

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

May 26, 2020

Board Members Present: Victoria Richards, Presiding; Zach Griswold, Pam Senk, Christine Smith, Lori Vella

Members Absent: Judith Sachs

Staff Present: David Fraga, Jim Russell

Guests Present : None

AGENDA:

- I. Call to Order at 7:05pm**
- II. Approval of Agenda approved unanimously**
- III. Approval of the Minutes of April Special Meeting approved unanimously**
- IV. Reports**
 - a. President:** Pleased to see 100% Board Participation in Giving Tuesday so thank you to board; Welcome Lori Vella as new board member.
 - b. Vice President:** No report.
 - c. Secretary:** No report.
 - d. Treasurer:** We were able to keep expenses under budget for April. Pam Senk looked into our lease and says we are due for a 3% increase in our rent on August 1 so Pam recommends that we request that the increase be postponed. Lori Vella suggested that we try to re-negotiate the lease or at least the increase due in August
 - e. Managing Director:** We have received \$22,000 since March 16. The non-profit matching fund will let us know what our “proportional match” will be soon. We’ll receive the matching funds around June 26. Kidspeak is cast and June 5,6,7. Tabi Pearce will direct online Cabaret on July 3 two performances. Great response for Quarantine the Musical, Gabe Flores will direct, sometime between mid-July and mid-August. Still planning to open Streetcar July 31 - August 9. And One Acts at the end of August. Jim has spoken with Kendra Langlie about a summer drama program for young people An online summer intensive for teenagers. Pay what you can. Marc Sanders has offered “Behind Closed Doors.” We have a video of our 2009 production of It’s A Wonderful Life, and the publishing company is willing to take a small percentage of what we would be making. Kevin James is a deejay who has offered his services (as a donation) for a Karaoke party or something like that. Jim Russell is working on finalizing our grant application for the state on June 1 and then the Arts Council application period opens June 15. For our current grant, the Arts Council is relaxing their regulations so that their funds could be used more

flexibly. We are still waiting on the quote from Naffco. Plaza Suite on Broadway will happen in spring 20-21, so our production won't be affected. We hope to open the regular season in September. We will consider not charging for our streamed performances and do them as a community service. The Board thanked Jim Russell for his efforts with the Food Drive.

f. Production and Finance Manager:

Production: Jim Russell is producing Kidspeak. ZachGriswold is producing One Acts. David Fraga is producing Quarantine The Musical and The Patriotic Cabaret. . Looking for a replacement for the role of Mitch in Streetcar. .Plaza Suite is in process. We will follow CDC guidelines for all of our processes. Rocky Horror Show is starting up. MTI warehouse is now open so we can send materials back and get some refunds.

Finance: The tax report is done. It will be signed and submitted immediately. April income is higher than expected and expenses were about the same. No monies were taken from the capital account for April. For May, we have had to take \$8000 and move into the main account. We will have funds from the Giving Tuesday to cover May. Fees charged for donations show as merchant fees. Season Tickets are on sale; we have only sold three or four. Season Ticket buyers are holding off buying

New Business	Motion by:	Vote
Presentation and Acceptance of Gift Acceptance Policy	CDS, PS	Unanimous
<p>When and How we Open Up - Jim Russell: Theaters all over the country are discussing this; theaters realize that many changes will have to occur. No playbills, no paper tickets, sanitizing theater, social distancing, assigning seats, removing chairs, etc.; our platform is very flexible. We will need to follow laws and CDC recommendations, probably re-opening to the public at 25 - 50% capacity. Now, auditions are scheduled for June 21. Victoria Richards says clarity is key: everything needs to be spelled out on website and in all communications on all of the needed policies. Jim will produce documents for board informal approval. Temperature checks can be easily done. Sounds like cast of Streetcar is ready to go. Lori--anyone can sue anyone for anything. Waivers can be helpful. Possibility of going to credit card use only in concessions. Lysol wipes in bathrooms and signs with instructions.</p>		

Old Business	Motion by:	Vote
Name Change – tabled until next meeting		
Bylaws need to be reviewed. VR will distribute the latest version.		

Pending	Responsibility	Action	Due Date

V. Adjournment Zach moved, Lori second, passed unanimously. 8:55PM

VI. Next Meetings: June 23, July 28, August 25, September 22 (Annual Meeting)