

**SUMMARY
CARROLLWOOD PLAYERS, INC.
BOARD MEETING
Dec. 3, 2014**

PRESENT: Deb Kelley, Ann Lehman, Jen Martin, Carlyn Postle, Keith Postle, Jim Russell, Rae Schwartz, Judith Sachs

VISITORS: Tiger von Pagel

The board took the following actions at this meeting:

1. Decided to establish a new hotmail account for use by the Treasurer.
2. Approved a new art gallery project for the lobby to be coordinated by Tiger von Pagel.
3. Decided that the ticket taker at each performance will do a head count of audience members and mark the number on the back of the ticket stub envelope at the box office, for an independent comparison of actual heads against the number of tickets sold.
4. Decided to place a combination lock on the prop room that only board members will have the combination for.
5. Decided to appoint Kelly Clow to the board member position recently vacated by the resignation of James Cass. The appointment will last until the next board election, when Mr. Clow can run for a full term if he chooses to do so.

Other business:

1. Treasurer Keith Postle reminded the board that producers must approve any production receipts.
2. Jim Russell requested that the actual BJ's credit card statement be placed in the snap shot report.
3. The Nancy Awards Committee will create a special youth award for Babes in Toyland youth cast members to be eligible for.
4. The Nancy Awards Committee will work on and present a plan to the board for including musicals in the Nancy Awards in the future.
5. The Publicity Committee had a succesful day participating in the 2014 Village Fest event at Carrollwood Cultural Center.
6. Deb Kelley has designed and will have printed new business cards for CWP.
7. Acting President Ann Lehman appointed Jen Martin as chairperson of the Fundraising Committee.
8. The Fundraising Committee will be participating in "Give Day Tampa Bay" in 2015.
9. The Play Reading Committee is in the process of selecting plays for the next season.
10. The Black Coffee Staged Reading Series will be sunsetted and a new series of staged readings of popular published plays will be put together for 2015.
11. The Inventory Committee will suspend the detailed inventory and instead first evaluate items for possible sale at the upcoming fundraiser yard sale.
12. Several issues with the box office computer have been fixed.
13. Jen Martin requested that we create a new CWP drop box for the box office.
14. A plan is now in place to pick up, collate and staple our programs after they are printed.
15. A discussion about theatre photography was held. There are several photographers willing to photograph shows at no cost to the theatre. A list of names is available through the Publicity Committee.
16. A discussion was held about the fact the Roberts Rules of Order parliamentary procedure requires the vote count at Annual General Meeting board elections to be announced to the membership.
17. CWP has been offered a donation of two printers and \$1000 worth of ink.
18. CWP currently has 159 paid members.

Financial Items:

1. CWP pays \$5647.32 for monthly rent.
2. 388 people came to see Suite Surrender. 345 came to see Doubt.
3. The total October electric bill for the theatre was \$646.84.
4. The Murder Mystery Dinners have raised \$400 for CWP and \$130 for the scholarship fund since September.