
**Business Volunteers for the Arts® (BVA) Training Orientation: Session 1
Introduction to nonprofit arts organizations and volunteering through BVA**

Date: Thursday, September 24, 2009 from 5:30 – 7:45 pm

Location: Hobby Center for the Performing Arts – Founder’s Room 3rd fl

AGENDA

Check-in, Refreshments	5:30 pm
Welcome & Introductions	6:00 – 6:10
• Jonathon Glus, Chief Executive Officer, HAA	
Overview of local arts scene/Perception of Arts by Business and vice versa	6:10 - 6:45
• June Christensen, Executive Director and CEO, Society of the Performing Arts	
BVA Nuts & Bolts	6:45 – 7:00
• Richard Graber, Director of Programs & Services, HAA	
<i>A general overview of the BVA schedule, matching process, reporting and monitoring</i>	
Wrap-up, Questions, Distribution of Case Study	7:00 – 7:15
Reception	7:15 – 7:45

Session Overview:

The BVA program orientation/training introduces new volunteers to the world of nonprofit arts organizations in greater Houston. The sessions are designed to explore the dynamics of the regional arts industry, the structure of nonprofit arts organizations, as well as their strengths and some challenges. The learning objectives of each segment center on how new BVAs can translate and apply current skills and empirical knowledge to the nonprofit arts clients they will serve in the BVA program. Participants will also hear first-hand from individuals who were part of a successful BVA project. The first session concludes with an informal reception and an opportunity for BVAs to get to know each other and learn more about the program.

Recommended sites:

1. www.artsusa.org - National report on economic impact of nonprofit arts
2. www.blueavocado.org - A e-zine on nonprofit management and blog links
3. www.irs.gov/charities - Nonprofit fiscal and fiduciary resources
4. www.compasspoint.org/askgenie/index.php - Nonprofit Genie Q&A
5. www.boardsource.org – Resource for nonprofit boards
6. <http://serve.artsusa.org> – Blog, featured stories

Business Volunteers for the Arts® (BVA) Training Orientation: Session 2
Introduction to nonprofit arts organizations and volunteering through BVA

Date: Saturday, September 26, 2009 from 9:00 am – 3 pm

Location: Ensemble Theater – Audrey Lawson Arena

AGENDA

Check-in, welcome, coffee	9:00 am
The Management of Nonprofits <ul style="list-style-type: none">• Deborah Cannon, President, Houston Zoo- <i>overview of how nonprofits differ from for-profits, special challenges and rewards</i>	9:15 – 10:00
Review of Case study (small groups)	10:00 – 10:30
Break	10:30 – 10:45
Marketing/Public Relations Issues in Nonprofit Management <ul style="list-style-type: none">• Andrew Edmonson, Director of Marketing & Public Relations, Houston Ballet	10:45 – 11:30
Financial/Legal Issues in Nonprofit Management <ul style="list-style-type: none">• Kay Walther, CPA, Blazek & Vetterling LLP• Cecil C. Conner, Managing Director, Houston Ballet	11:30 – 12:15
Lunch	12:15 – 1:00
Strategic Planning/Fundraising <ul style="list-style-type: none">• Kimberly Sterling/Sterling Associates	1:00 – 1:45
The BVA Experience <ul style="list-style-type: none">• Sue Schroeder, Artistic Director, Several Dancers Core• Martin Cominsky, Executive Director, Anti-Defamation League	1:45 – 2:45
Wrap-up, Review of Matching, Monitoring and Reporting <ul style="list-style-type: none">• Richard Graber, Director of Programs & Services, HAA	2:45 – 3:00
Adjournment	3:00