

February 19, 2024

Dear Finance Committee:

Now that the pandemic is behind us, the Orion Performing Arts Center is as busy as ever. The space is used not only for school functions but also for municipal events, like the annual MSAD 75 budget meeting. In addition, many nonprofit and for-profit organizations continue to rent out the space.

Below, from 2001, is an excerpt of the Orion's Use Policy:

The schools of MSAD No. 75 belong to the people of Bowdoin, Bowdoinham, Harpswell and Topsham and they derive substantial support from local taxes. The MSAD No. 75 Board of Directors has established a tradition of making school buildings and related facilities available to local community groups and individuals, and it continues this tradition with OPAC. To maximize use of this unique asset, the Board permits use of the facility by groups outside the District as well. In general, the facility is available for use when not otherwise committed for district purposes.

**The entire policy is shared in the folder we created for the Finance Committee.*

Judith Lloyd serves as the Orion Coordinator, managing the facility and supporting set up of the equipment needed before a meeting or an event. Unlike nonprofit and for-profit rentals, there is no rental fee for municipal or school events. However, the Orion Coordinator position is funded from the Orion's own budget (an enterprise fund), not the MSAD 75 budget. For example,

- Topsham Town Meeting: Judith sets up, but the Orion receives no fee for the event. She is there from 3 pm to 10 pm. Events such as this draw down the Orion funds.

Another example is Judith's recent work with school events:

- Professional Development Day, Feb. 2: Out Maine, and new School Board policy presentation. Judith arrived at 8 am to set up the sound, lights, and projector, and ensured that all tech, such as lighting and microphones, were working for a smooth event for a half day. Another example of staff time needing to be paid for by the Orion with no fee receipts/revenue to cover the cost.
- Sports awards, the MSAD 75 budget meeting, SEED Assembly. All regular MAMS assemblies and some from MTA. Again, she sets up and the Orion receives no rental fees.
- While the Drama programs provide their own tech staff, she also staffs the sound and lights for most Music Dept events (band and choral concerts).

Herein lies the problem. Because 75% of Orion use is spent on school or municipal events, the Orion budget covers the Coordinator's salary from the income from the other fee-related rentals. Moreover, the current funding system does not account for the "wear and tear" to audio and lighting equipment, and the stage floor, which results from usage where no fees are paid to the

Orion.

As a result, the Orion budget has not been able to build a fund to replace or renovate equipment. The current equipment is the original equipment installed in 2001. Notably, the Orion still has a lighting console that is backed up with a floppy disk, and the Orion does not have the funds needed to convert to LED light bulbs. MSAD 75 pays the Orion's energy bill, and a conversion to LED lights would significantly reduce the expense of running the lights during events and performances.

For more information about current equipment needs and costs, see the attached document.

It is undeniable that the Orion Performing Arts Center is a vital resource for a number of groups in our area, including MSAD 75. It is also undeniable that equipment breaks down or needs updating, and without these periodic updates, the Orion Performing Arts Center would not be an attractive space to hold meetings and performances.

With input from Jennifer Gagnon, Finance Manager for MSAD 75, the Orion committee recommends a number of operational and budgetary adjustments to promote long term financial stability for the Orion. These recommendations include:

1. MSAD 75 should fund OPAC Coordinator Position allowing fund balance to cover necessary continued maintenance and upgrade costs
2. The MSAD 75 Board should authorize an increase rental fees on average of three percent for three years
3. The Orion will update the current fee structure on the building use form to properly account for and charge for accurate custodial costs
4. The Orion will develop a strategic three-year plan that prioritizes what the Orion needs to purchase in order to remain one of the top performing art centers in the Midcoast area

Finally, we would like to share this document that compares how other schools use and fund their performing art centers. The Orion is unique in terms of how much municipal, nonprofit, and for-profit use it sees each year, and that the district does not pay for salaries, maintenance, or capital improvements.

If you have any questions, please let us know and we will be happy to answer them.

Sincerely,

The Orion Committee

Overall Asks

- 1 District to fund OPAC Coordinator Position allowing fund balance to cover necessary continued maintenance and upgrade costs
- 2 Increase rental fees on average of 3% for three years Non Profit -From \$280 FY24 to \$305 in FY27 Profile- From \$460 FY24 to \$502 in FY27
- 3 Update building use form for more accurate Custodial costs

Removal of ALL OPAC Coordinator Costs

5% increases for both Exp and Revenue

	SFY 23	SFY24	SFY25	SFY26	SFY27
Fund balance Beg of year	\$24,888.81	\$20,931.07	\$10,805.41	\$16,086.51	\$22,364.17
Plus Revenue	\$14,927.50	\$18,982.00	\$19,931.10	\$20,927.66	\$21,974.04
Minus Expenditures	\$18,885.24	\$20,547.67	\$6,500.00	\$6,825.00	\$7,166.25
Minus maintenance expenditures	\$18,885.24	\$8,559.99	\$14,650.00	\$14,650.00	\$13,700.00
Fund Balance end of year	\$20,931.07	\$10,805.41	\$16,086.51	\$22,364.17	\$30,638.20

Approx Amount to be taken on by General Fund
 Salary/Benefits \$14-16K Time is based on actual need

Mutli Year budget Planning

WITH NO FUNDING CHANGES

5% increases for both Exp and Revenue

	SFY 23	SFY24	SFY25	SFY26	SFY27
Fund balance Beg of year	\$24,888.81	\$20,931.07	\$10,805.41	\$9,161.46	\$7,435.31
Plus Revenue	\$14,927.50	\$18,982.00	\$19,931.10	\$20,927.66	\$21,974.04
Minus Expenditures	\$18,885.24	\$29,107.66	\$21,575.05	\$22,653.81	\$23,786.50
Fund Balance end of year	\$20,931.07	\$10,805.41	\$9,161.46	\$7,435.31	\$5,622.85

* Includes light board purchase

Removal of 50% OPAC Coordinator Costs

5% increases for both Exp and Revenue

	SFY 23	SFY24	SFY25	SFY26	SFY27
Fund balance Beg of year	\$24,888.81	\$20,931.07	\$10,805.41	\$16,236.51	\$21,939.17
Plus Revenue	\$14,927.50	\$18,982.00	\$19,931.10	\$20,927.66	\$21,974.04
Minus Expenditures	\$18,885.24	\$29,107.66	\$14,500.00	\$15,225.00	\$15,986.25
Fund Balance end of year	\$20,931.07	\$10,805.41	\$16,236.51	\$21,939.17	\$27,926.95

* Includes light board purchase

Removal of ALL OPAC Coordinator Costs

5% increases for both Exp and Revenue

	SFY 23	SFY24	SFY25	SFY26	SFY27
Fund balance Beg of year	\$24,888.81	\$20,931.07	\$10,805.41	\$24,236.51	\$38,339.17
Plus Revenue	\$14,927.50	\$18,982.00	\$19,931.10	\$20,927.66	\$21,974.04
Minus Expenditures	\$18,885.24	\$29,107.66	\$6,500.00	\$6,825.00	\$7,166.25
Fund Balance end of year	\$20,931.07	\$10,805.41	\$24,236.51	\$38,339.17	\$53,146.95

* Includes light board purchase

Removal of ALL OPAC Coordinator Costs and paying Maintenance Plan

5% increases for both Exp and Revenue

	SFY 23	SFY24	SFY25	SFY26	SFY27
Fund balance Beg of year	\$24,888.81	\$20,931.07	\$10,805.41	\$9,586.51	\$9,039.17
Plus Revenue	\$14,927.50	\$18,982.00	\$19,931.10	\$20,927.66	\$21,974.04
Minus Expenditures	\$18,885.24	\$29,107.66	\$21,150.00	\$21,475.00	\$20,866.25
Fund Balance end of year	\$20,931.07	\$10,805.41	\$9,586.51	\$9,039.17	\$10,146.95

* Includes sound board purchase

Maintenance Plan

Project	Scope	Total Project Cost	SFY 23	SFY24	SFY25	SFY26	SFY27	Notes
Element Console	Light board plus installation	\$8,559.99	\$8,559.99					Purchased using fund balance- Highest priority
Side spot Lighting	12 @ \$1,475.00 each	\$17,700.00		\$5,900.00	\$5,900.00	\$5,900.00	4 each year	
Catwalk Lighting	14 @ \$950.00	\$13,300.00		\$4,750.00	\$4,750.00	\$3,800.00		
Over the Stage Lighting	12 @ \$790.00	\$9,480.00		\$3,160.00	\$3,160.00	\$3,160.00	4 each year	
Cable needed for fixtures		\$2,520.00		\$840.00	\$840.00	\$840.00	spread evenly	
Total			\$8,559.99	\$14,650.00	\$14,650.00	\$13,700.00		