

Friends
of Mondavi Center

MEMBER HANDBOOK



ROBERT AND MARGRIT
MONDAVI CENTER
FOR THE PERFORMING ARTS
UC DAVIS

Revised August 2017

Welcome

to Friends of Mondavi Center

Friends are Mondavi Center annual fund donors who have also chosen to become active volunteers in support of the Mondavi Center presenting program. They assist with arts education, outreach, audience development and fundraising.

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

Friends' Mission Statement	1
The History of Friends	2
General Information	3
Executive Board	4
Standing Committees and their Responsibilities	5
Membership Requirements	7

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, audience development and fundraising.

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

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. The executive board at this time consisted of a president, a vice-president, a 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. In 2017, a treasurer was added to the executive board.

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

Francie Lawyer 2014–2017

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 located in the Friends' archive binder at the Mondavi Center administration building.
- A current membership roster is issued to all active members on an annual basis.
- Friends' newsletters, published three times throughout the Mondavi Center season, include reports on committee activities, details of upcoming events, special articles about Friends' activities and member profiles.
- All active members must return a completed Volunteer Opportunities (VO) form and the Workers Without Salary (WOS) form to the arts education coordinator on an annual basis.
- The Friends' executive board consists of the officers and the chairs of the standing committees.
- The officers and standing committee chairs are elected annually by the membership to serve for one to three years. All members of Friends are eligible for office.
- The Annual Meeting (usually held in late April/early May) includes the election of the new board as well as a short business segment and a special program.
- After the election, current and elected 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.

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 (VO) form.
2. Participate in Friends' events by attending meetings and Friends' receptions and by supporting fundraising activities.
3. Attend Mondavi Center performances and encourage others to do so.

Executive Board

The executive board consists of the chairs of the seven standing committees and the officers (president, vice president, secretary and treasurer).

The audience services and volunteer engagement manager for the Mondavi Center serves as the ex-officio representative of the chancellor of UC Davis.

The executive board meets once a month and has general supervision over the affairs of the organization, schedules and conducts the annual meeting, makes recommendations to the membership, and carries out duties specified by the by-laws.

Board members and standing committee chairs are elected annually by the membership to serve for one year (for a maximum of three terms).

In January, a nominating committee is formed and begins the process of assembling a slate of officers and committee chairs for the upcoming season. In late spring, the slate is presented to the general membership for a vote.

After the election, current and elected board members meet to plan the activities for the coming year.

Standing Committees and their Responsibilities

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

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

Several sub-committees are chaired by members (non-board members) who report to the board. They are: ad hoc support, artist transportation and newsletter. The standing committees are determined annually by the board.

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

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 Joyce Donaldson School Matinee Program.

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

committees con't:

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 members 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.

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

School Matinee Support writes docent guides, schedules docent visits and presents pre-matinee classroom talks to students 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.

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

Membership Requirements

An annual donation (\$100 or more per household) to the Mondavi Center Annual Fund.

Friends' Annual Fund gifts to Mondavi Center made between February 1 and April 30 (membership renewal period) 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 by July 1.

Friends may include their annual fund donation on the ticket ordering form when purchasing tickets for the coming season. Renewing members may also choose to make their annual donation at the end of the calendar year for tax purposes, or they may choose a special date—e.g., birthday, anniversary.

Annual fund donations (if not on the ticket ordering form) may be mailed to the Mondavi Center at any time. Checks should be payable to UC REGENTS.

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

Donation checks should be payable to UC Regents for:
Joyce Donaldson School Matinee Program
Mondavi Center Annual Fund

Main Office: 530.754.5000

FAX: 530.754.5519

Email: friendsofmc@ucdavis.edu

mondaviarts.org/friends