

# *Mechanics Hall*

CELEBRATE WITH US

October 14, 2024

Dear Trustee:

Welcome to a new Mechanics Hall year!

This packet includes the FY25 budget, the contact information for the full Board of Trustees, and a description of the committees on which Trustees work.

New trustees are expected to decide on their committee service by December 15<sup>th</sup>. Before then, new trustees will be invited to all committee meetings. Please sit in on any committee meetings that interest you.

All trustees are welcome to attend any committee meeting throughout the year. Refer to the schedule in this packet.

Also included in this packet are the conflict-of-interest document and the personal information document, both of which you must complete and return to Heather Zeena ([hzeena@mechanicshall.org](mailto:hzeena@mechanicshall.org)) by **Friday, October 18, 2024**. These documents are required each year.

I hope you find this information helpful and if you have questions, please let me know.

I'm looking forward to our work together.

Yours sincerely,

*Kathy*

Kathleen M. Gagne  
Executive Director



# *Mechanics Hall*

CELEBRATE WITH US

## **VISION**

The Worcester County Mechanics Association enriches communities, encourages artistic expression, invites inquiry and the exchange of ideas, and celebrates human experiences, all within the inspirational and historical elegance of Mechanics Hall.

## **MISSION**

To enrich the cultural, social, and economic vitality of the community by stewarding Mechanics Hall, a historic landmark and world-class performance hall, which serves as an inspirational gathering place for programs and events that showcase the vast diversity of human experience.

## **VALUES**

The WCMA values the foundation of its past, celebrates the present, and looks with open-minded optimism toward the future. We value:

- The power of many voices to set in motion the exchange of ideas, cultures, customs, and traditions
- Lifelong education and self-improvement
- Providing a platform for cultivating interest in and exploring social ideals, arts and culture, science and humanities, and their expression of a wider vision of human potential
- Creativity and innovation to enhance the quality of our lives
- The pursuit of excellence and the powerful example it provides to reach beyond limitations
- Leadership in service to the community
- Extraordinary spaces, their effect on the human spirit, and their facility in celebrating achievements and milestones



## *Mechanics Hall*

### **BOARD OF TRUSTEES: 2024-2025**

Revised: 10/14/2024 HZ

**Jennifer Antkowiak, Vice President**

Owner  
Soundshine Productions  
47 Bay State Road  
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**Patricia Davidson, J.D.**

Partner  
Mirick O'Connell  
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## *Mechanics Hall*

### **BOARD OF TRUSTEES: 2024-2025**

Revised: 10/14/2024 HZ

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## *Mechanics Hall*

### **BOARD OF TRUSTEES: 2024-2025**

Revised: 10/14/2024 HZ

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#### **Honorary Trustees:**

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13140 Cypress Glen  
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West Palm Beach, FL

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## **SUMMARY OF COMMITTEES**

All Trustees are expected to serve on a minimum of one committee. The Finance Committee & Executive Committee meet monthly; all others meet as noted in the summaries.

### **EXECUTIVE COMMITTEE**

The Executive Committee is comprised of the President, Clerk, Treasurer, Vice Presidents and any Trustee appointed by the President. The Executive Committee is a governing body and meets monthly to review the reports of the other Trustee committees and to act on behalf of all Trustees in the interest of Mechanics Hall and its mission. The Executive Committee is responsible to support the Executive Director and to evaluate and assess the accomplishments of the Executive Director. The Executive Committee usually meets the third Tuesday of every month.

### **FINANCE COMMITTEE**

Reviews, evaluates, and makes recommendations to the Executive Committee, Board of Trustees and/or the Executive Director as to the following: financial reports, financial policy, the budget process, internal controls, capital expenditure practices and such other matters deemed advisable. The Finance Committee usually meets the third Tuesday of every month.

### **GOVERNANCE COMMITTEE**

The Governance Committee is responsible for nominating qualified individuals to serve on the Mechanics Hall Board of Trustees, anticipating vacancies on the Board, evaluating current board members' participation, communicating to all board members the quality of candidates for whom the committee is looking, conducting screening interviews with Board prospects, and such matters deemed required.

- Makes note of rising professionals in the community and recommends prospective Modern Mechanics Guild members to the Executive Director and Guild leaders.
- Bi-annually reviews the Bylaws and, when deemed appropriate, recommends changes thereto.
- Maintains descriptions of work of the various committees of the Board and, when deemed appropriate, recommends changes thereto.
- Hosts Annual Meeting.
- Assists the Executive Director with Trustee Meeting agendas
- The Governance Committee meets, if necessary, on the second Tuesday of October, December, February, April, June or as otherwise deemed necessary.

## **MEMBERSHIP & DEVELOPMENT COMMITTEE**

Working with Mechanics Hall staff to understand the base of support for Mechanics Hall within and outside of the community, the Membership & Development Committee strategizes how to broaden engagement with constituents to generate significant and sustainable financial support for capital needs, operations, and programming.

- Working with the Executive Director, reviews the annual Development Plan for Fundraising and helps identify strategies to prospect, cultivate, and steward donors.
- Consults with and assists staff in developing and promoting special events that support the mission and enhance Mechanics Hall's role in the community.
- Usually meets on the first Thursday of September, November, January, March, or May or as otherwise deemed necessary.

## **PROPERTY COMMITTEE**

The Property Committee provides guidance and oversight for construction, maintenance, and renovations of the physical property and assets of Mechanics Hall.

- Works with the Facilities Director and Executive Director to develop and present plans for and prioritizing renovation and/or replacement of Hall property.
- Ensures appropriate levels of maintenance are established for all equipment and physical features of the Hall as well as compliance with all applicable codes and safety regulations.
- Works to preserve the historical value of Mechanics Hall, while providing needed upkeep and renovations that ensure the Hall's presence and use for generations to come.
- Usually meets on the second Tuesday of September, November, January, March, and May or as otherwise deemed necessary.

## **SALES & MARKETING COMMITTEE**

The Sales & Marketing Committee members become familiar with the Hall's client base and support opportunities to curate and expand the base in alignment with the Mechanics Hall mission. The Committee supports opportunities for maximizing the effects of marketing, communications, and advertising efforts.

- Helps identify strategies for attracting and marketing events.
- Consults with and assists staff in developing and promoting special events that support the mission and preserves and that enhance Mechanics Hall's role in the community.
- Usually meets on the first Thursday of October, December, February, April, and June or as otherwise deemed necessary.

## **STRATEGIC PLANNING**

The Strategic Planning Committee (SPC) annually sets the directional focus for committees to follow toward achieving board-established strategic goals. Representatives from each committee are members of the SPC as well as some at-large members. The SPC generally meets quarterly or as needed.

# MEETING SCHEDULE 2024-2025

**ANNUAL MEETING: TUESDAY, SEPTEMBER 23, 2025**

## BOARD OF TRUSTEES

12:00 pm, typically **fourth** Tuesday of **odd** months.

	November 19, 2024 - <i>IN PERSON</i>
	January 28, 2025 - <i>ZOOM</i>
<b>TUESDAY</b>	March 25, 2025 - <i>IN PERSON</i>
	May 27, 2025 - <i>ZOOM</i>
	June 24, 2025 - <i>BUDGET ZOOM</i>

## SALES & MARKETING COMMITTEE

12:00 pm, typically **first** Thursday of **even** months.

	October 10, 2024 - <i>ZOOM</i>
<b>THURSDAY</b>	December 5, 2024 - <i>ZOOM</i>
<i>Committee Chair</i>	February 6, 2025 - <i>ZOOM</i>
Victoria	April 3, 2025
Mariano	June 5, 2025

## EXECUTIVE COMMITTEE

12:00 pm, typically **third** Tuesday of **every** month.

	October 15, 2024 - <i>IN PERSON</i>
	November 12, 2024 - <i>ZOOM</i>
	December 17, 2024 (& HOLIDAY PARTY)
	January 21, 2025 - <i>ZOOM</i>
	February 18, 2025 - <i>ZOOM</i>
<b>TUESDAY</b>	March 18, 2025 - <i>IN PERSON</i>
	April 15, 2025 - <i>ZOOM</i>
	May 20, 2025 - <i>IN PERSON</i>
	June 17, 2025 - <i>ZOOM</i>
	July 15, 2025 - <i>ZOOM</i>
	August 19, 2025 - <i>ZOOM</i>
	September 16, 2025 - <i>ZOOM</i>

## MEMBERSHIP & DEVELOPMENT COMMITTEE

12:00 pm, typically **second** Thursday of **odd** months.

	September 12, 2024 - <i>ZOOM</i>
<b>THURSDAY</b>	November 14, 2024 - <i>ZOOM</i>
<i>Committee Chair</i>	January 9, 2025 - <i>ZOOM</i>
Ellen Conte	March 13, 2025 - <i>ZOOM</i>
	May 8, 2025 - <i>ZOOM</i>
	September 11, 2025 - <i>ZOOM</i>

## PROPERTY COMMITTEE

12:00 pm, typically **second** Tuesday of **odd** months.

	September 10, 2024 @ <b>1 p.m.</b> - <i>ZOOM</i>
<b>TUESDAY</b>	November 12, 2024 @ <b>11 a.m.</b> - <i>ZOOM</i>
<i>Committee Chair</i>	January 14, 2025 - <i>ZOOM</i>
Bruce Ellis	March 11, 2025
	May 13, 2025
	September 9, 2025 @ <b>1 p.m.</b>

## FINANCE COMMITTEE

11:30 am, typically **third** Tuesday of **every** month.

	October 15, 2024 - <i>IN PERSON</i>
	November 12, 2024 - <i>ZOOM</i>
	December 17, 2024 (& HOLIDAY PARTY)
	January 21, 2025 - <i>ZOOM</i>
	February 18, 2025 - <i>ZOOM</i>
<b>TUESDAY</b>	March 18, 2025 - <i>IN PERSON</i>
	April 15, 2025 - <i>ZOOM</i>
	May 20, 2025 - <i>IN PERSON</i>
	June 17, 2025 - <i>ZOOM</i>
	July 15, 2025 - <i>ZOOM</i>
	August 19, 2025 - <i>ZOOM</i>
	September 16, 2025 - <i>ZOOM</i>

## STRATEGIC PLANNING COMMITTEE

12:00 pm, typically **first** Thursday of **some odd** months.

	November 7, 2024 - <i>ZOOM</i>
<i>Committee Chair</i>	February 4, 2025 - <i>ZOOM</i>
John Daniels	April 1, 2025 - <i>ZOOM</i>

## GOVERNANCE COMMITTEE

12:00 pm, **second** Tuesday of **some** months.

	September 10, 2024 - <i>ZOOM</i>
	October 8, 2024 - <i>ZOOM</i>
<b>TUESDAY</b>	February 11, 2025 - <i>ZOOM</i>
<i>Committee Chair</i>	April 8, 2025
Ellen Conte	June 10, 2025
	August 12, 2025 - <i>ZOOM</i>
	September 9, 2025 - <i>ZOOM</i>

**Assume meeting is IN PERSON unless ZOOM is indicated.**

# Mechanics Hall

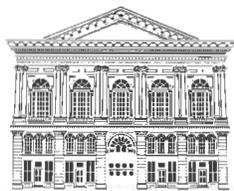
FY25 Budget

<b>FY25 Budget</b>
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**Revenue**

4010.00 Individual Gifts + Membership	100,000
4020.00 Corporate Donations	75,000
4030.00 Foundation Grants	75,000
4040.00 Government Grants	50,000
4200.01 Earned Rev. - Special Events	
<b>Subtotal - Development/Contributions</b>	<b>300,000</b>
4200.02 Earned Rev. - Other Events	30,000
4290.01 Ticket Office	60,000
4500.00 Hall Rentals	1,200,000
4800.00 Beverage Sales	280,000
4895.00 Preservation Fee	50,000
<b>Subtotal - Rentals/Earned Income</b>	<b>1,620,000</b>
4999.00 Interest & Endowment Draw - 5%	216,000
Allocated Income - Fed/Reserves Support	46,000
<b>Subtotal - Endowment/Reserves Support</b>	<b>262,000</b>
<b>Total Revenue</b>	<b>2,182,000</b>
<b>Expenditures</b>	
7200.00 Salaries and Related Expenses	1,376,000
7500.00 Contract Labor	120,000
7510.00 Contract Labor - Hall Rental	120,000
7540.00 Professional Services	47,000
8110.00 Supplies	50,000
8120.00 Supplies - Hall Rental	200,000
8140.00 Printing and Postage	17,000
8200.00 Facility & Equipment Expenses	90,000
8220.00 Utilities	155,000
8510.00 Insurance	140,000
8570.00 Advertising and Marketing	40,000
Other Exp. - Mem., Interest, Spec. Event	22,000
<b>Total Expenditures</b>	<b>2,377,000</b>
<b>Net Operating Revenue</b>	<b>(195,000)</b>

\*\* If necessary, any operating losses incurred in FY25 will be funded through reserves in investments.



*Mechanics Hall*  
Worcester, Massachusetts

## **Annual Conflict of Interest Disclosure Statement**

**From:** \_\_\_\_\_

**To:** Mechanics Hall Board of Trustees

Preliminary note: In order to be more comprehensive this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. For purposes herein, these persons are termed "affiliated persons" and include the following:

- a) any immediate family member,
- b) any corporation or organization of which you are an officer or a partner or are, directly or indirectly, the beneficial owner of 10 percent of more of any class or equity securities, or
- c) any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME (please print)

\_\_\_\_\_

2. CAPACITY:     Trustee                       Officer                       Committee Member, non-Trustee  
                          Staff                                       Other, specify: \_\_\_\_\_

3. Have you or any of your affiliated persons provided services or property to Mechanics Hall in the past year?  
 Yes     No

If yes, please describe the nature of the services or property:

4. Have you or any of your affiliated persons purchased services or property from Mechanics Hall in the past year?  
 Yes     No

If yes, please describe the purchased services or property:

5. Please indicate whether you or any of your affiliated persons had, have, or will have any direct or indirect interest in any business transaction(s) in the past year to which Mechanics Hall was or is a party?  
 Yes     No

If yes, describe the transaction(s):

6. Were you or any of your affiliated persons indebted to pay money to Mechanics Hall at any time in the past year (other than travel advances or the like)?

Yes  No

If yes, please describe the indebtedness:

7. In the past year, did you or any of your affiliated persons receive, or are entitled to receive, directly or indirectly, any personal benefits from, or as a result of your relationship with Mechanics Hall that in the aggregate could be valued in excess of \$1,000 that were not or will not be compensation directly related to your duties to Mechanics Hall?

Yes  No

If yes, please describe the benefit:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving Mechanics Hall?

Yes  No

If yes, please describe the proceeding(s):

9. Are you aware of any other events, transactions, arrangements, or other situations that you believe should be examined by Mechanics Hall's board or the executive committee in accordance with the terms and intent of Mechanics Hall's conflict of interest policy?

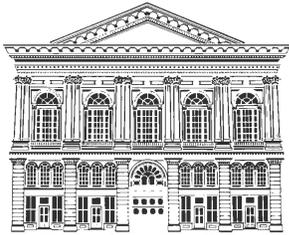
Yes  No

If yes, please describe the situation(s):

I HEREBY CONFIRM that I have read, understand, and agree to comply with the Mechanics Hall conflict of interest policy; that my responses to the above questions are complete and correct; and that I understand Mechanics Hall is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



*Mechanics Hall*  
Worcester, Massachusetts

321 Main Street, Worcester, MA 01608  
T: 508-752-5608  
F: 508-754-8442  
E: info@mechanicshall.org

**Trustee Information Sheet**

Full Name

---

**Employment Information:**

Place of Employment

---

Address

---

Address cont.

---

Your title/position

---

Nature of Business

---

Work Phone:

---

Cell Phone:

---

Work Email:

---

*Does someone else keep your schedule? We'll also send meeting reminders, etc. to them:*

Name:

---

Email:

---

Relationship to you:

---

**Personal Information:**

Home Address (MUST)

---

Address cont.

---

Personal Email

---

Spouse/Life Partner Name

---

Please write your name(s) as you wish to appear in a donor list?

---

**Education/Professional Organizations/Community Involvement , Volunteer Activities:**

---

---

---

Areas of expertise/interest

---

If you have a formal resume, please submit a copy along with this information.

*Important: If your contact information changes in any way, please inform us! Thank you.*