board for approval.

Upon the recommendation of the Personnel Committee and on motion, made, seconded and carried, the Board approved the 2007 President’s Performance Goals.

VI. Development Council

Mr. Snyder reported that the Development Council met last week in Pittsburgh, at which time they discussed the Edelman Project. The goal is to continue the work on the roundtables, develop the connections and thought leaders to assist Chautauqua in programming and increase the marketing of Chautauqua in key papers and magazines. The Development Council received a report on the progress toward the mini-discussions that will be conducted during the off-season with major prospects to better understand the role of philanthropy. Mr. Heinz provided the Council with an update on the projects in the Idea Campaign and progress toward those projects.

VII. Chautauqua Foundation

Ms. Gregory reported that the Chautauqua Fund surpassed its 2006 goal of \$2.6 million by \$90,054.

The Development Council reviewed and recommends a \$2.85 million dollar goal for the 2007 Chautauqua Fund.

On motion, made and seconded the Board approved the \$2.85 million dollar goal for the 2007 Chautauqua Fund Goal.

Ms. Gregory stated that Tina Cordner has been hired as assistant to the Chautauqua Fund Director. She will assist Mr. Williams in the Annual Fund which will allow Mr. Williams to spend more time to increasing the number of donors and outside grants to the Chautauqua Fund. She thanked Mr. Williams, the other members of the staff and the volunteers in achieving the 2006 goal.

Mr. Follansbee reported on behalf of Mr. Strohl on the Idea Campaign, results to-date and the Foundation’s endowment performance through December \$38,794,127.

He also discussed those endowments available to the Institution. There are several that are not utilized due to the restrictions placed on the use of those funds. Discussion at the Foundation table has focused on ways to utilize those funds or taking court action to release the restrictions on them.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rindy S. Barmore
Corporate Secretary
Chautauqua Institution Board of Trustees