

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

June 29, 2021

Board Members Present: Christine Smith (joined at 7:25 p.m.) Pam Senk, Zach Griswold, Judith Sachs, Lori Vella

Board Members Absent: Victoria Goins

Staff Present: David Fraga, Jim Russell

Guests Present: None

- I. The Meeting Was Called to Order by Secretary Judith Sachs at 7:02 pm**
- II. Without objection, the agenda was accepted.**
- III. Zach G. moved to waive the reading of the minutes for April and May and accept them as written. Lori V. seconded. The motion carried unanimously.**
- IV. 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:](#)

[P&L May 2021](#)

[Paper Walls Summary](#)

[Delusions Summary](#)

[Continuation Plan 06.29](#)

[CAM Payment](#)

David reported that Paper Walls had good income and has begun a string of several shows that we will not have to pay royalties for. Profit was over \$3,300.

We also had an outside group with Daytime Delusions returning with another successful show. They are low maintenance and do a great job of filling seats.

For the May P&L, we did still show a loss for the month, but the loss is decreasing and getting “better” each month.

For this month’s Continuation Plan, there is good news. When June is all said and done, we will not show a loss for the first time in many months.

Expenses coming up include stipends for Pop Goes America, tracks for Cabaret.

Pam added that we are still on a month-to-month basis financially.

f. Managing Director - Jim Russell

See written report: [MD Report June 29, 2021](#)

Jim added that we are still waiting to find out the exact funding for the new Arts Council grant, however, with our improved score, it will be an increase for sure.

Donations for the month of June were over \$13,000.

We anticipate an additional \$4,500 donation through Christine’s son’s company.

Ticket sales are definitely up - with the highest gross ticket sales in many, many months.

Season tickets are starting to sell.

We are making steady progress in preparing for the online auction. Thanks to Christine and Judith for getting many items donated for the auction.

Jim updated the board about Aaron Washington (potential board candidate). Aaron is currently in a transitional period following his departure from the Cultural Center, and was unable to fulfill some workshop commitments here at CWP. Jim suggests giving Aaron a little time before proceeding with any plans to recruit him to the board.

The landlord roof repair team investigated the “roof leak” and determined that the roof itself is

secure, and that the leaking is a result of damage to the AC unit. Water is actually coming in through the AC unit. We've been "babying" the situation and cooling the lobby with carefully timed use of the one working unit, until funds are available to proceed with repairs. Jim added that, regarding the CAM bill, he encourages us to maintain good timely communication with the landlord whatever the situation may be. He worries that lags in communication may not be helpful in overall relationship building with the landlord.

Jim reported that the hookah bar is expanding to a larger space.

Jim asked about some pending action items that continue to sit in a pending/old business status for long periods, including the creation of an independent contractor agreement for David.

Christine suggested adding a special "action items" list in each month's minutes.

There was extensive discussion and numerous suggestions were made by board members regarding how we can make progress on lagging pending action items.

g. Artistic Council Chair - Zach Griswold:

Zach reported that the Director Selection process is complete for the first part of the season.

Directors not selected will be given the first shot at applying for the second half of the season, then marketing will announce the season and the public call for 2nd half applications.

Show Selection recently met and is working to incorporate some locally written/less expensive shows into their recommendations for the next season.

The Artistic Council had a discussion at their recent meeting about how they can help with restarting cast/crew surveys and audience surveys. Hippie has been in communication with Jim and David to start that process.

Show Quality has had a lot of good things to say about shows and directors this season.

The AC will be holding elections this month for Chair and Vice Chair.

V. Old Business

a. Cam Bill from Gator

Gator agreed to give us a payment plan for the CAM bill. We made a down payment and agreed to

additional payments, one in July and one in August.

Pam suggested that while we want to push for more explanation from the landlord about items such as bulk trash removal, we aren't making any progress with negotiating the CAM bill, and will not likely achieve any further progress.

Lori suggested we continue to try to work with the owner of Gator on relationship building.

Pam added she would be willing to work on additional communications.

VI. New Business

a. Schedule of Board Meetings Moving Forward

The board normally meets every other month, but we have been meeting monthly during the pandemic crisis. Jim R. asked if the board can start meeting every other month. This will help staff with tech week and other production commitments and responsibilities.

There was some discussion about when we are supposed to conduct officer elections. We will check the bylaws, and in the meantime, we will schedule our next meeting for August 24th. It may be necessary to meet in September at least to complete the annual meeting/election of officers process.

b. Updating of Key Staff and Volunteer Responsibilities Document

Zach suggested that he, David, and Jim meet/work together to update the "Key Staff and Volunteers Responsibilities" document.

VII. Adjournment

Zach. moved to adjourn the meeting. Christine seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:20 pm.

VIII. Next Meeting

The next meeting will be on Tuesday, August 24, 2021 at 7 pm

ACTION ITEMS:

1) Independent Contract is past due for David. David to check to see if he has a copy but believes Torii has it. We need a skeleton contract with David's duties added if the original can't be located. It

is several years overdue now.

- 2) Pam will draw up questions/comments for Jim the owner of Gator (landlord) and ask for his assistance in helping the theatre approach Gator with the increase in unexplained fees this year.
- 3) Hippie, Jim and David will meet to discuss Key Staff and Volunteer Responsibilities Document.