

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

by Zoom

November 23, 2021

Board Members Present: Victoria Goins, Christine Smith, Pam Senk, Judith Sachs (joined at 7:30), Zach Griswold. Gabriela Guerrero

Board Members Absent:

Staff Present: David Fraga, Jim Russell

Guests Present: None

- I. The agenda was accepted with one correction.**
- II. The minutes of the last meeting were accepted.**
- III. Reports**
 - a. President** - Welcomed GG Guerrero, congratulated cast and crew on *The Normal Heart*; reported that Jim will be instituting a Monday morning dashboard of ticket sales; asked Victoria to work on strategic planning and GG to work on fundraising and marketing. Board development and volunteer recognition also needs to be assigned. Expressed concern about IRS letter and looked forward to the update..
 - b. Vice President** - Will be revising the strategic plan.
 - c. Secretary - Judith Sachs:** No report per Jim..
 - d. Treasurer - Pam Senk:** reviewing overview of financial picture in donations, show income, attendance and end of day income. After this week's payments, we will have \$6100 in our checking account. Indicated that ticket sales need to keep up with costs.
 - e. Managing Director - Jim Russell**
 - Spreadsheet history of show data CWP Ticket Sales is available (link). It looks at every season back to 2014. Noted that tickets are issued in different ways so an average is computed including season ticket holders. The key figure is the average gross revenue per ticket.
 - End of year campaign is underway with a \$15,000 challenge match.
 - Dec 30 Eve of the Eve Community Open House Karaoke evening. Jim is sponsoring the karaoke deejay.
 - Needs a copy of the 990 for grants; David sent it to him. Walmart declined and we haven't heard from others. Has a few grant proposals in the pipeline.
 - Art Council sent the contract for the new grant so it is in the works
 - Jim will be gone from 4/16/22 to 4/23/22 and will make sure that producing is covered.

f. Manager, Production and Finance - David Fraga

Finance Summary: Reports attached. Will be submitting annual report in February

IRS issue: David spoke to the IRS and asked for the waiver.

David's contract: David informed the board that he is giving his 60 day notice (January 22) for the producing part of his contract; he will continue the financial part of his contract. The board thanked David for his exceptional producing work. GG offered to help starting in January.

Links to Reports:

[September Profit and Loss](#)

[Delusions Summary](#)

[Cabaret Summary](#)

[October Profit and Loss](#)

[Vanya Summary](#)

[Accts Payable](#)

[Dept of Corp - Amendment](#)

g. Artistic Council Chair - Zach Griswold: Reported on surveys from casts, only concern from Cabaret was the set; some actions will be taken to improve that.

h. Marketing and Fundraising: GG will meet with Jim and Christine to discuss marketing and fundraising following the October meeting on that topic.

V. Old Business

a. Fundraising

b. Independent Contractors/W2 Employees - Insurance has been paid.

VI. New Business

a. Update of Mask Policy for Performers - Current policy is that vaccinated performers will have the option to perform on-stage only without a mask. The board approved a motion to give Jim the power to alter the policy at his discretion.

VII. Adjournment

Judith moved to adjourn the meeting. Judith seconded the motion. The motion passed unanimously. The

meeting was adjourned at 8:43 pm.

VIII. Next Meeting

The next meeting will be on Tuesday, January 25, 2022 at 7 pm by Zoom.