

HGMC Finance Committee Report for February 19, 2023

Finance committee meeting was held February 16, 2023 at 6 pm by zoom

Members present: Steven Creps-Rougeau, Paul Foltz, Marlene Kanuck, Bob Gibson, Jose Venereo, Fred Warner

Grant Writing (Steven Creps-Rougeau)

Written Report (not discussed at meeting):

PPA (PA Partners in the Arts) Program Grant

2022-2023 PPA Program Stream Grant Application was filed January 16, 2022. Award letter was sent in December. Has been signed and returned. Check has been received and deposited. 2023-24 Fiscal sees a shift in the program stream grants to Creative Sector Flex Fund. Information on Applications will be coming in Feb 2023

Arts for All Partnership Grant

2022 Grant The 2022 grant application has been completed. We were awarded \$5000 for the Spring 2022 Concert "35 and Still Alive". Final report was filed Feb 1, 2023. We are to be featured in the TFEC Annual Report.

2022-2023 Grant We have been approved for \$7500 grant for 2022-23 season to produce our Holiday Concert.

Acceptance letter returned. Funding has been received and deposited. Final report is due February 1, 2024

2023-2024 Grant Application opens in February 2023 and closes May 1, 2023

Farm Show (Robb Papapietro)

Report:

We had a very successful run with the beer stand for the Great American Outdoor Show. We were located in the Main Hall (Maclay Street Entrance). We operated a beer portable with Evergrain Brewing Co. from Camp Hill.

We sold \$56,720.00 of beer (Whitetail – Lager, Joose Juicy – New England IPA and both Drippity – Sour Fruity Beer and Double Ripple – Sour Fruity Beer).

We earned:	\$5,672.00	Commission
	<u>552.75</u>	Tips collected
	\$6,224.75	Total Income

Hours scheduled were 158 hours (2 per shift for 9 days). We had maximum coverage each day along with a representative from Evergrain Brewing Co. We had 11 volunteers from the Chorus covering shifts with a total hour's coverage of 163.50 hours.

Volunteers and total hours worked:	Robb Papapietro	58.00
	Steve Creps-Rougeau	27.00
	Allan Jepperson	18.00
	Tim Coleman	12.50
	Jefferson Creps-Rougeau	11.00
	Jeffrey Smith	10.50
	Bob Gibson	6.00
	D. Mark Simpson	6.00
	Marlene Kanuck	6.00
	Fred Warner	5.50
	John Compton	3.00

Checking with C&J Catering and Events (Farm Show Concessionaire) with the following to see if there are any needs for manning:

Bullride Mania	April 22, 2023
Fire Expo	May 19-21, 2023
Ultimate RV Show	September 1-4, 2023

Respectfully submitted,
Robb Papapietro
Coordinator
Farm Show Concessions

Notes from meeting:

Would like to do Fireman's Show. Beer stand.

Since we have reached our budget goals, additional proceeds would go to additional contributions to the GALA fund.

Robb is going to prepare a tentative calendar for the 2023-24 season.

Thank yous to volunteers to be done by email by Robb or Steve

GAOS for next year: Feb 3-11, 2024

Auto Auction considered but coincides with Pride week.

Silent Auction (Marlene Kanuck)

Report:

Committee: Matt, Kyle, Fred, Marlene

Goal- \$5,000

Timetable:

Jan- early March- create an excl file for information needed for Bidding Owl and Steven.

Feb 20th- update Bidding Owl with information new information for 2023 Auction

March- requests for donations

April 10th- donations due to Marlene

April 17-May 1st- photograph all donations or select photo to represent certificate

May 28th- opening of auction

June concerts- announcements

June 19th- auction ends at 11:59

June 24th- item pick up

Submitted by Marlene Kanuck

Notes from meeting:

Aiming to have two people sharing computer administrative duties, and two people able to do each other step on the timeline.

Handwritten Thank yous for the 2022 auction donations were already done by Stephanie

Handwritten Thank yous for the 2023 auction donations TBD

No thank you letters for the purchasers.

2022 Tax letters will only be sent to persons who request a letter due to the method of data collection being sporadic.

Donors would get a letter for the lower of the sale price or the market value. Purchasers would only get a letter if they paid more than the market value.

2023 tax letters will be done over the summer if adequate information available.

Marlene will present auction to the chorus members in early March.

Email to full constant contact list by early March requesting donations. Coordinate with PR.

Dining with HGMC (Fre Warner and Stephanie Lynne Smith)

Report:

Dining with HGMC is completed with 3 dinners- all sold out.

- Derek Knisely and Nathan Cole (entertainment Steve Keefer, Sous chef Fred Warner)
- Jim Goodyear

- Steven and Jefferson Creps-Rougeau (entertainment Steve Keefer, Sous chef Fred Warner)
- Income for chorus \$1660

Notes from Meeting:

- Handwritten Thank you notes to hosts and volunteers done by Stephanie.
- Email thank you emails to the guests to be done by Stephanie and/or hosts
- In-kind donation letters to be done by Steven for hosts.
- Tax letters for purchasers (Price – value of meal determined by expenses) to be sent by email by Steven.
- 2023-24 – Plan to do again! Aim for four dinners.
- Consider aiming for weekend dates instead of weeknights.
- Will need new co-coordinator for 2024.

Anti-Valentine Cabaret (Paul Foltz)

Report:

Combined event with Theatre Harrisburg February 14, 2023

Sold out Performance!

Income \$1291.93

- Ticket sales \$1195.20 (processing fees taken out)
- \$75 Concessions tips
- \$21.73 reimbursement for Theatre share of posters

Expense

- \$385 for The Burg Ad
- \$43.46 for posters

Notes from Meeting:

Planning for doing this event again in 2024

Thank you emails sent to bakers and volunteers by Paul.

Tax letters for in-kind dessert or champagne donations only done on request.

Halloween Cabaret (Fred Warner)

Report:

Event on October 30, 2022, at 704, mildly successful.

Focused on karaoke performances by members of the chorus.

David Payne emceed.

Notes from Meeting:

2023: Tentatively planning to hold event again

Fred is going to approach Betty and Lizzy about hosting and discuss with 704.

Looking to have on Saturday night as more successful.

Merchandising (Allan Jesperson)

HGMC ornaments at winter concert were a hit. Plan on new ornament for 2023.

Allan will explore some merchandising options for Pride and Spring concert.

Coordinate with Production for new polos for spring/summer events.

Other Fundraising

Jose presented an idea for a Chorus brunch fundraiser. Possibly at UCH. Committee will explore further.

Annual Campaign (Steven Creps-Rougeau)

Report:

- YTD tallies
 - Playbill advertising - \$1950
 - Sponsorships Corporate - \$9824
 - Sponsorships Personal - \$7792.20
 - In kind donations – \$1821.95
 - Concert Income - \$1457
- Tasks
 - Handwritten Thank you notes to donors – Paul or Kyle
 - All donors over \$250 get a handwritten thank you mailed
 - All donors over \$100 get a printed thank you mailed.
 - Playbill copies to advertisers – Steven with thank you note.
 - Treasurer to mail/email tax letters – all donors
 - Update website donor lists - Steven
 - Begin prep on 2023-24 in April/May

Budget Planning (Steven Creps-Rougeau)

Budget meeting will be held in June/July 2023

There was a brief discussion on dues. Current dues levels have been in effect for over 10 years. Will be discussed further at next meeting and at the budget meeting.

General

Each task team/subcommittee was asked to begin planning for the 2023-24 season.

Encouraged each team to have co-leaders or an identified assistant for next season. This is to improve involvement and help with succession planning.

Each team needs to include planning for thank you notes as appropriate and who will handle them.

Next meeting to be scheduled in April/May 2023

Budget meeting to be scheduled in June/July 2023

Respectfully submitted on February 19, 2023

Steven Creps-Rougeau, HGMC Finance Committee Chairperson