

# Carrollwood Players Theatre

## Board of Trustees Meeting Minutes

### 4333 Gunn Highway, Tampa FL 33618

by Zoom  
7 PM July 28, 2020

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

**Staff:** David Fraga, Jim Russell

**Guests:** None

#### AGENDA:

- I. Call to Order 7:07**
- II. Approval of Agenda**
- III. Approval of the Minutes June 23, 2020 Meeting:** minutes approved unanimously.
- IV. Reports**
  - a. President:** Asked board members to mention CWP activities which they liked: Judith likes the activity and presence of the theater; Zach enjoys how we embraced the new form of entertainment and likes the way Jim and David have put things on; Lori likes the social media presence and how Giving Tuesday worked; Christine liked Know Me By My Name and Quarantine the Musical; Victoria liked “what does community theater mean to you” and how the community responded; Victoria also thanked the board. Pam is impressed with how we are pulling together..
  - b. Vice President:** Zach plans to continue on board for the final year of his tenure but will be stepping down as vice president in September to focus on leading the Artistic Council.
  - c. Secretary:** No report. Doing best to use GoogleDocs
  - d. Treasurer:** Will defer to Finance Manager on the reports.
  - e. Managing Director:** See attached. The new flooring showed that we need some plumbing assistance and Jim will be taking care of that. Shirley Overton will do the painting of the bathrooms and touch-up around the theater. Regarding reopening, Jim recommends having the One Acts opening on August 21.
  - f. Production and Finance Manager:** FINANCE: Reports are attached. Bills have been paid and the building account has not been needed. Both normal income and donations have been coming in. Charitable status certificate has been filed. David is securing rights for other productions. Day-to-day finance situation is good. PRODUCTION: We have been providing shows for our constituents and have essentially had a show for each weekend. For shows in auditions and production, Covid protocols are in place and being strictly followed. Rehearsal spaces will be

appropriately cleaned, etc. following protocols. Zoom is working out well for the auditions. Jim will be producing Scotland Road as a staged reading in the Black Box. The next three shows are virtual then the schedule allows for opening in theater on August 21 but all directors understand that shows may or may not be held in the theater.

New Business	Motion by:	Vote
Reopening discussion: David and Jim recommend that we open on August 21 following all the protocols. We can do 25-30 seats per show and every other row. Jim said that we will stream as many shows as possible as well as presenting them in person. We had approved this at an earlier meeting, so we will continue on the schedule.		

Old Business	Motion by:	Vote
Name Change - next steps. Lori provided information on the costs of trademark/copyright attorneys and determined that the cost would be \$1000 plus. It's a long process and if we are ready to move ahead, we should give ourselves time. Lori will check with a third attorney to get another opinion. There is a new organization, "Florida Entertainment Group," which is consolidating some of the other community theaters such as Manatee Players and New Tampa Players. Lori, Jim and Victoria will have a consultation meeting with an attorney of Lori's choice.		
Bylaws Review. Lori Vella will review the by-laws and make recommendations.		
Jim will purchase air purifiers with the donation from Patricia Donohue.		

Pending	Responsibility	Action	Due Date

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**V. Adjournment:** Meeting was adjourned at 8:57pm.

**VI. Next Meetings:** August 25, 2020, Annual Meeting 7 pm Tuesday September 22, 2020

## ATTACHMENTS

### Finance Reports

### Managing Director's Report

#### Income

50000 Income

Total 51100 Main Stage \$ 112.15

Total 51000 Show Income \$ 112.15

54000 Donations

54030 Individual 5,725.00

Encore Circle 75.00

Total 54000 Donations \$ 5,800.00

59000 Misc Income

59600 Theater Work Shops 325.00

Total 59000 Misc Income \$ 325.00

Total 50000 Income \$ 6,237.15

Total Income \$ 6,237.15

Expenses

61100 Royalties

61110 Show Royalties -825.00 Refund

Total 61100 Royalties -\$ 825.00

61200 Scripts 110.40 Plaza

Total 61000 Show Expense -\$ 714.60 Ref Bal

62000 Building Expense

62100 Cleaning

62110 Cleaning Services 300.00

62120 Cleaning Supplies 77.14

Total 62100 Cleaning \$ 377.14

62300 Air Conditioning

62320 A/C Filters{210} 12.95

Total 62300 Air Conditioning \$ 12.95

62500 Rent 7,727.27

62550 Storage

62551 Storage Rent 375.25

Total 62550 Storage \$ 375.25

Total 62000 Building Expense \$ 8,492.61

63000 Operating Expense

63001 Bank Charges

63001b Misc Bank Fee 7.92

Total 63001 Bank Charges \$ 7.92

63002 Merchant Fees 39.68

63005 Office/General Administrative Expenditures 169.94

63100 Box Office Supplies 10.84

63200 Web Expenses

63205 Domain 21.17

63260 Arts People Fees 0.75

Carrollwood Players Inc

Profit and Loss

June 2020

Total 63200 Web Expenses \$ 21.92

63300 Software 65.00

63400 Concessions

63420 Clover Expenses 54.95

Total 63400 Concessions \$ 54.95

63700 Utilities

63710 Electricity 379.49

63720 Telephone 126.97

Total 63700 Utilities \$ 506.46

Total 63000 Operating Expense \$ 876.71

64000 Advertising

64500 Facebook 20.00

Total 64000 Advertising \$ 20.00

66000 Other Business Expenses

66300 Dues & Subscriptions 119.92 Zoom

Design Cloud 61.96

Total 66300 Dues & Subscriptions \$ 181.88

66400 CPA -- Accountant



66410 Tax Preparation 800.00

Total 66400 CPA -- Accountant \$ 800.00

66600 Subcontracted Services

66620 Staffing 3,412.50

Total 66600 Subcontracted Services \$ 3,412.50

Total 66000 Other Business Expenses \$ 4,394.38

Total 60000 Expenses \$ 13,069.10

Unapplied Cash Bill Payment Expenditure -173.26

Total Expenses \$ 12,895.84

Net Operating Income -\$ 6,658.69

Net Income -\$ 6,658.69

Tuesday, Jul 28, 2020 02:05:37 PM GMT-7 - Cash Basis

## Managing Director Report

July, 2020

### FUNDRAISING REVENUE

#### 1. Grants

##### **Hillsborough County Cultural Development**

I submitted our application for the 2020/2021 Arts Council of Hillsborough County Cultural Development grant on July 17th. We applied for \$20,000. Our application has passed the initial staff review stage and is now under panel review. The Panelist review will take place on August 19th. At this time, we will learn our score, which will be a strong indicator of what funding we might get. While we still have progress to make with diversity on our board, I was able to at least show our efforts to recruit a more diverse board, and our diversity in show selection should be helpful as well. We also continue to receive our quarterly reimbursement check from the Arts Council for our 2019/2020 grant. Quarterly award is approx. \$3100

## **Hillsborough County Emergency Assistance for Small Business**

Three programs are offered, we only potentially qualify for up to \$10k for “safer at work” funding (i.e. the expenses of making CWP safe to open) and Phase 3 of applications, based on zip code, has just opened. I am working on applying, primarily to fund air filtration systems if possible.

### **2. Donors**

We continue to see strong financial support from individuals during the pandemic. Here is a quick overview of gift income for each month since we closed down:

March, 2020: \$3,348

April, 2020: \$4,931

May, 2020: \$12,522

June, 2020: \$5,480

July, 2020: \$3,221 (to date)

Total: \$29,502 (average of about \$5900 per month)

I am working on finding two or three more \$1,000 “adopt-a-month” sponsors.

### **3. Season Ticket Sales**

As of 7/28: \$1,850

### **4. Online Classes**

As of 7/28: \$820

## **SUPPLEMENTAL PROGRAMS/ONLINE EVENTS/COMMUNITY ENGAGEMENT**

I'm so proud of our CWP community and how well we've all come together to keep engaging our community with "emergency" online programming. We've received lots of positive feedback and had plenty of viewers AND participants.

Behind Closed Doors had almost 100 tickets ordered and brought in \$250 in donations.

Kidspeak has had well over 1,000 views since it aired live. It's a Wonderful Life had almost 100 tickets and brought in over \$1,000 in donations. Know Me By My Name has had nearly 500 views since it aired live. Quarantine The Musical had 167 tickets ordered in 2 countries and 17 states and resulted in over \$100 in donations.

Streetcar Online Reading already has 25 tickets ordered and about \$50 in donations

Dionysus on the Down Low is next and other possibilities lined up.

## **FACILITY**

### **1. Carpet and Lobby Bathroom Floors**

The work is complete! We need some assistance from a plumber to address some leakage issues discovered with the toilets, but we have new bathrooms and carpet!

### **2. Broken Window**

There have been some delays due to a measurement error by the glass company, but installation is now set for this Thursday. Insurance will cover the bill and our neighbor will be paying the deductible.

## **REOPENING**

Last but not least, I currently believe we should open the One Acts as planned August 21st, with our health and safety protocols in place. I will talk more about this at the board meeting.