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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 3, 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 to Capitol Center for the Arts (VC #166279), Concord, NH in the amount of \$15,000 to strengthen their capacity for affordable diverse arts programs to New Hampshire residents and visitors effective upon Governor and Executive Council approval through June 30, 2020. 100% General Funds

Funding is available in account, State Arts Development, as follows:

03-035-035-353510-41040000-073-500575 - Grants Non Federal

FY 2020  
\$15,000

**EXPLANATION**

Public Value Partnerships are awarded to nonprofit arts organizations, with a minimum of five years of continuous arts programming and professional staffing, to strengthen their capacity for offering affordable, diverse arts program 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 seventeen criteria to arrive at a consensus ranking for each application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. 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,

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 Capitol Center for the Arts (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:
 
 Capitol Center for the Arts is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for 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.

COUNCIL APPROVAL

Contracting Officer for State Agency  
 Signature: Sarah Stewart 12/4/19  
 Name, Title: Sarah L. Stewart  
 Commissioner

GRANTEE SIGNATURE

Org/ Name: Capitol Center for the Arts  
 Address: 44 S. Main St Concord NH 03301  
 Printed Name of Authorized Official for Grantee: Nicolete B. Clarke  
 Authorized Official's Signature & Title: Nicolete B. Clarke Executive Director 10/29/19 Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF MERRIMACK

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:  
 Signature: [Signature] 12/4/2019  
 Office of Attorney General Date

On the 28 day of OCTOBER, 2019, before the undersigned officer, personally appeared NICOLETTE B. CLARKE  
 (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.  
 Signature: Lynne G. Sabean  
 Notary Public/ Justice of the Peace  
 Printed Name: LYNNE G. SABEAN  
 My Commission expires: 12/18/20

# State of New Hampshire

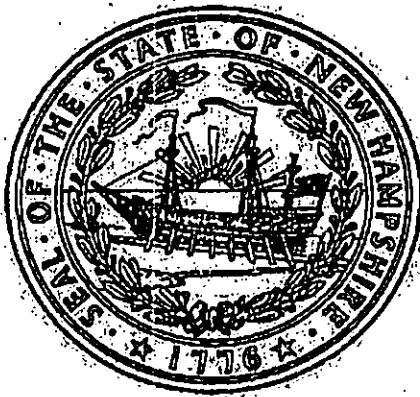
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that CAPITOL CENTER FOR THE ARTS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 11, 1991. 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: 157209

Certificate Number : 0004487106



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 26th day of March A.D. 2019.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

## Business Information

### Business Details

Business Name:	CAPITOL CENTER FOR THE ARTS	Business ID:	157209
Business Type:	Domestic Nonprofit Corporation	Business Status:	Good Standing
Business Creation Date:	07/11/1991	Name in State of Incorporation:	Not Available
Date of Formation in Jurisdiction:	07/11/1991		
Principal Office Address:	44 S MAIN ST, Concord, NH, 03301, USA	Mailing Address:	44 S MAIN ST, Concord, NH, 03301, USA
Citizenship / State of Incorporation:	Domestic/New Hampshire		
		Last Nonprofit Report Year:	2015
		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 / amendment 6/4/18-To redevelop the Capitol Theatre in Concord, New Hampshire, the adjacent Kimball House and such additional property as the corporation may acquire, lease or occupy, as a center for the arts and cultural activities in the Capital Region.	

Page 1 of 1, records 1 to 1 of 1

**Principals Information**

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<b>Name/Title</b>	<b>Business Address</b>
Richard Y Uchida / Vice President	C/O Hinkley, Allen 11 South Main Street, Concord, NH, 03301, USA
David K Fries / President	43 Ridgewood Drive, Bow, NH, 03304, USA
Bruce R Burns / Treasurer	C/O Concord Hospital 250 Pleasant St, Concord, NH, 03301, USA
Lynn Kilchenstein / Secretary	C/O NHTI 78 Hooksett Turnpike, Concord, NH, 03301, USA
Nicolette B Clarke / Director	44 S Main St, Concord, NH, 03301, USA

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**Registered Agent Information**

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Name: Not Available

Registered Office: Not Available

Address:

Registered Mailing: Not Available

Address:

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### Trade Name Information

Business Name	Business ID	Business Status
CONCORD THEATRE (/online/BusinessInquire/TradeNameInformation? businessID=618788)	792742	Active
CONCORD THEATER (/online/BusinessInquire/TradeNameInformation? businessID=618789)	792743	Active
CCA NORTH (/online/BusinessInquire/TradeNameInformation? businessID=618963)	792917	Inactive
BANK OF NH STAGE (/online/BusinessInquire/TradeNameInformation? businessID=647156)	819119	Active
N. H. WINE FESTIVAL (/online/BusinessInquire/TradeNameInformation? businessID=77067)	303026	Active

### Trade Name Owned By

Name	Title	Address
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### Trademark Information

Trademark Number	Trademark Name	Business Address	Mailing Address
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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](#)

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**Board Resolution**

I, Cynthia Rowais, hereby certify that I am duly elected Clerk/Secretary of  
(Name)

Capital Center for the Arts. 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 August 1, 2007  
at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That N. Collette B. Clark is duly authorized to enter a  
(Name and Title) person signing grant

Contract on behalf of Capital Center for the Arts 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 27th of October, 2019. 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:** 10/24/2019

**ATTEST:** Cynthia J. Rowais  
(Name and Title) Clerk/Secretary



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>THE ROWLEY AGENCY INC.</b> 45 Constitution Avenue P.O. Box 511 Concord NH 03302-0511	<b>CONTACT NAME:</b> Basil Makris <b>PHONE (A/C No. Ext):</b> (603) 224-2562 <b>FAX (A/C No.):</b> (603) 224-8012 <b>E-MAIL ADDRESS:</b> bmakris@rowleyagency.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Capitol Center For The Arts 44 S Main St Concord NH 03301	<b>INSURER A:</b> Zurich American Insurance Company	
	<b>INSURER B:</b> American Guarantee and Liability Co.	
	<b>INSURER C:</b> Hartford Ins Co of the Midwest	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 19-20 General      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			CP00210534-02	7/31/2019	7/31/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			CP00210534-02	7/31/2019	7/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			ADC 0258631-02	7/31/2019	7/31/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	30WEC189329 JA States: NH	7/31/2019	7/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Covering operations of the named insured during the policy period

<b>CERTIFICATE HOLDER</b>  Department of Natural & Cultural Resource 172 Pembroke Road Concord, NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  Basil Makris/BCM <i>Basil Makris</i>



**GRANTEE INFORMATION FORM**  
**NHSCA Operating Grants**  
**FY 19-20**

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

**Name of Organization:** Capitol Center for the Arts

**1. Statement of Purpose:**

The mission of the Capitol Center for the Arts is to bring outstanding artists and audiences together, to foster experiences that inspire, educate, entertain, and strengthen community bonds. What makes the CCA unique among performing arts centers is its role as a hub of community life and a central gathering place.

**2. Salary of Administrator:**

Nicolette B. Clarke, Executive Director, \$127,192

**3. DUNS Number :** 801153529

**4. Resume of Administrator**

Resume of Nicolette B. Clark attached

**5. Financial Statement**

Attached.

**6. Board of Directors**

A list of current board members and affiliations is attached.

**7. List Geographic Areas Served by Organization**

The Capitol Center for the Arts serves the entire state of New Hampshire, as well as audiences in border communities in Maine and Massachusetts.

**8. copy of Certificate of Liability Insurance**

Attached

**9. Please include a copy of a Certificate of Good Standing**

Attached.

Capitol Center for the Arts  
Statements of Operations  
 For the Period Year Ended July 31, 2019  
 Printed on: October 2, 2019

	Actual YTD	Budget YTD	Prior YTD	FY2018 Actual	FY2019 Actual	FY20 Budget
<b>REVENUES</b>						
Ticket Sales-School /Teacher	78,393	68,554	56,532	82,285	56,532	68,554
Ticket Sales	1,451,991	1,654,739	1,009,329	815,101	1,009,329	1,654,739
Other Production Revenues	1,290,240	1,188,545	1,391,559	1,115,003	1,391,559	1,188,545
Rental Income	87,400	114,587	245,415	238,357	245,415	114,587
BNH Stage All	32,303	0	0	0	0	0
<b>Operating Revenue</b>	<b>2,861,934</b>	<b>2,957,871</b>	<b>2,646,303</b>	<b>2,168,461</b>	<b>2,646,303</b>	<b>2,957,871</b>
Sponsorships	233,373	235,000	226,460	293,407	226,460	235,000
Memberships	105,996	115,000	114,062	112,699	114,062	115,000
Ovation Society	98,993	115,000	111,656	111,716	111,656	115,000
Other Donations	58,468	90,000	87,920	102,380	87,920	90,000
<b>Contributed Revenues</b>	<b>496,830</b>	<b>555,000</b>	<b>540,098</b>	<b>620,202</b>	<b>540,098</b>	<b>555,000</b>
<b>TOTAL REVENUES</b>	<b>3,358,764</b>	<b>3,512,871</b>	<b>3,186,401</b>	<b>2,788,663</b>	<b>3,186,401</b>	<b>3,512,871</b>
<b>EXPENSES</b>						
<b>Production Expenses</b>						
Artists' Fees	840,632	1,015,774	629,592	475,051	629,592	1,015,774
Stage Labor	164,552	212,550	136,690	157,169	136,690	212,550
Production Wages and Benefits	274,591	258,210	252,080	189,650	252,080	258,210
Other Production Expenses	898,423	851,247	884,309	755,258	884,309	851,247
BNH Stage All	85,716	0	0	0	0	0
<b>Total Production Expenses</b>	<b>2,263,914</b>	<b>2,337,781</b>	<b>1,902,671</b>	<b>1,577,128</b>	<b>1,902,671</b>	<b>2,337,781</b>
<b>General &amp; Administrative</b>						
Wages	578,588	479,442	470,077	429,942	470,077	479,442
Taxes & Benefits	156,672	158,586	149,439	132,831	149,439	158,586
Marketing	21,402	47,400	41,927	33,124	41,927	47,400
Supplies	36,118	28,400	27,217	25,417	27,217	28,400
Meetings/Event Expense	12,067	9,400	7,711	8,916	7,711	9,400
Travel and Conferences	10,239	17,300	10,538	7,603	10,538	17,300
Dues & Subscriptions	4,348	3,950	3,767	2,860	3,767	3,950
Postage	11,123	8,630	8,086	7,512	8,086	8,630
Telephone	7,159	6,000	6,871	7,307	6,871	6,000
Utilities	101,357	98,400	98,619	96,064	98,619	98,400
Repairs and Maintenance	76,371	80,000	87,071	89,630	87,071	80,000
Insurance	49,359	49,000	44,736	46,509	44,736	49,000
Professional Services	28,005	28,000	27,972	30,800	27,972	28,000
Interest Expense (Net)	33,762	38,900	41,628	37,292	41,628	38,900

For Management Purposes Only

Capitol Center for the Arts  
**Statements of Operations**  
 For the Period Year Ended July 31, 2019  
 Printed on: October 2, 2019

	Actual YTD	Budget YTD	Prior YTD	FY2018 Actual	FY2019 Actual	FY20 Budget
Miscellaneous	16,240	26,682	94,074	24,146	94,074	26,682
<i>Other General &amp; Admin Expenses</i>	<i>1,142,810</i>	<i>1,080,090</i>	<i>1,119,733</i>	<i>979,953</i>	<i>1,119,733</i>	<i>1,080,090</i>
<b>TOTAL OPERATING EXPENS</b>	<b>3,406,724</b>	<b>3,417,871</b>	<b>3,022,404</b>	<b>2,557,081</b>	<b>3,022,404</b>	<b>3,417,871</b>
<b>NET OPERATING INCOME (L</b>	<b>(47,960)</b>	<b>95,000</b>	<b>163,997</b>	<b>231,582</b>	<b>163,997</b>	<b>95,000</b>
Pledge Rec Fair Value Adjust	(37,709)	(10,000)	(46,813)	(8,475)	(46,813)	(10,000)
Ovation Pledges- Restricted	104,132	100,000	89,500	101,387	89,500	100,000
Ovation Pymnts- Release	(98,993)	(115,000)	(111,656)	(111,716)	(111,656)	(115,000)
Other Non-operating Income	1,885	0	0	25,573	0	0
NMTC Financing Income Activity	36,628	0	0	0	0	0
CAP III Revenue	1,423,642	2,000,000	2,704,687	443,462	2,704,687	2,000,000
CAP III Revenue-Restricted Fund	0	0	0	202,265	0	0
Endowment Realized NetEarnings	44,703	30,000	34,921	8,407	34,921	30,000
Endowment Unrealized Earnings	(1,198)	0	8,437	9,097	8,437	0
Individual Donations	0	0	0	25,000	0	0
Corporate Rev-Next season	43,100	50,000	46,475	56,475	46,475	50,000
Corporate Rev Recog in PY	(46,575)	(46,475)	(56,475)	(48,975)	(56,475)	(46,475)
Gain/Loss on Sale of Assets	0	0	(43,431)	0	(43,431)	0
Gain/Loss Stock Sales	(2,298)	0	(2,518)	700	(2,518)	0
Depreciation	291,070	290,000	289,332	287,823	289,332	290,000
Loss (Gain) on swap	0	0	(24,615)	(32,275)	(24,615)	0
Capital Improvement Plan	0	0	0	33,492	0	0
Capital Campaign III	149,441	300,000	194,237	179,690	194,237	300,000
CC3-Consulting Fees	35,800	50,000	29,459	33,247	29,459	50,000
CC3-Events and Meetings	0	0	0	1,708	0	0
CC3-NMTC Expense Activity	10,500	0	0	0	0	0
CC3-Miscellaneous	691	1,000	1,062	1,460	1,062	1,000
CC3-Interest Expense	87,514	100,000	8,589	0	8,589	100,000
Amortization	4,304	4,300	5,754	664	5,754	4,300
<b>Non-Operating Activity</b>	<b>887,997</b>	<b>1,263,225</b>	<b>2,119,309</b>	<b>197,391</b>	<b>2,119,309</b>	<b>1,263,225</b>
<b>Total Change in Net Assets</b>	<b>840,037</b>	<b>1,358,225</b>	<b>2,283,306</b>	<b>428,973</b>	<b>2,283,306</b>	<b>1,358,225</b>

For Management Purposes Only

Capitol Center for the Arts  
Statements of Operations  
For the Period Year Ended July 31, 2019  
Printed on: October 2, 2019

Actual YTD      Budget YTD      Prior YTD      FY2018 Actual      FY2019 Actual      FY20 Budget

**Past Chair**

**David Fries**  
Attorney, Cleveland, Waters  
and Bass, PA

**Chair**

**Lynn Kilchenstein**  
Professor/Past President,  
NHTI

**Vice Chair**

**Ron Reed**  
Retired from LFG

**Vice Chair**

**Mark Zankel**  
State Director  
The Nature Conservancy

**Treasurer**

**Rusty Mosca**  
Managing Director  
Nathan Wechsler

**Secretary**

**Cynthia Rouvalis**  
Special Education  
Reading Tutor

**Emeritus Board Chair**

**John Swope**  
Retired Insurance Company  
President; Philanthropist

**Campaign Chair**

**Robert O. Wilson**  
Retired Oral Surgeon

**Monique Brown**

Senior Financial Advisor  
Ledyard Financial Advisors

**Byron Champlin**

Retired, Regional Director of  
Foundation & Community  
Relations, Lincoln Financial  
Group

**Chris Dubè**

Attorney, McLane Middleton

**Mark Goldstein**

Principal/Project Manager,  
Milestone Engineering &  
Construction, Inc.

**Peter Imse**

Attorney, Sulloway & Hollis

**Rick Johnson**

Head of School  
Beech Hill School

**Edward M. Kaplan**

Attorney, Sulloway & Hollis

**Joseph Maloy**

President & COO,  
Polaris Direct

**Susan Martore-Baker**

President, Cambridge  
Trust Company of NH

**Tom Moran**

Director, Information  
Technology Services  
Concord Hospital

**Robert Moses**

Retired Attorney, Health  
Care Industry

**Jeanine Poole**

Attorney

**Paul C. Rizzi, Jr.**

Past President,  
Merrimack County  
Savings Bank

**Blake Wayman**

Senior Vice President  
Boston Partners Financial  
Group

**Nicolette Clarke**

Executive Director CCA

**Nicolette B. Clarke**  
[nicolettebc@gmail.com](mailto:nicolettebc@gmail.com)

15 Rumford Street  
Concord, NH 03301  
Cell 978-400-1740

P.O. Box 254  
Quechee, VT 05059  
Home 802-295-3653

## **Professional Experience**

### **2007 – Present**

#### **Executive Director, Capitol Center for the Arts, Concord, NH**

Direct a regional performing arts center that is committed to presenting artists that inspire, educate, entertain and strengthen community bonds.

- Present an array of performing arts events in renovated 1927 Proscenium Theatre with 1300 seats.
- Introduced the Spotlight Café and Salon Series to expand programming in an intimate setting.
- Oversee education program that supports connections to school curricula and serves 12,000 students and teachers each year.
- Manage \$2.6 million annual budget and 18-member staff.
- Oversee the care and maintenance of three facilities that compose the Center's complex.

### **2004 – 2006**

#### **Director of Development, Cushing Academy, Ashburnham, MA**

Directed fundraising office for a college prep boarding school serving 440 students in central Massachusetts.

- Successfully completed final two years in a \$26.5 million comprehensive campaign.
- Managed a seven-member department and the coordination of parent and alumni programs that resulted in a 47% increase in the annual fund over two years.
- Blended the alumni and parent programs to incorporate regional portfolios thereby expanding geographic reach, while reducing travel and event costs.
- Coordinated a strategic planning process for the school as a member of the Headmaster's management team.

### **1996 – 2004**

#### **Executive Director, New York State Council on the Arts, New York, NY**

Directed the state agency that makes strategic investments in the cultural resources of New York State, awarding approximately 2700 grants annually to organizations in the performing, literary, visual, electronic and design arts. Managed 60-member staff with a 20-member board and \$50 million budget. Served as chief advocate and spokesperson for the nonprofit arts community with government officials and community leaders.

- Worked to strengthen the position of the arts with the Governor and Legislature, resulting in a 22% increase for arts funding.
- Served on host committee for national conference that raised \$400,000 for event activities. Designed workshop format and content for professional development program at conference.
- Established a partnership with the NY State Department of Education to create the Empire State Arts Education Partnership that utilized the resources of cultural institutions in support of K-12 curricula in schools from Buffalo to Long Island.
- Established web-based application system that improved communication with constituents and turnaround time for grant application processing.

### **1991 – 1996**

#### **Executive Director, Vermont Arts Council, Montpelier, VT**

Led non-profit agency designated by the legislature to enhance the cultural life of Vermont communities. Managed a 15-member staff with a 20-member board and a budget of \$1.5 million.

- Directed agency plan that revamped grant programs and services to expand geographic reach and increase citizen involvement.
- Served as chief advocate and lobbyist for the Council with the State legislature during economic recession and successfully secured level or increased funding in four of the five years as Executive Director.
- Raised 20% of annual budget from private sources including annual fund membership, individual major gifts and corporate sponsorships.
- Developed first partnership with tourism office. Marketing efforts resulted in increased visibility, sales and attendance for Vermont artists and their products and programs.
- Partnered with Vermont Community Foundation to create grant program for artists.

**1987 – 1991**

**Arts in Education Coordinator, Vermont Arts Council, Montpelier, VT**

Managed school-based artist residencies. Coordinated artist selection process and maintained roster. Designed and implemented orientation and professional development programs for roster artists.

- Expanded breadth and depth of artist and school partnership programs in all counties across the state; aligning programs with state and national standards.
- Developed partnership in student assessment with Vermont Department of Education. Succeeded in obtaining private foundation funds to underwrite the three-year pilot program.

**1978 – 1985**

**Dance Faculty, The Town School, New York, NY; Performer, Green House Dance Ensemble, New York, NY; Performer, Sundance Foundation for Ritual Arts, NYC**

- Developed and taught K-8 sequential dance program in technique and choreographic skills for private elementary school.
- Performed with two modern dance companies including appearances at the 92nd St. YMHA, Dance Theatre Workshop, Riverside Dance Festival, American Museum of Natural History and the Brooklyn Academy of Music.

**1974 – 1796**

**Physical Education and Dance Teacher**

Arabian American Oil Company, Dhahran, Saudi Arabia

- Initiated first elementary school physical education and dance program in this company school serving 500 students.

**Professional Service**

1991-1996 New England Foundation for the Arts Board Member  
 1994-1996 National Assembly of State Arts Agencies Board Member  
 1996-2004 Mid-Atlantic Arts Foundation Board Member  
 2000-2004 National Assembly of State Arts Agencies Board Member  
 2009-Present New Hampshire Citizens for the Arts Board Member  
 2008-Present Creative Concord Committee  
 2009-2014 Rotary Club of Concord Member  
 2012-Present Concord Area Chamber of Commerce Board Member

**Education**

1986 Harvard University, Cambridge, MA *Masters of Education*  
 1976 Laban Center, Goldsmith College, Univ: of London *Diploma*  
 1974 Springfield College, Springfield, MA *Bachelor of Science*  
 Other Graduate credits: New York University, University of Vermont