

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

April 27, 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 President Victoria Goins at 7:03 pm.**
- II. Judith S. moved to approve the minutes from the March 23, 2021 meeting. Zach G. seconded the motion. The motion passed unanimously.**
- III. Without objection, the agenda was accepted.**
- IV. Reports**
 - a. President - Victoria Goins:** No report.
 - b. Vice President - Christine Smith:** Christine joined the Newcomers Club in her neighborhood and met some people who are interested in coming to CWP.
 - c. Secretary - Judith Sachs:** No report.
 - d. Treasurer - Pam Senk:**

Pam reported that she went to see Jukebox Saturday Night and thanked Jim and David for the outstanding environment at the performance regarding safety and comfort. She reports that the show was awesome.

Pam reported that we should have about \$17k total in our two bank accounts at the end of April. Our expenses in May will be approx. \$15k. It's important that we focus on fundraising. It will be vital over the next three months.

e. Manager, Production and Finance - David Fraga

Finance Summary:

Links to Reports:

[Godspell Summary](#)

[Jukebox Saturday Night Summary](#)

[P&L - March, 2021](#)

[Continuation Plan 2021 - 042721](#)

David reported that Godspell lost approx. \$1,000 due to the expensive royalties.

Jukebox Saturday Night made a profit of approx. \$1800. The royalties were donated by Jim R and director David Valdez donated back his director fee.

Total income in March was approx. \$13,000 and the expenses were approximately \$14,000.

The rent for the storage units has been going up regularly.

David added that he contacted our insurance agent regarding the new insurance requirement from the landlord, and our premiums will increase slightly.

f. Managing Director - Jim Russell

[Link to Written Report](#)

Jim added that we have applied for the Arts Council grant and he feels this was our best application yet. We will know our score on May 19th.

Jim is working on the SVOG grant but the site crashed and was closed for weeks. The site is now open, but the process has been difficult, with a “waiting room” to start working on the application.

Jim added that individual donations for the month of April were about \$3,300 and thanked everyone on the board for their continued contributions.

Jen Martin has purchased four industrial air purifiers for the building. Jim plans to ask Jen if

she can do anything else in the near future.

Jim will also be reaching out to the Dicksons, the Farbers, and the Lanes.

Jim added that we need to have a fundraising event asap. He suggested a Karaoke Night. He also mentioned that an online auction would be a good event. He added that help would be needed from the board to get items donated.

Jim also discussed that it is time to start thinking about how we will adjust our COVID protocols in the coming months as more people are vaccinated.

g. Artistic Council Chair - Zach Griswold:

Zach reported that the director selection process is underway and applications are coming in. Show selection will meet soon. The AC has selected some scripts from Jim Moss that will be organized into an online show.

V. Old Business

a. Banking Information Update

David F. reports he has sent the bank updated officer information and hasn't heard anything back from the bank. David will call them to follow up.

b. Renewal of Lease

The amendment process has been completed. The lease renewal will happen in July.

c. Fundraising Events

Christine S. and Jim R. will meet later this week to start work on planning an auction. Victoria G. volunteered to help.

d. Independent Contractors/W2 Employees/Written Agreements/Insurance and Liability

We will continue to research this and determine where we want it to go. Lori V. advised the taxes are costly. We need to create contracts for David F. and Shirley O. Victoria G. will work with David F. to get his agreement started.

VI. New Business

a. 2021/2022 Budget

Victoria G. moved to accept the proposed 2021/2022 budget and Pam S. seconded the motion.

Following a discussion, a vote was taken and the motion passed unanimously.

b. Approval of Managing Director Independent Contractor Agreement

Victoria G. moved to accept the new Managing Director Agreement and Pam S. seconded the motion.

A vote was taken and the motion passed unanimously.

c. CAM bill from Gator Investments

Pam S. worked on a letter to send to Gator with some questions about the fees assessed. She spoke with Rick N. and he gave her some helpful feedback. Worst case scenario, we can ask for a payment plan. Victoria G. will send the email out immediately and we will see how they respond.

VII. Adjournment

Judith moved to adjourn the meeting. Christine seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:28 pm.

VIII. Next Meeting

The next meeting will be on Tuesday, May 25, 2021 at 7 pm