

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

May 25, 2021

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

Board Members Absent: Lori Vella

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. Without objection, the agenda was accepted.**
- III. Reports**
 - a. President - Victoria Goins:** No report.
 - b. Vice President - Christine Smith:** No report.
 - c. Secretary - Judith Sachs:** No report.
 - d. Treasurer - Pam Senk:** No report
 - e. Manager, Production and Finance - David Fraga**

Finance Summary:

Links to Reports:

[April, 2021 P&L](#)

[Continuation Plan 5/25/21](#)

David reported that in April, the only unusual expense was the purchase of a new mailbox for the front of the theatre.

We did have an overall loss for the month of April. We moved \$7,000 from savings to cover the rent, leaving \$13,000 in savings.

It will likely be necessary to move approximately \$6,000 more from savings at the end of May.

There is an additional \$1,000+ in cash deposits that will be deposited into the bank shortly.

There was discussion about how things are headed in the right direction, but we still need to press for community support and minimize expenses wherever possible.

Jim R. will send a follow-up message to donors who haven't yet responded to the recent email campaign. Victoria G. will work to find a sponsor for Cabaret. David F. will donate back his salary for June. We will work to reinstate the 50/50 raffle whenever we can.

f. Managing Director - Jim Russell

[Fundraising Summary - May 1 through 25, 2021](#)

Jim reported that he hasn't yet received a lot of responses from his email campaign, but some contributions have started: \$3215 total, including \$2,000 from the Dicksons and \$500 from the Lanes.

Karaoke Idol raised \$1389 gross.

We have submitted for Arts Council reimbursement and will receive over \$6,000 in our next Arts Council check.

Christine S. has advised that her son's company is doing double matching and that she provided a donation to her son Brian, which will in turn result in a gift to CWP of \$4,500.

Jim added that he had dinner with the Martins and they will likely be making an additional contribution soon.

Jim is working on the SVOG grant but it continues to be a nightmare process.

Jim advised that ticket sales are holding steady. He added that he feels sales will pick up when we announce/launch our updated COVID protocols.

g. Artistic Council Chair - Zach Griswold:

Zach reported that the Artistic Council has a meeting coming up. A director has been selected for Cabaret (Gabe Flores).

V. Old Business

a. Cam Bill from Gator

Pam S. suggested we push back and ask for additional specifics (insurance spec. pages, invoices, etc.) and possibly try to negotiate the amount. We should also ask for a payment plan. Jim R. suggested that whatever we do, we need to do it promptly and provide good, timely communication.

Pam will draft an email and send it to Victoria G. so Victoria can send it to Gator as soon as possible.

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

Victoria G. tabled discussion of this at this meeting.

VI. New Business

a. Approval of [Updated COVID Protocols](#)

The board supports the updated protocols and reached a consensus that this is a procedural/policy matter that can be approved by staff and a board vote is not necessary.

VII. Adjournment

Victoria G. moved to adjourn the meeting. Judith seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:56 pm.

VIII. Next Meeting

The next meeting will be on Tuesday, June 22, 2021 at 7 pm