

Carrollwood Players Theatre

Board of Trustees Meeting Minutes

4333 Gunn Highway, Tampa FL 33618

March 22 ,2022 7PM

Present: Christine Smith, presiding; Zach Griswold, Victoria Goins, G. Guerera, P. Senk, board members. Jim Russell, David Fraga, staff. Judith Sachs unable to attend due to illness.

AGENDA:

I. Called to Order at 7:07

II. Approval of Agenda and Minutes: approved

III. Reports

a. President: Christine Smith motion passed to approve \$100/week additional pay for Managing Director, retroactive to Feb 6, 2021 ; reported that the RCR model was successful with budget restrictions, alternative drink offerings and cheese and crackers.

b. Vice President: Victoria Goins - no report

c. Secretary: Judith Sachs -not present

d. Treasurer: Pam Senk presented a fiscal summary of the financial picture for the remainder of the fiscal year: we have \$74,000 to \$80,000 in projected revenue and \$91,075 in projected expenses. We will need to increase our revenue in various areas. We must also try to pay the royalties for all next year's shows so that we can publicize the season.

e. Managing Director: Jim Russell : personnel issue in Mattress resolved, Producing and directing have taken an increasing amount of his time, due to new personnel arrangement.; Marc Sanders produced Mattress and did a good job of publicizing it. .

f. Manager, Finance: David Fraga - presented charts of P and L by show and January and February statements (see reports sent by email)

g. Chair, Artistic Council liaison : Zach Griswold - surveys are going out, working toward getting directors. Show selection will start soon, as always seeking a balance of shows

IV. Old Business

Independent Contractors/W2 Employees David's contract is signed and in; CDS will work with JR to Update MD Agreement

Update to Mask Policy for Performers - Masks optional for cast

Fundraising Plan - JR and CDS will work on this

Theatre clean-up/renewal: Air conditioning; The A C must be replaced at a cost of roughly \$10,000. Three formal bids should be solicited. The renovation/restoration/clean-up/update will cost roughly \$8,500. Some restricted gifts have already been received for this.

Board and volunteer Development - would be ideal to have representation in education, law, community outreach, fundraising, volunteer coordinator, and stewardship - well-written, description of what is needed..

Strategic Planning - VG reported that the strategic planning in the past had been very dream-like. At this point, we need a review of our mission and vision. She suggested one. (see VG's document)

V. New Business

CAM payment of \$2788 due- we will pay it in two installments.

VI. Adjournment

Next Meetings: May 23, 2022 ; August 23, 2022 (off schedule), September 20, 2022
Nov 22, 2022 , Jan 24, 2022 , Mar 21, 2022 May 16, 2022

Addendum

Clean up Schedule:

April 25 - 26 Storage Units Clean out;

May 8 - 19 Facility clean up, Painting and re-configuration of concession stand