

OVERTURE CENTER FOUNDATION, INC. (OCF)

MAC Checklist – OCF Contract with City of Madison (2016)

<i>Item</i>	<i>Article</i>	<i>Measurable Performance Standards (by Section)</i>	<i>Document (s) Provided to MAC/Date</i>	<i>Notes</i>
1	I	2(a) – ...develop a revised and updated strategic plan.	Overture hired arts consultant/facilitator Margaret Genovese in January 2016 to initiate a new Strategic Planning process. From that three-month process of interviews and meetings, it was determined Overture would develop not a one-year plan, but rather a new, ongoing three-year planning model to facilitate three years of programmatic, financial, marketing and fund raising planning. Because of the complexity of planning for three years rather than one – involving both OCF senior staff and OCF Board plus the introduction of a new Strategic Operations and Special Projects Committee	To review the ongoing work in planning for three years rather than one, the Overture Board reconstituted its Operations Committee into a Strategic Operations and Special Projects Committee to work with Overture staff and other Board committees (executive, finance, development, marketing) in all matters strategic. A new charter for that committee is in final draft form and should be approved in January 2017 meeting of the committee.

OVERTURE CENTER FOUNDATION, INC. (OCF)

MAC Checklist – OCF Contract with City of Madison (2016)

			of the Board – the new planning is ongoing with the new target date for completion pushed to June 30, 2017.	
2	I	2(b) ...prepare an annual report within 90 days of close of its fiscal year.	Overture’s 2015/16 Report to the Community was distributed at its public annual meeting on September 28, 2016 and subsequently distributed electronically on 9/29/16 to Mayor Soglin, D. Schmedicke, K. Wolf & E. Ragland.	A public copy also appears on Overture’s website under the tab, About, Annual Reports
3	I	2(c) ... meet financial performance standards	Overture met all financial performance standards in its 2015-16 fiscal year as per its Audited Financial Statements dated September 19, 2016 and subsequently distributed electronically on 9/29/16 to Mayor Soglin, D. Schmedicke, K. Wolf & E. Ragland.	A public copy also appears on Overture’s website under the tab, About, Overture Center Foundation
4	I	2(d) ... prepare balance sheets and audited financial statements in accordance with GAAP within 90 days of closing of fiscal year	Overture met all financial performance standards in its 2015-16 fiscal year as per its	A public copy also appears on Overture’s website under the

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MAC Checklist – OCF Contract with City of Madison (2016)

			Audited Financial Statements dated September 19, 2016 and subsequently distributed electronically on 9/29/16 to Mayor Soglin, D. Schmiedicke, K. Wolf & E. Ragland.	tab, About, Overture Center Foundation
5	I	2(e) ... will continue to use its best efforts to create a capital reserve fund in the amount of \$5 million to be accumulated by June 30, 2017	At the conclusion of FY 2015-16, the OCF Board of Directors directed an additional \$800,000 in net assets to be set aside in its "Board Designated Reserve," established in FY 2012-13 to meet the intent of the Structural Agreement. This brings the current total of the Board Designated Reserve to \$1.5 million, as noted in the FY 2015-16 Audited Financial Statements	
6	I	2(f) ... provide an updated plan for fund raising to the City by October 15, 2016	An update to Overture's fund raising plan is being incorporated into the new, 3-year strategic planning process as described in Item 1. Because of the	

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			complexity of planning for three years rather than one – involving both OCF senior staff and OCF Board plus the introduction of a new Strategic Operations and Special Projects Committee of the Board – the new planning is ongoing with the new target date for completion pushed to June 30, 2017.	
7	I	2(g)i ... provide info on the arts, educational, and community programming for 2015-2016, including amounts used for each and identifying programs supported with City funds	Please refer to Supplemental Data Sheet and the column corresponding to the paragraph referenced – 2(g)i	
8	I	2(g)ii ... identify (in the annual report) the number of programs delivered and the number of people reached through events presented or co-presented by OCF and its resident companies, identifying, where feasible, the number of citizens of Madison attending the programs.	Please refer to Supplemental Data Sheet and the column corresponding to the paragraph referenced – 2(g)ii	
9	I	2(g)iii ...identify the number of free or reduced cost programs delivered and the costs of providing such programs, and the number of ticket subsidies provided to Madison citizens and the dollar value	Please refer to Supplemental Data Sheet and the column corresponding to the paragraph referenced – 2(g)iii	

OVERTURE CENTER FOUNDATION, INC. (OCF)

MAC Checklist – OCF Contract with City of Madison (2016)

10	I	2(g)iv ... identify the number of persons living within the City served for ticketed events and the amount spent for these events.	Please refer to Supplemental Data Sheet and the column corresponding to the paragraph referenced – 2(g)iv	
11	I	2(g)v ... identify the total value of rent subsidy provided to local arts organizations (including resident companies) or artists for the use of Overture Center.	Please refer to Supplemental Data Sheet and the column corresponding to the paragraph referenced – 2(g)v	
12	I	2(g)vi ... identify the number of Madison-based artists contracted for services and the amount spent.	Please refer to Supplemental Data Sheet and the column corresponding to the paragraph referenced – 2(g)vi	
13	I	2(g)vii ... The Report must include the number of participants and the costs of the programs reflected in the “Madison Arts Commission Arts Education, Overture 2014-1015 Season” spreadsheet. OCF will identify and provide to the City its efforts at engagement with communities of color no late than the first quarter of 2017.	Please refer to Supplemental Data Sheet and the column corresponding to the paragraph referenced – 2(g)vii	
14	I	2(h) ...OCF will prepare and provide to the City an updated plan for institutional marketing on or before October 15, 2016.	An update to Overture’s institutional marketing plan is being incorporated into the new, 3-year strategic planning process as	

OVERTURE CENTER FOUNDATION, INC. (OCF)

MAC Checklist – OCF Contract with City of Madison (2016)

			<p>described in Item 1. Because of the complexity of planning for three years rather than one – involving both OCF senior staff and OCF Board plus the introduction of a new Strategic Operations and Special Projects Committee of the Board – the new planning is ongoing with the new target date for completion pushed to June 30, 2017.</p>	
15	I	<p>3 ... MAC, City staff and OCF staff will review progress toward the goals, objectives and standards set out in this Annual Performance Contract. The Annual Performance Contract shall be presented to the Common Council for approval.</p>	<p>This review is scheduled for the MAC meeting of November 16, 2016, and the 2017 Annual Performance Contract shall be presented to the Common Council for approval on or before December 31, 2016.</p>	
16	I	<p>4. ... Grant Payments: ... the City shall provide a grant to OCF in the amount of One Million Seven Hundred and Fifty Thousand Dollars (\$1,750,000) (the “Grant”). The Grant shall be disbursed to OCF in two equal payments of \$875,000 on January 2, 2016 and September 1, 2016. Overture shall use the Grant solely to support the operations and capital expenditures of the Overture Center.</p>	<p>The City did remit two payments to OCF – one during the first week of January 2016 and the second during the first week of September 2016. The City’s Grant was used solely</p>	

OVERTURE CENTER FOUNDATION, INC. (OCF)

MAC Checklist – OCF Contract with City of Madison (2016)

			to support the operations and capital expenditures of Overture.	
17	I	5. ... OCF will establish a Community Advisory Board (the “CAB”) broadly representing the community in terms of culture, ethnicity, geography, age and socio-economic level. The CAB will meet at least quarterly to advise and make recommendations to OCF regarding free programming and educational outreach efforts, and such other matters related to the operation of Overture.	The Overture Community Advisory Board has been meeting regularly since inception. Meeting dates during FY 2015-16 were: 7/21/15, 8/18/15, 9/1/15, 12/1/15, 3/1/16 & 6/7/16	
18	I	6. ... OCF will maintain its Resident Company Advisory Board (the “RCAB”). The RCAB may consider and make recommendations to OCF on all matters that impact the resident companies. Recommendations from the RCAB will be considered by the OCF Board at a public meeting.	The Overture Resident Company Advisory Board has been meeting regularly since inception. Meeting dates during FY 2015-16 were: 7/19/15, 9/15/15, 11/17/15, 1/19/16 & 3/15/16	
19	I	7. ... The City may perform a study of performing arts venues in the greater Madison area and the needs of promoters, performance companies, individual artists, arts educators and audiences. Should the City perform such a study or studies, OCF agrees to provide its cooperation to the City and any agents or contractors the City has engaged.	No known study is being conducted at this time.	
20	I	8. ...The parties shall cooperatively work together to create language for the 2016-2017 Annual Performance Agreement in keeping with the terms of the Structural Agreement	To be completed prior to 2017 Annual Performance Agreement submitted to Common Council for approval.	

OVERTURE CENTER FOUNDATION, INC. (OCF)

MAC Checklist – OCF Contract with City of Madison (2016)

21	II	2. ...On or before January 1, 2017, OCF shall insure against the following risks: commercial liability, worker’s comp.	Copies of required insurance riders to be submitted to City Finance Director on or before January 1, 2017	
22	IV	2. ... within thirty (30) days of this Annual Performance Agreement, OCF will provide to the City of Madison Affirmative Action Division certain workforce utilization statistics, using a form to be furnished by the City.	A copy of required workforce utilization statistics for FY 2015-16 will be submitted to City of Madison Affirmative Action Division will be submitted on or before January 1, 2017.	