

# Carrollwood Players Theatre

## Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

February 23, 2021

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

**Board Members Absent:** Judith Sachs

**Staff Present:** David Fraga, Jim Russell

**Guests Present:** None

- I. The Meeting Was Called to Order by President Victoria Goins at 7:05 pm.**
- II. Zach Griswold moved to approve the minutes from the January 26, 2021 meeting. Victoria Goins seconded the motion. The motion passed unanimously.**
- III. Without objection, the agenda was accepted.**
- IV. Reports**
  - a. President - Victoria Goins:** Victoria thanked everyone for all they have achieved.
  - b. Vice President - Christine Smith:** Christine reported that The Mountaintop was excellent.
  - c. Secretary - Judith Sachs:** No report.
  - d. Treasurer - Pam Senk:** No report.
  - e. Manager, Production and Finance - David Fraga**

### **Finance Summary:**

Links to reports attached.

The Mountaintop had a loss of \$45 but was worth doing. It was not necessary to take funds out of the savings account in January. February is looking even better due to a large donation. David feels things will continue to look good in March due to Godspell. We will be receiving a check from the Arts Council grant soon.

**f. Managing Director - Jim Russell**

Report Attached.

Jim added that the Small Business Administration has announced that community theatres *will* be eligible for the Shuttered Venue Operator's Grant.

Based on the current information from the SBA, we could qualify for a grant equal to approx. 40% of our revenue from 2019, or approximately \$60,000.

Jim thanked Pam, David, Victoria and Christine for their help doing legwork to prepare for applying.

Jim acknowledged Thomas Pahl and Penni Willen, who donate money each year through charitable programs with their employers.

Jim reported that he and David worked together to create a "virtual visit" to CWP for the drama students at Lutz elementary and they loved it.

Jim reported that we will have to pay \$340 for the window repair, which are deductibles. The full cost is nearly \$1,500.

Jim advised we need to move forward with getting an independent financial audit for grant purposes.

**g. Artistic Council Chair - Zach Griswold: No report.**

**V. Old Business**

**a. Banking Information Update/Loans**

Judith is supposed to be sending the signed paperwork by mail so we can update our information with Bank of America. Victoria reminded everyone that her name is now legally Victoria Goins.

**b. Renewal of Lease**

Discussion was held about the lease renewal option and communications with the landlord.

Pam mentioned that we have gotten some of the things we asked for and probably can't expect much more.

There was consensus that we can sign the amendment and send it to the landlord.

### **c. Laptop Purchase**

Between meetings, it became apparent that CWP needed to purchase two laptops to cover all of the theatre's needs. Two laptops were purchased, with a two year protection plan for each laptop. The new total cost for the equipment and the protection was \$927.98. Victoria Goins moved to approve this expense, and the motion was seconded by Pam Senk. The motion was approved unanimously.

## **VI. New Business**

### **a. Handyman Opportunity**

Jim presented a proposal to engage John Cammareri as an independent contractor to perform much needed handyman, maintenance, and repair projects around the facility.

Jim proposed a weekly independent contractor stipend of \$50 based on an average of five hours per week of services.

John would report directly to Jim and all project requests would need to go through Jim.

This would be on a trial basis for three months, with the option to extend the agreement if both parties agree and an option for Carrollwood Players to increase the stipend at their sole discretion.

Christine Smith moved to approve the proposal and Pam Senk seconded the motion. The motion passed unanimously.

## **VII. Adjournment**

Zach moved to adjourn the meeting. Christine seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:21 pm.

## **VIII. Next Meeting**

The next meeting will be on Tuesday, March 23, 2021 at 7 pm

## **Managing Director Report - February, 2021**

### **REVENUE**

#### **1. Grants**

## **Save our Stages Shuttered Venue Operators Grant (SVOG) - Small Business Administration**

The AACT and other advocates, including Broadway celebrities, have succeeded in lobbying for language in the bill to be changed so that community theatres can qualify, according to reports from the AACT.

David, Pam, Christine, Victoria and I have all been working on tasks to prepare to apply when applications are opened. I will explain more at the meeting.

## **Need For an Independently Audited Financial Statement**

CWP needs to have an outside firm independently audit our financial statement to improve our ability to apply for and win additional grants, especially those offered by private foundations.

## **2. Individual/Organizational Donors**

Thank you so much to Penni Willen and her father for making a \$5,000 gift to CWP in February. Other gifts in February have been lower than previous months, but we are intentionally giving our supporters a breather after massive fundraising in the fall and winter. We will gear up for more fundraising in the coming two months.

## **3. Ticket Sales**

As of today, estimated gross ticket sales for February (including online shows) are \$1173. It has been a quiet month for ticket sales with no mainstage show going on.

## **4. Holding the Line**

I will speak about this at the meeting.

## **Links to Financial Reports presented at this meeting:**

[Mountaintop Summary](#)   [January 2021 P&L](#)   [Continuation Plan](#)