

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

August 24, 2021

Board Members Present: Victoria Goins, Christine Smith, Pam Senk, Zach Griswold

Board Members Absent: Judith Sachs, Lori Vella

Staff Present: David Fraga, Jim Russell

Guests Present: None

- I. The Meeting Was Called to Order by President Victoria Goins at 7:02 pm**
- II. Without objection, the agenda was accepted.**
- III. Zach G. moved to waive the reading of the minutes for June and accept them as written. Christine S. seconded. The motion carried unanimously.**
- IV. Reports**
 - a. President - Victoria Goins:** Victoria enjoyed visiting the set build day for Cabaret.
 - b. Vice President - Christine Smith:** Christine attended 40 Years of Broadway and said it was excellent and congratulations to all.
 - c. Secretary - Judith Sachs:** No report.
 - d. Treasurer - Pam Senk:** Pam added her congratulations to all involved with 40 Years of Broadway and said it was outstanding. She also thanked Zach (Hippie) for his work on our electrical problems. Pam thanked everyone and said we should all be proud of how far we have come in surviving the pandemic. Pam projected that we will have about \$8,000 total in our bank accounts at the end of August. Pam reported that we are going to tweak how and when we pay the rent to help with cash flow. Essentially, we will pay on the first instead of paying early. We will also begin separating the payments into two payments, one covering the rent base rate and the other covering the additional fees. Pam offered some additional suggestions about adding performances to some of our upcoming productions and looking at raising ticket prices. Pam added that we will need to continue doing fundraising to make ends meet in the short term.

Jim offered options on how to tweak pricing for the board to consider under new business. All discussed ideas about adding performances and agreed to discuss further under new business.

e. Managing Director - Jim Russell

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

Jim also reported that the AC repair guy, Ralph, came and looked at the AC problems. Ralph is compiling an estimate but it's going to be expensive. One unit can be repaired. The other will need to be replaced at significant cost.

Jim recommended that we plan on proceeding with repairs on the one unit, and hold off on replacing the other unit until we can determine how to fund it. He added that a free-standing portable unit may be a temporary solution.

Pam S. moved that if the estimate for repairing the one unit is between \$800 and \$1000, we proceed with the repair. Victoria G. seconded the motion. The motion carried unanimously.

f. Manager, Production and Finance - David Fraga

Finance Summary:

[Links to Reports:](#)

[P&L June 2021](#)

[P&L July 2021](#)

[Midsummer Summary](#)

[Pop Goes America Summary](#)

[One Acts Summary](#)

[Cost of Converting Key Contractors to W2 Employees](#)

David reported that in June, we were not in the red. Overall, things are getting better. We just keep getting hit by unbudgeted expenses. David also presented a comparison between the costs of keeping key contractors as independent contractors and the costs of converting them to W2 employees.

g. Artistic Council Chair - Zach Griswold:

Zach reported that the AC has been busy and is gearing up to resume cast and crew surveys.

He added that the director of Greater Tuna, Richard Ryan, has requested a change in audition dates. Jim R. commented that he will work with Richard on the change as his producer.

Director Selection is ready to schedule interviews to recommend additional directors.

The AC held elections. Zach was elected Chair and Ann Lehman was elected Vice Chair.

V. Old Business

a. Cam Bill from Gator

The CAM bill has been paid.

b. Independent Contractors/W2 Employees

Victoria thanked David for providing a comparison of costs. Zach and David are working on David's contract and will complete by September meeting.

c. Update of Key Staff and Volunteer Responsibilities

Zach, Jim and David are still working on this. Will complete by September meeting.

VI. New Business

a. Fundraising

Christine reported that we need to raise a lot of money through fundraising by the end of the year.

She added that we will work on a fall mailing seeking new members of the Marquee Society.

Christine and Jim are also working on making sure the Masquerade/Nancy Awards event is a successful fundraising event.

We will also focus on having a strong end of year campaign, and hopefully we will have a match challenge.

Jim offered ideas on how we can make the Masquerade event special and attractive to sponsors and attendees. The date for the event will be Sunday, October 24th.

Pam added that we will need to continue to have strong fundraising to augment low ticket sales in the immediate future.

Victoria suggested a future fundraiser idea - some kind of 'a-thon.'

b. Adjustment of Ticket Prices

Pam moved that we raise all Mainstage ticket levels by \$1 beginning with this year's production of A Christmas Carol and add \$2 to the price of all tickets purchased at the door. Victoria seconded the motion. The motion passed unanimously.

VII. Adjournment

Zach moved to adjourn the meeting. Victoria seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:35 pm.

VIII. Next Meeting

The next meeting will be on Tuesday, September 28, 2021 at 7 pm