

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

March 23, 2021

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

Staff Present: David Fraga, Jim Russell

Guests Present: None

- I. The Meeting Was Called to Order by Vice-President Christine Smith at 7:07 pm.**
- II. Zach G moved to approve the minutes from the February 23, 2021 meeting. Judith Sachs seconded the motion. The motion passed unanimously.**
- III. Without objection, the agenda was accepted.**
- IV. Reports**
 - a. President - Victoria Goins:** Victoria reported she will be working on forming committees.
 - b. Vice President - Christine Smith:** Christine reported that she has informally been working on recruiting some board members in the hopes of growing diversity. Christine stressed the importance of improving diversity on our board.
 - c. Secretary - Judith Sachs:** No report.
 - d. Treasurer - Pam Senk:** We will probably have about \$26,000 at the end of this month. Shows are not currently supporting our expenses, and we will need to do some fundraising.
 - e. Manager, Production and Finance - David Fraga**

Finance Summary:

Links to Reports:

[Tax Exempt Certificate](#)

[February 2021](#)

[Annual Report 2021](#)

[Continuation Plan 2021 - 032321](#)

The tax exempt certificate has been renewed and is available to anyone incurring expenses. The Sunbiz report has been completed and our list of officer information has been updated.

Total income for February was approx \$6,700 with higher expenses, resulting in the need to move some funds from savings to the operating account soon. March income will be better.

Grant money from the Arts Council came in and we got a lot of entry fees for the One Acts.

We are paying royalties as we go, instead of the whole season in advance.

f. Managing Director - Jim Russell

[Link to Written Report](#)

Jim added that Debbi Wooten made a \$1,000 show sponsor donation for Pop Goes America.

Individual donations will end up being about \$2,150 for the month.

We've been making a little bit of extra money by offering the front row seats for an additional add-on price. We are gradually increasing offerings at concessions to increase revenue.

John C. has been completing some handyman projects to help keep the theatre in shape.

We currently have all rights secured for the season except Forum. Hopefully we will get those secured shortly.

Jim advised we will not be able to announce the season on April 1st due to time constraints and the lack of secured rights for Forum. Jim requested that we announce the season approximately April 15th.

Victoria suggested that we consider announcing the season and recruiting directors in two halves. Fall/Winter and Spring/Summer. Jim agreed with this suggestion.

Jim asked Board Members to email him with any affiliations (other boards, nonprofits, volunteering, etc.) for the Arts Council.

Jim advised he would like to start a “Giving Ambassadors” fundraising campaign approx. May 1st.

Jim added that an online auction would be a great fundraising idea for the summer, and asked if anyone from the board would be willing to help organize it.

Jim reported that he will be meeting with Aaron to create some online shows in the next two months.

g. Artistic Council Chair - Zach Griswold: The committee is meeting on Sunday. Nothing definitive on online shows, but some possibilities are being looked at.

V. Old Business

a. Banking Information Update/Loans

David reports he is mailing the forms to Bank of America so the bank details will match Sunbiz, etc. Victoria asked David to email letting us know when the forms are mailed so this can be taken off old business.

b. Renewal of Lease

Victoria advised the amendment has been signed and sent to the landlord.

c. Independent Contractor Agreements/W2 Employees

The contract has been completed for John Cammareri and Jim’s contract is due to be renewed on April 16th. We need to finalize contracts for David and Shirley. David asked about the status of transitioning leadership ICs to employee status. There is consensus that this is desired, however current financial situation prevents it from being done now. Agreement was that we can start researching it as a beginning. David will create a spreadsheet with cost estimates.

VI. New Business

a. Budget

Jim advised we need to have our 2021/2022 budget prepared in time for the Arts Council grant application deadline of April 9th. Jim reminded everyone that this is a standard time of year to have our budget approved for grant approval - expect the same timeline every year. The budget should be approved no later than the end of March every year for grant season.

b. Board Meeting Schedule

Discussion was held about looking at board meetings returning to an every-other-month schedule a few months from now if/when the COVID situation normalizes. No formal decision was made but the board will keep this in mind.

VII. Adjournment

Judith moved to adjourn the meeting. Christine seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:55 pm.

VIII. Next Meeting

The next meeting will be on Tuesday, April 27, 2021 at 7 pm