



STATE OF NEW HAMPSHIRE
 DEPARTMENT of CULTURAL RESOURCES
*State Council on the Arts, Division of Historical Resources
 State Library, Film & Television Office,
 Commission on Native American Affairs (administratively attached)*

20 Park Street
 Concord, New Hampshire 03301



VAN McLEOD
 Commissioner
 Van.McLeod@dcr.nh.gov

TEL: 603-271-2540
 FAX: 603-271-6826
 www.nh.gov/nhculture

August 13, 2014

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

The Department of Cultural Resources, Division of the Arts, requests permission to award a Public Value Partnership Grant in the amount of \$5,200 to Lebanon Opera House (Vendor code 157014) to strengthen their capacity for affordable diverse arts programs to New Hampshire residents and visitors, effective upon Governor and Council approval through June 30, 2015.
 100% Federal Funds.

Funds are available in the account titled Federal Arts Partnership Grant as follows:

01-34-34-341010-1255000-072-500575 Grants Federal	<u>FY15</u>
	\$5,200

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 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 Arts Council Board 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. 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.

Should Federal Funds become no longer available General Funds will not be requested to support this program.

Respectfully submitted,

Van McLeod
 Commissioner





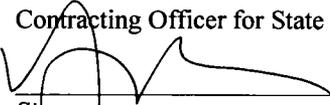
NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Lebanon Opera House Improvement (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

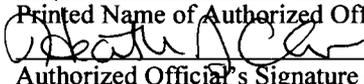
- GRANT PERIOD: FY2015**
- OBLIGATIONS OF THE GRANTEE:**
 - The Grantee agrees to accept **\$5,200.00** and apply it to the program(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor 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:

Lebanon Opera House Improvement is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.
 - The Grantee agrees to provide up to two (2) complimentary tickets/admissions as requested for site visits by appropriate Council staff/evaluators.
 - 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.
- PAYMENT** will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council
- 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.**
- 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 _____ Date 8.12.14
 Name, Title: Virginia Lupi, Director

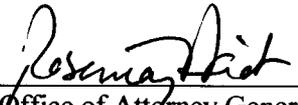
GRANTEE SIGNATURE

Org/ Name: Lebanon Opera House Improvement
 Address: PO Box 384 Lebanon NH 03766
Heather Clow
 Printed Name of Authorized Official for Grantee

 Authorized Official's Signature & Title _____ Date 8/5/14

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Srafton

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

 Office of Attorney General _____ Date 8-14-14

On the 5th day of Aug 2014 before the undersigned officer, personally appeared
Heather Clow
 (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.
Priscilla Ann Baranville
 Notary Public/ Justice of the Peace
 Printed Name: PRISCILLA ANN BARANVILLE
 My Commission expires: June 4, 2019

CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with
New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

* Resolution date must occur on or before the Grant Agreement is signed.

** Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.

1. *Resolution:

THIS IT TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors

Lebanon Opera House on August 4, 2014
(name of organization)

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that Heather Clow is hereby authorized
(Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

Signed: [Signature]
(Signature of Clerk/Secretary to the board)
Printed Name Steven B Theriault

2. **Certificate

STATE OF NEW HAMPSHIRE

COUNTY OF Srafton

On the 5th day of Aug, 2014 before the undersigned officer, personally appeared Steven B Theriault, or satisfactorily proven to be the person whose name appears
(print name of person whose signature is being notarized)
above, and acknowledged s/he executed this document in the capacity indicated.

[Signature]
Notary Public/ Justice of the Peace
Printed Name: Priscilla Ann Baranville
My Commission Expires June 4, 2019

Heather J. Clow

Work Experience

Lebanon Opera House, Lebanon, NH

Executive Director

February 2008 - present
(Interim 2/1/08 – 6/2/08)

Responsible for administrative management and organizational leadership.
Programs and markets Mainstage and youth education series season.
Implements board policies and organization's strategic vision.
Establishes and maintains partnerships with community organizations and businesses.
Directs development efforts including grants, corporate sponsors and individual donors.
Liaison to City of Lebanon and Lebanon School District.
Prepares annual budget.
Coordinates rentals and maintains master facility calendar.
Develops personnel policies and procedures.
Attends all LOH board and committee meetings.
Reviews performance and promotes professional development of managerial personnel.

Lebanon Opera House, Lebanon, NH

Associate Director

July 2004 – February 2008

Senior staff member
Booked Youth Education Series! (YES!) season, including in-school workshops and residencies
Communicated with agents and maintained all contracts for YES! season
Developed and adhered to balanced budget for YES!
Created and distributed YES! study guides to educators
Acted as lead presenter for YES! events
Administered Operation Open Invitation to the Arts program
Researched and oversaw solicitation of grants and other funding from national foundations and organizations
Planned and orchestrated all special fundraising events
Researched and cultivated relationships with, and solicits contributions from existing and new individuals, corporations, foundations and government agencies
Prepared proposals and grant applications
Coordinated, trained and scheduled all volunteers
Solicited advertisers for LOH season playbill

Lebanon Opera House, Lebanon, NH

Box Office Manager

May 2001 – June 2004

Managed daily operations of box office
Trained and supervised box office and front of house staff

The US Department of Agriculture, White River Junction, VT

Program Technician

July 1993 – May 2001

Other Experience / Memberships

Upper Valley Non-Profit Executive Director Forum

January 2013 - Present

Planned Giving Council of NH & VT

November 2011 – Present

Lebanon, NH Rotary Club

May 2008 – June 2009

New Hampshire State Council on the Arts

October 2004

Touring Roster Evaluation Committee Member

Upper Valley Arts Alliance

May 2001 - Present

Arts Presenters of Northern New England

May 2001 – Present

President (2010 – 2012)

References

Furnished Upon Request

Heather J. Clow
3 Sycamore Drive
White River Junction, VT 05001
(603) 443-0142
heather.clow@gmail.com

Education

Goucher College, Baltimore, Maryland Masters of Arts Administration, 3.97 GPA	August 2009
St. Michael's College, Colchester, Vermont Bachelor of Arts in Fine Arts - Drama, magna cum laude	May 1992

Continuing Training

Results Based Accountability 101 Benchmarks for a Better Vermont, Burlington, VT	March 2014
Performing Arts Exchange South Arts, Nashville, TN	September 2013
New Hampshire Governor's Conference on Tourism NH Division of Travel & Tourism Development, Concord, NH	April 2013
Messaging & Marketing Conference NH Center for Nonprofits, Concord, NH	July 2012
Developing a Social Media Policy The River Valley Human Resources Association, White River Jct., VT	May 2012
Business Education Session "Effective Governance for Nonprofit Boards" Hanover Chamber of Commerce, Hanover, NH	December 2011
Business Education Session "Leadership: What You Need to Know" Hanover Chamber of Commerce, Hanover, NH	December 2010
Contact East, Atlantic Canada's Performing Arts Conference Atlantic Presenters, Antigonish, NS	September 2010
Upper Valley Nonprofit Exchange Tuck School of Business at Dartmouth, Center for Business & Society, Hanover, NH	May 2010 – Present
Emerging Leadership Institute Association of Performing Arts Presenters, New York, NY	January 2006
TGCI Grantsmanship Training Program Burlington, VT	August 2005
International Performing Arts for Youth 27 th Annual Showcase Cleveland, OH	January 2005
Summer Institute for Arts Management Arts Extension Service, University of Massachusetts, Amherst, MA	August 2004
Annual Member Conference Association of Performing Arts Presenters, New York, NY	January 2002-2014
Winter Institute – Revenue Management Association of Performing Arts Presenters, New York, New York	January 2004
Arts Management Online Course – Strategic Planning Arts Extension Service, University of Massachusetts, Amherst, MA	September – December 2002

**Lebanon Opera House Board of Directors
2014-15**

Paul Coats [City of Lebanon rep]
Director, Lebanon Recreation & Parks
Appointed October 2009

Ann Greenwald
Personal trainer & group fitness instructor
Elected July 2014 (first term)
Term Ends June 2017

Eric Janson
Attorney, Janson & Koppenheffer
Elected October 2009 (second term)
Term Ends June 30, 2015

Paul Olsen [President]
Director of Real Estate, Dartmouth College (Retired)
Elected March 2011 (second term)
Term Ends June 30, 2017

M. Anne Sa'adah
Joel Parker Professor of Law & Political Science,
Dartmouth College
Elected July 9, 2013 (first term)
Term Ends June 30, 2016

Steven Therriault [Secretary]
Personal Banker, Mascoma Savings Bank
Elected June 2008 (second term)
Term Ends June 30, 2014

Dianne Estes [Interim SAU 88 Rep]
Director of School & Community Relations, SAU 88
Appointed July 2014

Phil Harrison [Treasurer]
Real estate and finance professional
Elected March 2011 (second term)
Term Ends June 30, 2017

Kevin Lane Keller
E.B. Osborn Professor of Marketing,
Tuck School of Business at Dartmouth College
Elected July 22, 2013 (first term)
Term Ends June 30, 2016

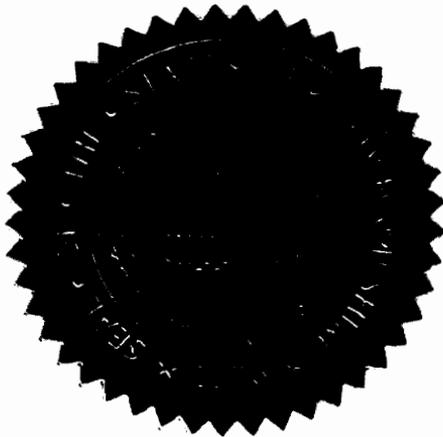
Dr. Robert Racusin [Vice President]
Emeritus Professor of Psychiatry & Pediatrics,
Geisel School of Medicine at Dartmouth College
Elected June 2012 (first term)
Term Ends June 30, 2015

John Schiffman
CPA & Founder, Schiffman, Dattilio & Liepmann, PC
Elected December 2009 (second term)
Term Ends June 30, 2015

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 LEBANON OPERA HOUSE IMPROVEMENT CORPORATION is a New Hampshire nonprofit corporation formed February 26, 1991. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 20th day of September A.D. 2013

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

William M. Gardner
Secretary of State