

*Friends*  
of Mondavi Center

**MEMBER HANDBOOK**

2016–2017



ROBERT AND MARGRIT  
**MONDAVI CENTER**  
FOR THE PERFORMING ARTS  
**UC DAVIS**

## Friends Executive Board 2016–17

|                       |                    |
|-----------------------|--------------------|
| <b>President</b>      | Francie Lawyer     |
| <b>Vice President</b> | Leslie Westergaard |
| <b>Secretary</b>      | Karen Broido       |

## Standing Committee Chairs

|   |                    |
|---|--------------------|
| <b>Friends Events</b>   | Wendy Chason       |
| <b>Gift Shop</b>  | Marge Dolcini      |
| <b>Membership</b>   | Barbara Linderholm |
| <b>Mondavi Center Tours</b>   | Judy Fleenor       |
| <b>School Matinee Support</b>   | Verena Leu Young   |
| <b>School Matinee Ushers /<br/>Front of House Liaison</b>                 | Lynne de Bie       |
| <b>School Outreach</b>  | Lynette Ertel      |
| <b>Audience Services and Volunteer<br/>Engagement Manager, Ex Officio</b> | Marlene Freid      |

# *Welcome*

to Friends of Mondavi Center

Friends of Mondavi Center are donors who are also active volunteers. They assist with education, outreach, and fundraising. Friends raise thousands of dollars and contribute thousands of hours each year to support the Mondavi Center presenting program.

As a member of Friends, you have the opportunity to work and socialize with individuals who share an interest in the performing arts. Friends are extensively involved in the “behind the scenes” work of the Mondavi Center.

Friends have the opportunity to participate in the many areas where volunteers are needed. Those areas are outlined in this handbook.

## Table of Contents

|   |          |
|---|----------|
| <b>Friends' Mission Statement</b>                             | <b>1</b> |
| <b>Membership Requirements</b>                                | <b>2</b> |
| <b>General Information</b>                                    | <b>3</b> |
| <b>The Standing Committees<br/>and Their Responsibilities</b> | <b>4</b> |
| <b>The History of Friends</b>                                 | <b>6</b> |
| <b>Mondavi Center Contact Information</b>                     | <b>7</b> |

## Friends' Mission Statement

**Friends of Mondavi Center is a donor-based organization whose mission is to assist the Mondavi Center presenting program with education, outreach and fundraising.**

**All members contribute to carrying out the mission of Friends and above all, we are true to our name: *Friends*.**

## Membership Requirements

### **An annual donation (\$100 or more per household to the Mondavi Center.**

Friends' Annual Fund gifts to Mondavi Center made between February 1 and April 30 entitle them to be on the Friends' active roster for the following season if they return the Volunteer Opportunities (VO) Form and the Workers without Salary (WOS) Form.

New Friends who make a gift to the Mondavi Center Annual Fund after April 30 will be invited by the Mondavi Center Development staff to renew their Annual Fund gift between February 1 and April 30 during the next season campaign.

Friends may include their Annual Fund donation on the Ticket Ordering Form when purchasing tickets for the coming season before April 30. (Other Annual Fund donations may be mailed to Mondavi Center at any time.) Checks should be payable to UC Regents.

### **Participation**

We ask that members participate in the following ways:

1. Volunteer to assist the committee(s) of your choice by submitting your Volunteer Opportunities Form.
2. Participate in Friends' events by attending meetings and Friends receptions and by supporting fundraising activities.
3. Attend performances and encourage others to do so.

## General Information

- The Friends of Mondavi Center is a university-recognized support group that has by-laws according to university policy. A copy of these by-laws is in the Friends' archives binder in the Mondavi Center Administration Building.
- There is an annual meeting. It includes a short business meeting and a special program.
- The Friends Executive Board meets once a month.
- A membership roster is issued to all members on an annual basis.
- Newsletters include reports on the committees' activities, details on upcoming events, and special articles about Friends activities and personality profiles.
- Standing committee chairs serve in one position on the Board for one to three years.
- In January, preparations for the election of the next year's Board begins. All members of Friends are eligible for office. The Executive Board election occurs at the Annual Meeting.
- In early spring, the old and new Board members meet to plan the activities for the coming year. Spotlight programs, Friends receptions, pre-matinee classroom talks, and fundraising events in particular require early planning.

## Standing Committees and their Responsibilities

In order to carry out the Friends' mission, there are seven standing committees:

- **Gift Shop**
- **School Matinee Support**
- **School Matinee Ushers / Front of House Liaison**
- **Mondavi Center Tours**
- **School Outreach**
- **Friends Events**
- **Membership**

The Executive Board consists of the chairs of these committees and the officers (President, Vice President, and Secretary). The Audience Services and Volunteer Engagement Manager at Mondavi Center serves as the ex-officio representative of the Chancellor.

Several sub-committees are chaired by members who report to the board. They are: Ad Hoc Support, Artist Transportation and Newsletter.

Each committee has certain responsibilities which contribute to our mission. The following is a general overview:

The **Gift Shop** is managed by an operations team. Volunteers work in the gift shop for Jackson Hall performances.



committees con't:

**School Matinee Support** writes docent guides, trains and schedules docent visits to the classes attending a school matinee.

**School Matinee Ushers / Front of House Liaison** trains and schedules ushers and acts as the liaison between Friends and the Mondavi Center Front of House Staff.

**Mondavi Center Tours** trains tour guides and schedules tours for the Mondavi Center.

**School Outreach** visits schools and administers the School Matinee Ticket Program. A subcommittee provides transportation for visiting artist master classes.

### **Friends Events**

Plans and implements annual events such as the Brunch and Browse and the Holiday Luncheon, two traditional events that raise funds for the Friends' School Matinee Ticket Program.

**Membership** welcomes new and prospective members to Friends. New members—and all interested Friends—are encouraged to participate in the planning and implementation of new and prospective member events. These fun and informal gatherings are held throughout the season providing the opportunity to help build connections within the organization and the Mondavi Center.

## History of Friends

In October 1988, a volunteer support group for UC Davis Presents was formed and named the **Friends Guild**. By-laws were written and submitted to the Cal Aggie Foundation on May 4, 1990. The executive board at this time consisted of co-chairs, a vice-chair, a secretary, three directors, a member of the UC Davis Presents staff, and a Chancellor's representative appointee.

In 1991, the participants decided to change the name to the **Friends of UC Davis Presents** and to structure the executive board in its present form: president, vice-president, secretary, standing committee chairs and the Chancellor's ex-officio representative.

The Friends became the **Friends of Mondavi Center** in 2002 to reflect the new name of the presenting program.

### **Past Presidents**

Betty Tupin and Barbara Jackson 1989-1990 (Advisory Committee)

Betty Tupin and Nancy Roe 1990-1992 (Friends Guild)

Karen Karnopp 1992-1994 (Friends of UC Davis Presents)

Teresa Kaneko 1994-1996

Marilyn Mantay 1996-1998

Rosalie Vanderhoef 1998-2001

Carol Sconyers 2001-2004 (Friends of Mondavi Center)

Bonnie Lam 2004-2005

Karen Karnopp 2005-2008

Margaret Neu 2008-2011

Jo Anne Boorkman 2011-2014

## Mondavi Center Contact Information

**The Mondavi Center staff offices** are located in the Administration Building directly west of the Robert and Margrit Mondavi Center for the Performing Arts.

**Mailing address:**

Mondavi Center Administration Building  
University of California, Davis  
One Shields Avenue  
Davis, CA 95616

**Main Office:** 530-754-5000

**FAX:** 530-754-5519

**Email:** [friendsofmc@ucdavis.edu](mailto:friendsofmc@ucdavis.edu)

**[www.mondaviarts.org/support-us/friends-of-mondavi](http://www.mondaviarts.org/support-us/friends-of-mondavi)**