

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

January 28, 2020 7PM

Members Present: Zach Griswold, Victoria Richards, Christine Smith (by phone)

Staff: Jim Russell, David Fraga

Guests: Pam Senk, Judith Sachs

AGENDA:

I. Call to Order 7:02pm

II. Approval of Agenda

III. Approval of the Minutes from September and November 2019 - ZG moved VR seconded. Approved

IV. Reports

- a. President – Thank you to CS for fundraising discussion in December 2020. VR noted that the current shows are strong and running well
- b. Vice President No report
- c. Secretary –No report
- d. Treasurer –See Below and attached
- e. Managing Director (attached).

1. Jim pointed out that for grant proposals CWP needs an approved 20-21 budget before submitting them; also, audit will be needed for other proposals.
2. Cabaret Evening planning is underway. Two of three singers have committed; getting accompanist; Dowell Systems (Jen Martin's company) is underwriting; Pat Donohue, Pam Senk and Judith Sachs will be co-sponsors. Pre-announcement went out last week and general announcement will go out this weekend. Beth Behner will be the photographer. Several volunteers have offered to bring dessert.
3. *Auntie Mame* is getting tremendous attendance.
4. Several outside groups are contracting for our facilities. Facility: carpet is needed. 5. Artistic Council: Jim needs to know what the call for submission plans are for the *One Acts*. Jim is looking for the form.
6. Facilities: Landlord requested that we clean up the area behind the theater, including painting as necessary. Cleanup underway.
7. Jim asked board members for photo and bios for the website.
8. Kenneth Grace and Topher Larkin are under consideration for board members. 9. There was a vindictive and negative review from Broadway World about *Auntie Mame*; the review was unfair so press comps will not be given to Drew Eberhard as a result.
10. Jim attended another meeting of the Grants Collaborative. The Arts Council is having an event in February about engaging your market.

Minutes, January 28, 2020 1

11. Jim sent an email to top ten donors informing them about our upcoming season.

f. Production and Finance

1. *Auntie Mame* is going well, *Aida* is in rehearsals, *Let's talk about Sex* doing well, *A Streetcar Named Desire* is cast, *Comedy Tonight* is having auditions, *KidSpeak* - Jim is producing, *Spring Awakening* will have auditions soon. Other shows underway. *A Funny Thing Happened on the way to the Forum* has a director.
2. Finance charts for shows attached; Recent shows netted as follows: *The Producers* – \$8,465 net; *The Crucible* - \$7,306; *Dog Sees God* – 4,396.40; *Hungry Casanova* - \$1,345; *A Christmas Cabaret* \$1,450; *A Christmas Carol* \$13,634;
3. Treasurer's Report –(charts attached). Other business expenses include staffing charges, ASCAT and CABA annual memberships; November is slightly lower because there are fewer shows.
4. December was really good because of ticket, concessions and raffle sales.
5. We had a larger number of shows this year so royalty payments were spread out more than in previous year.
6. Net proceeds for the Nancy Awards event are not available yet but is roughly \$2600; David will get a precise number.
7. Looking at December Budget v Actuals, we appear to be on track.
8. The officers list needs to be updated on Sunbiz.

V. Old Business – No old business

VI. New Business

- a. New Board Members – Jim introduced Pam Senk and Judith Sachs; they have met with Jim and the board to learn about board responsibility. Victoria moved for the election of Pam and Judith; Zach seconded, they were both elected. Pam will work with David to learn about treasurer responsibilities.
- b. Proposal - Funds Requested to Encrypt CWP Website (proposal attached) – Jim says that it is absolutely essential to do this to make our website more secure. Victoria moved, Zach seconded it. Discussion: there may be cheaper ways to do this, which can be researched over the next year. Motion passed unanimously.
- c. Proposal - Update Director Pay Structure (proposal attached) - \$500 main stage productions; \$150 all Black Box except for staged readings; \$75 for Black Box staged readings. Passed. d. Proposal – extend director selection committee timeframe until April 1 (this year only) for the Producing Artistic Council. Zach moved, Victoria seconded. Motion passed unanimously. e. Update and Name Change/Roll-out to the community - Jim stated that we need to become more than just Carrollwood and have a greater Tampa presence and the board voted to become The Community Theater of Tampa in September, 2019. To accomplish this, we need a time frame, a roll-out plan, need legal and IRS change, trademark. David Fraga will check with Kenneth Grace, an attorney. Victoria commented

that this is important enough to utilize a marketing firm to help

Minutes, January 28, 2020 2

us with our new name, logo, roll-out. Jim was contacted by BakeMorePie.com

- f. Review Giving Levels - Christine and Jim are reviewing the levels and will present a plan for the 20-21 fiscal year before September.
- g. Additional Fundraising Discussion – Victoria suggested getting together to discuss our putting together our strategic plan for fundraising for the 20-21.

VII. Comments and Announcements

- a. David Fraga said we are over budget on scripts. He is also interested in budgeting more for shows because directors are paying their own monies for shows. Jim supported this. Victoria suggested that David and other interested parties meet to discuss and put together a proposal for the next board meeting.
- b. April is Sexual Assault Awareness Month. David asked about including some talkbacks after performances of *A Streetcar Named Desire*. Jim replied this is a marketing initiative and he will work with the producers to set it up.
- c. During the meeting, the Board of Trustees was informed that Chloe Baker sprained her ankle during the *Aida* rehearsal in the next room. It did not turn out to be serious.

VIII. Adjournment

Zach moved to adjourn, Judith seconded, meeting adjourned at 8:57 p.m.

Proposals	Motion and Second:	Vote
Move to approve agenda	ZG, VR	Passed
Move to approve previous month's minutes.	ZG, VR	Passed
Move to elect Pam Senk and Judith Sachs to board membership	VR, ZG	Passed
To approve an expenditure of \$299.00 per year for encryption for the carrollwoodplayers.org website and	ZG, VR	Passed
To update Carrollwood Players, Inc.'s Director Pay Structure, beginning with the 2020/21 season, as follows: Mainstage Production: Flat \$500, Black Box Production (except staged readings): Flat \$150, Black Box Production (staged readings): Flat \$75	ZG, VR	Passed

To extend the deadline for the director selection committee to turn in their recommendations to April 1.	ZG,VR	Passed
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Old Business	Motion by:	Vote

Pending	Responsibility	Action	Due Date

Next meeting March 24, 2020

Please email requests for the Board to address your or your committee's/team's concern at an upcoming Board meeting to Victoria.

Respectfully submitted,
Christine Smith, Secretary

ATTACHMENTS:
Managing Director's Report
Finance Reports

Minutes, January 28, 2020 4