

CARROLLWOOD PLAYERS, INC.
BOARD MEETING
Feb 23, 2015

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

VISITORS: Mike Cote, Denise Deneen, Jim Johnson, Shirley Overton, Jan McCarthy, Kathy Sutton, Chris Dietz, Mike Dietz, Frank Weiss.

MaryAnn Bardi called the meeting to order at 7:02 pm.

Minutes:

MaryAnn asked if there were any corrections for the Jan 26, 2015 minutes. The motion to accept the minutes was made by Rae and was 2nd by Deb ... approval was unanimous.

Treasurer's Report:

- Snap Shot – Keith reported the snapshot doesn't reflect the \$7,000.00 that he transferred from the PayPal account because it takes 4 days for it to be recorded. Therefore it will appear in the February snapshot. Keith listed the show reports that were now complete because Little Shop returned about \$184.00 from the deposit. The check arrived last week.
- Building Managers report – Keith reported he 1) replaced the handle on the left-hand toilet 2) used up the available florescent tubes for the lobby but still needs to get some more 3) purchased a batch of AC filters but they still need to be installed 4) showed a piece of the deteriorating electrical wiring that is being used for the front of house stage lighting batches. He noted that he had replaced the one far stage right years ago and this one was from far stage left. Todd took down the stage left batch and removed each light, changed the way it is hung to a clamp for each light. Keith bought 5 clamps and 5 short extensions cords so the lamps are now hung individually on a bar. The other 2 batches need to be replaced in the future. The replacement clamps and cords were about \$65.00. The toilet handle and AC filters were \$27.00. 5) picked up a box of toilet paper and hand towels from the supplier in South Tampa for \$138.00 for both boxes.

President's Report:

- Theatre Cleaning – MaryAnn reported that Amy Ragg had recommended her cleaning person Jenny. MaryAnn contacted her and she is willing to do the theatre. MaryAnn will continue to try to get the key back from Zinnet and give it to Jenny.
- Letters – MaryAnn read a letter from L. Hamm praising the On Golden Pond production.

Committee Reports:

- *Sherlock Holmes* – Carlyn reported the show is going very, very well. Good audience attendance and last weekend Keith banked about \$2200 dollars. She hopes the last two weekends do as well.
- *Looking* – Jen reported that the show is cast and she dropped in last week when they were to be off book; she noted she didn't hear many people call for lines.
- *Breaking Legs* – Rae reported that there was a small turn out and they will be having call backs on Thursday
- Publicity – Deb reported they had the Senior's Mingle for *Sherlock Holmes* and it was not well attended so they are going to try a Single's Mingle for *Looking*. The new business cards are here now. Sponsor – we are sponsored with the Welcome Bowl in the Westchase area in return for us using their logo. Jim Johnson got us Jiffy Lube ... our name is on a card and when that is used the theatre gets \$3.00. Tampa Bay Awesome will post our shows on Facebook in return for us using their logo. 165 of the Sam's Pizza boxes have our season on them thanks to Jenny Lind. A discussion followed on when and how to repeat this. Allstate will give us \$5.00 for everyone of us who calls in for a quote. For CABA with the \$200, Deb bartered with Chef Joe for cheese balls, chicken mushroom spring rolls, artichoke puff pastry to go along with Jersey Mike's subs; Denise's friend has Red Wine, White Wine and soda's for us; Jen donated wine so we all all-set for tomorrow. Mike Cote said he had a contact with Caramel Café and Leroy Selmon's but doesn't know how he can help. Deb asked him to email her the contact information.
- Fundraising Committee, Yard Sale – Jen reported that last year in May there was a huge online fundraising event called Giving Day Tampa Bay and she has signed us up for it this year. She will be going to a training session. She explained how the one-day online prizes worked last year. She is

planning how we can make money during the day this year on Tuesday, May 5, 2015. Jen Hall has joined the committee and she would like to work on a plan for a building fund. Jen Martin made a motion that all the funds from the Giving Day Tampa Bay that CWP makes be used for a building fund and Kelly 2nd the motion. Rae asked what are the implications if we put all the money in a building fund and are not able to find a building. Discussion followed about this question and it was decided that the wording for the Giving Day Tampa Bay must be carefully done. The vote was called for and approval was unanimous. A discussion followed about the 50/50 being changed to a Building Fund. Keith reminded the Board that they have already in the past labeled half of the 50/50 as a Building Maintenance fund but the overall 50/50 is still advertised to our audience as supporting the scholarship fund..

- Yard Sale – Jim reported that the yard sale was a success and the final tally was \$2503.70. He noted that the money was the icing on the cake and we are now in a safe theatre. The Budget Storage space is still available.
- Play Reading Committee – Jen reported they decided that if someone submitted a play that was not picked then that person would be one of the first people to be offered a directorship.
 - The Proposed Slate with final amendment:

Date	Name	Type	Weeks
9/11 - 10/3	Fiddler On the Roof	Musical	4
10/23-11/14	California Suite	Farce	4
11/27-12/18	Scrooge! The Musical	Holiday Musical	4
1/8-1/23	Anne Frank	Drama	3
2/5-2/27	Fox on the Fairway	Comedy	4
3/11-3/26	Getting the Gold	Mystery	3
4/9-4/30	Crimes of the Heart	Drama/Comedy	4
5/13-5/28	Caught in the Net	Farce	3
6/3-6/5	One Act Weekend		1
6/17-7/2	The 39 Steps	Farce	3
7/15-8/6	No Sex Please, We're British	Farce	4

MaryAnn opening the topic up for discussion and Keith noted that there were some of the shows that did not have an author included. Keith noted that Fiddler On The Roof calls for 7 male parts, followed by No Sex Please, We're British which calls for 7 male parts and Scrooge! The Musical calls for 10 male parts. Discussion followed and it was decided to change the placement of California Suite and Now Sex Please, We're British. MaryAnn called for a vote on Proof or Anne Frank the vote was 1 vote for Proof, 8 votes for Anne Frank with one abstention. MaryAnn then asked for all in favor of accepting the slate as changed above ... approval was unanimous. MaryAnn will send out a letter

asking the directors for their 3 top choices. If one of the people submitted a play that was not chosen they will have first rights of refusal for other choices.

- One Acts – Jim J. reported that there are over 100 plays submitted. Six people have volunteered to be directors; he is still looking for more. Auditions will be March 15th and 16th and since this is before the next Board meeting Jim will keep the Board informed of the progress by email.

Old Business

- Summer Camp / Connie & Pat Jones – Connie handed out information (a copy enclosed in secretary's file) and reported the applications are now available and are online with the Writing Project. The title of this youth workshop will be Youth Writers from Page to Stage. Pat has sent it to their website person and asked that Deb put it on CWP's. Connie noted that they are also working with the Hillsborough Schools to be able to get information to the possible writers.
- Stage Readings – Jim reported that the committee will be pushing back the first one until April and they will get a definite date to the Board. He said the main concern is where and when the shows could be performed. Jim reported that he would like to do them in the theatre lobby by turning it into a black box. Discussion followed about how this plan would work. MaryAnn asked what the start up cost of the black box theatre would be. Jim said, "Nothing, just blood, sweat, and tears." Kelly said that they would just have to add poles and lights for lighting. Jim also said he would rent the chairs for the audience to use. Judith moved to turn the lobby into a rehearsal/ black box area. Ann 2nd ... approval was unanimous.
- Camera – Jen reported there are now four cameras that all work. She warned that she would see anyone who unplugged any of the cameras. MaryAnn said that she would like to put up a sign that said there were video cameras on the property. Discussion was opened to the members who were also at the meeting about how they felt about the cameras. One of the members asked how the information was being stored and where. Jen explained that she had an internet link to a storage disc which only holds one weeks worth of data and that there was only video being saved because the audio was turned off. He asked if it was recording all day long and Jen said, yes. Jen noted that you could record videos and take snapshots from the storage area.
- Box Office – Keith reported that the number of people who are trained to run the box office and are then volunteering to run the Box Office is getting smaller. Deb said that she has a solution to solve the problem. She is proposing to use Ticket Leap to replace our current box office system. We already use Ticket Leap for Front of House and should extend it to the main ticket sales. Ticket Leap allows a single point system for on-line sales, sales at the door with no contract and no startup fee. Deb gave a verbal presentation of the system based on the written plan that she distributed to Board members. (a copy of her plan is in the secretary's file) Extensive discussion of the plan took place regarding how it would work with the current expectations of our audience in regard to booking procedures. Concern was also expressed by some members that we should take additional time for other members to review the tutorials available from Ticket Leap and consider the overall implications of the change. Following the discussion, Deb made a formal proposal to look at Ticket Leap as a new means of doing Box Office in the time frame of when *Breaking Legs* opens. Judith seconded the proposal. The vote was 9 for the motion with 1 abstention.
- Program – Rae reported that now that we have to collate and staple the programs it is a problem using Hunter Hall. Deb said she has a company that will do that for us. Keith noted that the company is not in a location where people can get the program to them and then pick them up when they are ready. Discussion followed about how to deal with this problem. The consensus is that the producers and directors have to be more timely in getting the information to Rae.
- Sertoma – Rae reported that there is a sold out performance for *Breaking Legs* and they would like someone from the theatre to attend their March 10th or April 14th 6:45 meeting to talk about the theatre. Rae will be going but would like someone else to come along.

New Business

- Promotional Tickets, Number of shows – Kelly got 3 pairs of promotional tickets for an 'incentive swap' with the Bay Area Renaissance Festival for his Nine and Numb show. Since only one pair was used he is now giving the Board the other 2 pairs to use. Kelly is proposing that for each of our shows we have 'promotional tickets'. Each director should get 2 pair, the producer should get 3 pair, and the

promotional committee should get 4 pair. Discussion followed about how the number of tickets should be based on the run of the show and how to define 'promotional'. Jen suggested that the Promotional Committee should have them all. Kelly made the proposal that 18 tickets for 4 week runs, 12 for 3 week runs with 'x' amount going to the promotional committee and 'x' amount going to the Producer and Director for promotion and services rendered. Discussion followed about what show(s) the tickets would cover. Judith 2nd the motion ... approval was unanimous.

- Number of Shows per season – Kelly would like to see it cut by one because we are losing money and by taking one out we could save money. Discussion followed with MaryAnn suggesting that we see how well the black box works to cover the rent and utilities for the 'dark time' at the theatre.
- Kelly said he would like to see the *Little Shop of Horrors* actors be included in the Nancy awards. Jen said that this topic has been turned over to the Nancy Committee to handle,
- Jen said for the last couple of weeks things got a little crazy and that she wants to apologize for her part of it. If we have people who don't treat others in the theatre nicely then we should address it as it happens. Jen said that Denise felt uncomfortable and that we should address things like that as a Board. Jen handed out a copy of the chapter of Roberts Rules of Order on Discipline (a copy is in the secretary's file). MaryAnn noted that she as President could set up a Grievance Committee but she would like to believe things would not come to that point. She also said she hoped that each producer /director of each individual show would be allowed to choose who they want to do the technical aspects of that show. MaryAnn said that if people are not nice to each other but are not Board Members they couldn't be brought before the Board for discipline. Jim then said but this person went into the costume closet and said to a volunteer "What the F**k are you doing here?" MaryAnn noted that the person apologized by saying, "Pardon my French". Ann noted that this was in the past and we said that it should stay in the past. Jim noted that in the future each case should be handled on an individual basis. Carlyn noted that she would like to see outside people being the members of a Grievance Committee since the Emergency Committee is made up of Board Members. Ann suggested that there be one Board member and the other being unbiased professional mediators or psychologists. MaryAnn said that this has not happened in the past and hopefully will not happen in the future but we should wait until that time to deal with this problem. There was verbal consensus to this thought.

Carlyn moved for adjournment and MaryAnn 2nd ... approval was unanimous.

Meeting ended at 9:55 p.m.

Next meeting: Tuesday, March 24, 2015

Respectfully Submitted,
Carlyn Postle, Secretary

DONOR	TROUPERS	PATROS	SUSTAINING	ADULT 6-PK	SENIOR 6-PK	ADULT 9-PK	SENIOR 9-PK	PARTICIPATING	TOTAL
1	1	11	3	8	50	6	27	70	177

MEMBERSHIP/ SEASON TICKET
COUNT 2014-15.....updated March 17,
2015