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STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
STATE COUNCIL on the ARTS

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

December 19, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources, Division of the Arts, to award a Public Value Partnership Grant in the amount of \$15,000 to Friends of the Music Hall (VC #156203), Portsmouth, NH to strengthen their capacity for affordable diverse arts programs to New Hampshire residents and visitors effective upon Governor and Council approval through June 30, 2020. 100% Federal Funds

Funding is available in account, Federal Arts Partnership Grant, as follows:

|  |                |
|--|----------------|
|  | <u>FY 2020</u> |
| 03-035-035-353510-41110000-072-500575 – Grants-Federal | \$15,000       |

**EXPLANATION**

Public Value Partnerships are awarded to nonprofit arts organizations, with a minimum of 5 years of continuous arts programming and professional staffing, to strengthen their capacity for offering affordable, diverse arts programs to New Hampshire's residents and visitors. Grant categories and deadlines are advertised through the divisions' website, social media and electronic newsletters.

At a recent meeting, the NH State Art Councilors unanimously voted to accept the Arts Division's Public Value Partnership Review Panel's recommendations for the partnerships based on its funding priority ranking within a competitive review. The six-member peer panel, facilitated by an Arts Councilor, considered 17 criteria to arrive at a consensus ranking for each application. The evaluative criteria range from the administrative capacity of the organization, artistic quality, strategic planning, to community impact and accessibility.

The Attorney General's office has approved the agreement as to form, substance and execution.

Respectfully submitted,

(4)

Sarah L. Stewart  
Commissioner



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Friends of the Music Hall (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: FY2020

2. OBLIGATIONS OF THE GRANTEE:

- The Grantee agrees to accept \$15,000.00 and apply it to the program(s) described in the grant application and approved budget for Investment in Cultural Infrastructure. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
- Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



Friends of the Music Hall is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

New Hampshire State Council on the Arts

- The Grantee acknowledges that the NHSCA Program Coordinator may schedule a site visit to the organization and may request a site visit from the NHSCA.
- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.

3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council.

4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.

5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

DOOR: APPROVAL

Contracting Officer for State Agency

Sarah Stewart 12/27/19  
Signature Date

Name, Title: Sarah L. Stewart  
Commissioner

GRANTEE SIGNATURE

Org/ Name: Friends of the Music Hall

Address: 28 Chestnut Street, Portsmouth, NH

Patricia Lynch  
Printed Name of Authorized Official for Grantee  
Patricia Lynch 11/21/19  
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF ROCKINGHAM

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

Jill Keenan 1/4/2020  
Office of Attorney General Date

On the 21 day of NOV 2019 before the undersigned officer, personally appeared

PATRICIA LYNCH  
(Print name of person whose signature is being notarized) or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

George Tucker  
Notary Public/ Justice of the Peace  
Printed Name: ASHLEIGH TUCKER  
My Commission expires: 05/17/2022

# State of New Hampshire

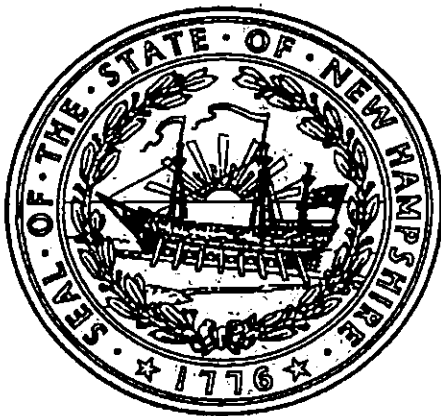
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that FRIENDS OF THE MUSIC HALL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 19, 1986. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 101346

Certificate Number: 0004417421



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,

this 22nd day of February A.D. 2019.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner

Secretary of State

## Business Information

### Business Details

|                                       |  |                                 |  |
|---------------------------------------|--|---------------------------------|--|
| Business Name:                        | FRIENDS OF THE MUSIC HALL                      | Business ID:                    | 101346   |
| Business Type:                        | Domestic Nonprofit Corporation                 | Business Status:                | Good Standing                                  |
| Business Creation Date:               | 09/19/1986                                     | Name in State of Incorporation: | Not Available                                  |
| Date of Formation in Jurisdiction:    | 09/19/1986                                     |                                 |  |
| Principal Office Address:             | 28 Chestnut Street, Portsmouth, NH, 03801, USA | Mailing Address:                | 28 Chestnut Street, Portsmouth, NH, 03801, USA |
| Citizenship / State of Incorporation: | Domestic/New Hampshire                         |                                 |  |
|                                       |  | Last Nonprofit Report Year:     | 2010   |
|                                       |  | Next Report Year:               | 2020   |
| Duration:                             | Perpetual                                      |                                 |  |
| Business Email:                       | NONE   | Phone #:                        | NONE   |
| Notification Email:                   | NONE   | Fiscal Year End Date:           | NONE   |

### Principal Purpose

| S.No | NAICS Code  | NAICS Subcode |
|------|---|---------------|
| 1    | OTHER / TO FURTHER THE ARTS IN THE CITY OF PORTSMOUTH, N.H. |               |

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### Principals Information

| Name/Title                  | Business Address                            |
|-----------------------------|---|
| Patricia Lynch / Director   | 104 Congress Street, Portsmouth, 03801, USA |
| Michael Harvell / President | PO Box 3701, Manchester, 03105, USA         |

Page 1 of 1, records 1 to 2 of 2

**Registered Agent Information**

Name: Not Available

Registered Office Not Available  
Address:Registered Mailing: Not Available  
Address:**Trade Name Information**

| Business Name   | Business ID | Business Status        |
|---|-------------|------------------------|
| THE MUSIC HALL<br>(/online/BusinessInquire/TradeNameInformation? businessID=583899)           | 758854      | Active                 |
| ICE CREAM FESTIVAL<br>(/online/BusinessInquire/TradeNameInformation? businessID=66431)        | 289285      | Expired                |
| THE PORTSMOUTH MUSIC HALL<br>(/online/BusinessInquire/TradeNameInformation? businessID=98568) | 371028      | Parent/Owner Dissolved |

**Trade Name Owned By**

| Name | Title | Address |
|------|-------|---------|
|------|-------|---------|

**Trademark Information**

| Trademark Number | Trademark Name | Business Address | Mailing Address |
|------------------|----------------|------------------|-----------------|
|------------------|----------------|------------------|-----------------|

No records to view.

[Filing History](#)    [Address History](#)    [View All Other Addresses](#)    [Name History](#)
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 NH Department of State, 107 North Main St. Room 204, Concord, NH 03301 -- [Contact Us](#)  
[\(/online/Home/ContactUS\)](#)

**Board Resolution**

I, Mary Horigan, hereby certify that I am duly elected Clerk/Secretary of  
(Name)

The Music Hall. I hereby certify the following is a true copy of a vote taken at  
(Name of Organization)

a meeting of the Board of Directors/shareholders, duly called and held on Nov. 15, 2017  
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Patricia Lynch is duly authorized to enter a  
(Name and Title) person signing grant

Contract on behalf of The Music Hall with the  
(Name of Organization)

NH State Council on the Arts State of New Hampshire and further is  
(Name of State Agency)

Authorized to execute any documents which may in his/her judgment be  
desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full  
force and effect as of the 15<sup>th</sup> of Nov, 20 19. I further certify that it is understood that the  
State of New Hampshire will rely on this certificate as evidence that the person listed above currently  
occupies the position indicated and that they have full authority to bind the corporation to the specific  
contract indicated.

DATED: 11/15/2019

ATTEST: Mary C. Horigan  
(Name and Title) Clerk/Secretary





New Hampshire  
State Council on the Arts

## GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization: The Music Hall

1. Statement of Purpose:

(Give your organization's mission statement or list your organizations objectives in the space below.)

The mission of The Friends of The Music Hall is to present the very best of diverse performing and related arts and to serve as an active and vital arts center for the enrichment of the Seacoast Community.

2. Salary of Administrator

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

Patricia Lynch, Executive Director, Annual salary: \$140,000

Attach the Following:

3. DUNS Number (if not provided on application): 82-676-2957
4. Resume of Administrator
5. Financial Statement:  
A one-page financial statement of your organization's most recently completed fiscal year.
6. Board of Directors:  
A list of the current directors and officers of your organization.  
Please do not include any personal information such as home addresses, phone numbers or emails.
7. List Geographic Areas Served by Organization
8. Certificate of Liability and Workers Comp Insurance with the **Department of Natural & Cultural Resources** as the certificate holder
9. Please include a copy of a current year Certificate of Good Standing (if not provided with the application).  
If you do not have a Certificate of Good Standing with the state of NH, please call Secretary of State Corporate Division at 271-3244 and request an application.



**FRIENDS OF THE MUSIC HALL**

**STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2019 AND 2018**

|   | <u>2019</u>         | <u>2018</u>         |
|---|---------------------|---------------------|
| <b><u>ASSETS</u></b>  |                     |                     |
| <b>CURRENT ASSETS</b>   |                     |                     |
| Cash and cash equivalents   | \$ 958,285          | \$ 717,542          |
| Pledges and other unconditional promises to give, net                     | 309,708             | 134,360             |
| Prepaid expenses  | <u>89,730</u>       | <u>128,683</u>      |
| Total current assets  | <u>1,357,723</u>    | <u>980,585</u>      |
| <b>PROPERTY AND EQUIPMENT, NET</b>  | <u>6,265,438</u>    | <u>6,485,017</u>    |
| <b>OTHER ASSETS</b>   |                     |                     |
| Deposits  | 43,330              | 42,151              |
| Beneficial interest in assets held by others                              | 101,347             | 103,050             |
| Pledges and other unconditional promises to give,<br>less current portion | <u>321,962</u>      | <u>272,462</u>      |
| Total other assets  | <u>466,639</u>      | <u>417,663</u>      |
| Total   | <u>\$ 8,089,800</u> | <u>\$ 7,883,265</u> |
| <b><u>LIABILITIES AND NET ASSETS</u></b>                                  |                     |                     |
| <b>CURRENT LIABILITIES</b>  |                     |                     |
| Current portion of long term debt   | \$ 23,529           | \$ 22,621           |
| Accounts payable  | 81,190              | 41,728              |
| Deferred revenues   | 533,023             | 599,362             |
| Accrued expenses  | <u>106,750</u>      | <u>63,231</u>       |
| Total current liabilities   | <u>744,492</u>      | <u>726,942</u>      |
| <b>LONG TERM LIABILITIES</b>  |                     |                     |
| Long term debt, net of current portion                                    | <u>155,551</u>      | <u>179,164</u>      |
| Total liabilities   | <u>900,043</u>      | <u>906,106</u>      |
| <b>NET ASSETS</b>   |                     |                     |
| Without donor restrictions  | 6,471,504           | 6,744,753           |
| With donor restrictions   | <u>718,253</u>      | <u>232,406</u>      |
| Total net assets  | <u>7,189,757</u>    | <u>6,977,159</u>    |
| Total   | <u>\$ 8,089,800</u> | <u>\$ 7,883,265</u> |

See Notes to Financial Statements



### **BOARD OF TRUSTEES (as of Nov. 2019)**

One of The Music Hall's most valuable assets has always been a highly engaged Board of Trustees. The Board is made up of local professionals, philanthropists, and motivated volunteers, all of whom are dedicated advocates for The Music Hall. In accordance with the Bylaws, the Board meets at least six times annually. Trustees chair numerous committees, bringing expertise as well as opening doors for operating support. The Music Hall enjoys 100 % board participation with both annual and capital giving.

#### **EXECUTIVE COMMITTEE**

- Edwin Garside – President, Board member for 6 years; York, ME
- Kristin Morales – Vice President, *Mad\*Pow*, Board member for 7 years; Portsmouth, NH
- Timothy R. Hepburn – Treasurer, *Baker Newman Noyes*, Board member 5 years; Hampton, NH
- Mary C. Horigan - *University of New Hampshire*, Board member for 7 years; York, ME
- Ben Auger – Executive Committee Member at Large, *Auger Building Company, Inc.*, Board member for 8 years; Greenland, NH
- Eric J. Chinburg – Executive Committee Member at Large, *Chinburg Properties*, Board member for 6 years; Exeter, NH
- Robert W. Hickey – Executive Committee Member at Large, *Allergy Associates of NH*, Board member for 8 years; New Castle, NH

#### **BOARD MEMBERS**

- Maile Buker, *Hannaford* (6<sup>th</sup> year); Portsmouth, NH
- Debra Ford, *Jackson Lewis, PC* (8<sup>th</sup> year); Rye, NH
- Stephen A. Gaykan (2<sup>nd</sup> year); Hampstead, NH
- Bev Giblin (5<sup>th</sup> year); Rye, NH
- Dawn Heffron (2<sup>nd</sup> year); Portsmouth, NH
- Brad Honeyman, *Mad\*Pow* (6<sup>th</sup> year); Portsmouth, NH
- Jeff Johnston, *Cathartes* (3<sup>rd</sup> year); Boston, MA
- Bob Lord, *PARMA Records* (6<sup>th</sup> year); Hampston, NH
- Jay McFarland, *Hampton Ford Hyundai* (3<sup>rd</sup> year); Rye, NH
- Cori McGrath, *Olde Port Properties* (5<sup>th</sup> year); Portsmouth, NH
- Jessica McKeon, *B2W Software* (3<sup>rd</sup> year); Portsmouth, NH
- Amy McLaughlin (1<sup>st</sup> year); Exeter, NH
- Jeffrey Mountjoy, *Olde Port Properties* (8<sup>th</sup> year); Portsmouth, NH
- Vicki O'Dowd, *Avery Insurance* (4<sup>th</sup> year); Portsmouth, NH
- Jim Pender, *The Lighting Center at Rockingham Electric* (5<sup>th</sup> year); Hampton, NH
- Tara Rutman (2<sup>nd</sup> year); Rye, NH

#### **EX OFFICIO**

- Geoffrey E. Clark, MD; Portsmouth, NH
- Jameson French, *Northland Forest Products*; Portsmouth, NH
- Michael Labrie, *River House and Atlantic Grill*; Rye, NH
- Josephine Lamprey; North Hampton, NH
- Patricia Lynch, *The Music Hall*; Kittery Point, ME
- Elisabeth Robinson; New Castle, NH



PATRICIA LYNCH (Executive Director of The Music Hall) is proud to have served The Music Hall since 2004. With her considerable expertise after leading two theaters, she boldly revamped the theater's programming, increased the community and regional impact, and invested in its infrastructure.

Over the last 15 years under her leadership, the 1878 Historic Theater has been fully restored with \$15M raised for capital projects and future reserves. The 124-seat Loft, a black box theater and home to administrative offices, opened in 2011 expanding the theater's programming. A vintage-inspired neon marquee and blade was lit in the fall of 2017. A partnership with the City of Portsmouth to create an aesthetic, pedestrian-friendly streetscape on Chestnut Street was completed in the spring of 2018. The Music Hall also gifted Portsmouth the Chestnut Street Arch.

Lynch is the creative mind and guiding force behind some of the most beloved signature series at both theaters, including *Intimately Yours*, which features legendary performers and some of today's brightest stars; and the nationally recognized *Writers on a New England Stage*, showcasing best-selling authors in a rollicking radio show format in partnership with NHPR.

As a writer, Lynch's works have appeared in national and regional publications, she has won numerous fellowships and awards, and her plays have been produced by Tony, Sally, and Jeff award-winning theaters. Her first novel was published by Traverse Press in 2015.

In June 2020, Lynch will be stepping down as Executive Director to pursue personal and creative endeavors.



## GEOGRAPHIC AREAS SERVED

Approximately 69% of The Music Hall's audience resides in New Hampshire, with the following towns representing the most frequently served areas:

- Portsmouth
- Hampton/North Hampton
- Dover
- Durham
- Rye
- New Castle
- Exeter
- Stratham
- Newmarket
- Rochester
- Greenland
- Lee
- Barrington
- Manchester
- Newfields

The Music Hall also serves patrons from our neighboring towns in Southern Maine, representing approximately 19% of our audience. The Maine towns most frequently served are:

- Kittery/Kittery Point
- York/York Beach
- Eliot
- South Berwick
- Portland

The remaining 12% of The Music Hall's audience comes from neighboring communities in Massachusetts (Newburyport, Boston, Andover/North Andover) along with visitors from the south - Connecticut, New York, and as far away as California - as well as the north, including Montreal and Toronto.