

# Carrollwood Players Theatre

## Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

September 28, 2021

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

**Board Members Absent:**

**Staff Present:** David Fraga, Jim Russell

**Guests Present:** None

- I. The Meeting Was Called to Order by President Victoria Goins at 7:11 pm**
- II. Without objection, the agenda was accepted.**
- III. Reports**
  - a. President - Victoria Goins:** No report.
  - b. Vice President - Christine Smith:** On behalf of the board, Christine thanked Victoria for her service as President.
  - c. Secretary - Judith Sachs:** No report.
  - d. Treasurer - Pam Senk:** Pam complimented Cabaret and said it was a great show. She also thanked David for staying on top of the daily finances. Ticket sales are still down. Cabaret is not doing as well as a musical would normally do. Pam and David have been working on financial projections. Pam thanked Christine and Chuck Smith for their donation through the Community Foundation. The Foundation also partially matched their generous gift. Pam reported that the Masquerade is doing well and those funds are currently being segregated until expenses for the event are paid. Pam thanked everyone for their efforts in keeping things going.
  - e. Managing Director - Jim Russell**

Jim reported that the Masquerade is selling well and we have several sponsors. He added that Zach is doing a great job organizing the Nancy ceremony.

We had the costume sale and gross sales were about \$700. He thanked Shirley Overton and GG (Gabriela Guerrero) for sll their help.

Jim has worked to get ticket sales open for as many shows as possible as early as possible.

Jim also reported that the landlord has removed the trash cans from the plaza and the parking lot cleaning has stopped. He has contacted the landlord about this. We have gone for a month without these services. We should remember this when next year's CAM bill comes.

**f. Manager, Production and Finance - David Fraga**

**Finance Summary:**

[Links to Reports:](#)

[Fiscal Year 20/21](#)    [MTD September](#)    [P&L August](#)

[40 Years Summary](#)                      [Nancys Event](#)

[2021 Nancy Breakouts](#)

David thanked Pam for all her work helping him with the financials. David and Pam have created new breakdowns in Quickbooks to help clarify different categories for fundraising events. We will also begin depositing income tied directly to fundraising events into our third bank account to keep funds more separate.

Pam added that David has fronted some expenses for the theatre on his personal credit card and that a payment plan has been established to get these funds back to David.

**g. Artistic Council Chair - Zach Griswold:**

Zach reported that the 22/23 season has been selected. Several are royalty free or discounted.

He added that the directors for the 2nd half of the season have been selected.

The AC will be trying to send out cast and crew surveys on the opening weekend of productions.

Marc Sanders has joined the council.

## **V. Old Business**

### **a. Fundraising**

Jim reported that Christine continues to be a huge help with fundraising. He thanked her for her expertise and guidance.

Jim added he found it a little challenging to seek sponsors for Masquerade while also sending out a mailing for new season patrons. Now that he has secured the sponsors for the event, he feels he can send out carefully targeted patron letters to those who did not engage with Masquerade.

Jim is still waiting to hear from the Gobioff Foundation about sponsoring The Normal Heart. Also pending are grant requests to Walmart and Neon One.

Jim also hopes to apply for the Community Foundation's Competitive Grant in October.

Jim thanked Pam, who has pledged \$1,000 in matching funds for a year end campaign. Jim will work on getting additional match funds to make the campaign exciting.

Christine added that next year, we'll plan to send out an annual patron mailing in August.

### **b. Independent Contractors/W2 Employees**

David and Zach are still working on David's contract.

## **VI. New Business**

### **a. Election of New Board Member**

Christine nominated Gabriela Guerrero to serve as a member of the Board of Trustees. Victoria moved that the board accept Christine's nomination. Zach seconded the motion. The motion passed unanimously.

### **b. Officer Elections for 2021/2022 Fiscal Year**

Pam nominated Christine Smith for President and Christine accepted the nomination. The board voted on the nomination and Christine was elected President for the 2021/2022 Fiscal Year.

Christine nominated Victoria Goins for Vice-President and Victoria accepted the nomination. The board voted on the nomination and Victoria was elected Vice-President for the 2021/2022 Fiscal Year.

Victoria nominated Judith Sachs for Secretary and Judith accepted the nomination. The board voted on the nomination and Judith was elected Secretary for the 2021/2022 Fiscal Year.

Zach nominated Pam Senk for Treasurer and Pam accepted the nomination. The board voted on the nomination and Pam was elected Treasurer for the 2021/2022 Fiscal Year.

**c. Update of Mask Policy for Performers**

Jim recommended updating our mask policy to give vaccinated performers the option of performing on stage without a mask. They would still be required to wear a mask in backstage areas. Crew members backstage and elsewhere in the building must remain masked. Audiences would still be required to mask. Cast members would be required to wear masks in rehearsals until the final dress rehearsal.

Victoria moved to accept this proposal. Judith seconded the motion. The motion passed unanimously.

**VII. Adjournment**

Zach moved to adjourn the meeting. Judith seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:37 pm.

**VIII. Next Meeting**

The next meeting will be on Tuesday, November 23, 2021 at 7 pm