



**BOARD OF TRUSTEES**

Sheldon Epps, President  
Mark Brokaw, VP & Secretary  
Ethan McSweeney, Treasurer  
Linda Hartzell  
Anne Kauffman  
Dan Knechtges  
Laura Penn

**EXECUTIVE DIRECTOR**

Rebecca Hewett

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SDCFoundation.org

**BOARD OF TRUSTEES**

**MEETING MINUTES**

Monday, July 8<sup>th</sup>, 2019.

**PRESENT:**

Anne Kauffman  
Laura Penn

**ON THE PHONE:**

Sheldon Epps  
Ethan McSweeney  
Linda Hartzell

**ABSENT:**

Mark Brokaw

**STAFF PRESENT:**

Rebecca Hewett  
*Executive Director*  
Cole Bonenberger  
*Program Associate*

**I. CALL TO ORDER/PRESIDENT'S REPORT**

President Sheldon Epps called the meeting to order at 12:07 p.m.

**a. New Board Trustee: Dan Knechtges**

Mr. Epps reminded the Trustees that Mark Lamos will not continue as a Trustee, and of the need to find a replacement who is an active SDC Executive Board Member. A discussion followed regarding the addition of Dan Knechtges.

MR. EPPS MOVED TO APPOINT MR. KNECHTGES TO THE FOUNDATION'S BOARD OF TRUSTEES. TREASURER ETHAN MCSWEENY SECONDED. THE MOTION PASSED UNANIMOUSLY.

**b. Discussion of additional Board Trustees**

Trustee Linda Hartzell reviewed the desire to expand Board membership. A discussion followed regarding the benefits of bringing in members with outside experience, and the time frame for expanding the board. Ms. Penn recommended considering someone who is familiar with the Foundation's work or a recent SDC Executive Board Member. Mr Epps suggested that the September meeting would be an appropriate time to discuss adding a seat or two to the Foundation's Board of Trustees. Executive Director, Rebecca Hewett offered to meet with any potential prospects Trustees recommended prior to the September meeting. After a brief discussion of possible candidates, it was suggested that Mr. Epps, Ms. Hartzell and Ms. Hewett be a nominating committee to pass on names to the Trustees for consideration.

**II. SECRETARY'S REPORT**

**a. Approval of Minutes, June 10, 2019**

MS. HARTZELL MOVED TO APPROVE THE MINUTES FROM THE JUNE 10, 2019 TRUSTEE MEETING. MS. KAUFFMAN SECONDED. THE MOTION WAS APPROVED UNANIMOUSLY.

**III. TREASURER'S REPORT**

Mr. McSweeney reported on the final, unaudited FY19 budget. Ms. Hewett mentioned that SDC Finance Director, Cole Jordan, had noted the surplus would increase slightly due to returns from Morgan Stanley investments. Ms. Hewett requested the Foundation move the Family

Foundation line items from Individual Giving to Foundations. Mr. Epps noted that the SDC Executive Board has approved SDC's contribution to the Foundation.

**IV. EXECUTIVE DIRECTOR'S REPORT**

**a. Program Updates**

Ms. Hewett reviewed the status of current programming.

**1) Denham, Davidson, & Fichandler Awards**

Ms. Hewett announced that Thomas Kail made a gift of \$7,500 to the Denham Fellowship, increasing the award to \$10,000. **Ms. Hewett relayed Mr. Kail's wish to remain anonymous**, and his pledge to continue this gift for an additional four years.

Ms. Hewett announced that Lisa Portes will chair the Fichandler Award Committee.

**2) Abbott & Weill Fellowships**

Ms. Hewett noted Barbara Gaines will mentor the Charles Abbott Fellowship and Victoria Clark will mentor the Kurt Weill Fellowship for FY20. It was also noted that since the Kurt Weill Fellowship would be a shorter rehearsal process than previous years, the recipient would be included on pre-production planning and meetings.

**3) Callaway Committee**

Ms. Hewett requested the Trustees retain Callaway Committee Chair, Pam Berlin, and members Richard Hamburger, Amy Saltz, and Devanand Janki for an additional year of service. Ms. Hewett also stated she was open to recommendations for potential candidates for the two vacant seats for the FY20 Callaway Committee.

MR. MCSWEENEY MOVED TO RETAIN CALLAWAY COMMITTEE CHAIR, PAM BERLIN, AND MEMBERS RICHARD HAMBURGER, AMY SALTZ, AND DEVANAND JANKI FOR FY20. MS. KAUFFMAN SECONDED. THE MOTION PASSED UNANIMOUSLY.

**4) Observerships**

Ms. Hewett reviewed Observership Class Opportunities, class size, and harassment policy. Ms. Hewett requested that the Harassment Policy sheet sent to Observership Class members be adjusted from reporting issues to SDCF Executive Director to SDC Associate Director of Member Services, Marisa Levy. There was a discussion of the Observership Class diversity, and adjusting outreach during the application process.

Mr. McSweeney mentioned he had recorded the podcast with Sharon Ott, and there was a discussion regarding the Masters of the Stage's introduction language and its continuity.

**V. FUNDRAISING UPDATES**

**a. FY20 individual prospects**

Ms. Hartzell presented an overview of the prospect list and fundraising agenda items, such as an Artistic Director Circle, and making Trustees available while in New York for the September meeting. Mr. Epps noted the need for Trustees to remain active in fundraising to meet the Individual Giving goal in the budget.

Ms. Hewett mentioned the Donor Letter that had been sent to all FY19 donors, and Ms. Kauffman suggested Trustees' send a letter to the donors they solicited.

b. **Discussion of cumulative giving & combined asks**

Ms. Hewett reviewed the Annual Campaign Prospect List, and discussed her intention of meeting with Trustees regarding their individual solicitor assignments by the September 6, 2019 meeting. It was also mentioned that fundraising materials would be ready for the September meeting, and updates would regularly follow that meeting.

Ms. Penn led a discussion on the plan for cumulative giving, and bundled asks, noting that SDC Executive Board prospects would not be included in asks until November 2019.

Ms. Hewett reminded the board of the upcoming NEA deadline, as well her intention to submit an LOI to the Gilman Foundation and meet with the Miranda family foundation.

**VI. OLD BUSINESS/NEW BUSINESS**

a. **Updated logo**

There was a discussion on the three words used in the Foundation's logo. Trustees will consider alternatives to be discussed at the September Trustee meeting.

b. **September board meeting date change & content**

Ms. Hewett requested Trustees allow extra time for the meeting on September 6<sup>th</sup>.

**VII. ADJOURNMENT**

**Mr. Epps adjourned the meeting at 1:37 p.m.**

The next Board of Trustees meeting has been moved to Friday September 6, 2019 at 12:00 p.m. ET.