

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

August 25, 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 at 7:05 pm**
- II. Approval of Minutes of July meeting - approved**
- III. Approval of Agenda - approved**
- IV. Reports**
 - a. President:** glad to see re-opening
 - b. Vice President:** glad to see re-opening and production of live theater with the safety procedures. Thanks to Jim and David for their work.
 - c. Secretary:** no report
 - d. Treasurer:** will defer to Finance Report
 - e. Managing Director:** report attached. Kudos to David F, Hippie and volunteer Daniel helped put it on. P Senk asked how we would spend Hillsborough funds, since it is reimbursement; we are not pursuing at this point. Lori suggested that we might team up with Vista Gardens where she is involved as part of our outreach. Lori recommends that we look into Fivver for the videos. Lori will pursue diversity issues with a business owners group.
 - f. Production and Finance Manager:** Production summary: Streetcar went well, Dionysys, Kidspeak, know Me By My Name. Opening of the theater: One Acts was very successful; first live streaming show from the stage, masks and all. The Platform Showtix4U helped put it on easily. Building and striking the sets with masks on went well. Each show has a space, specific to its show so there was no crossover of people, props and sets. During shows, actors were separated. Plaza Suite is rehearsing in the mainstage, and Rocky is rehearsing in the lobby and Black Box. Plaza Suite is on schedule; Rocky is rehearsing; Jim is producing Scotland Road (a stage reading in the Black Box). Then Jimmy Dean and the Five and Dime. Daniel Dagesse is producing Rocky. Finance summary: Continuation Plan looks good; we did not have to move any money from building fund to operations. August requires \$15,000 from building funds. Jim is working on building up a video library that people can rent out. Victoria says we need more fundraising ideas including what we can do as a board.

| New Business | Motion by: | Vote |
|--|---|----------------------------|
| <p>Nancy Awards: Zach thinks it should be digital this year. Online, digitally. It is usually the first Sunday in October but can be later, perhaps having it in December as a celebration of Nancy awards, the 40 years of the theater, and say good-bye to 2020. Challenging because half the shows didn't happen this year. Zach and the Artistic Council will work on this; Victoria and Judith will assist.</p> | | |
| <p>Proposal from David and Jim to transition all producing responsibility to staff. (see attachment) We might want to consider changing the status of our staff (from contractors to employees) in the future when the pandemic.</p> | <p>Zach moved that we accept the proposal; Judith seconded.</p> | <p>Passed unanimously.</p> |
| <p>Board Development is an area that we need to work on. We also need to do fundraising as a board. Victoria will be polling board members to see what they want to work on.</p> | | |
| <p>For community involvement, Lori has been asked to make a presentation to the Vista Garden organization.</p> | | |
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| Old Business | Motion by: | Vote |
|--|------------|------|
| <p>Name Change –report from discussions with attorneys. Lori and Jim and Victoria spoke to a local copyright attorney Dineen who said “Community Theater of Tampa” is too general and will be hard to trademark and was too descriptive. The \$1500 retainer to look at our proposed name and any others we come up with. Christine suggested “CWP” as an alternative; others should think about possible names.</p> | | |
| <p>Bylaws: Lori Vella is working on our bylaws. She suggests that we go through the process and streamline it. Judith and Lori will work on it with assistance from Jim and Victoria.</p> | | |
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| Pending | Responsibility | Action | Due Date |
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V. Adjournment at 9:15pm

VI. Action Items

VII. Next Meeting: September 22, 2020