

Carrollwood Players Theatre

Board of Trustees Minutes

via Zoom

May 23, 2023 7 PM

Attended: Christine Smith, presiding, Chris Combie, Sandy Cunnagin, Pam Senk, Jim Russell, David Fraga;

Unable to attend: Ann Lehman, Judith Sachs, Emily Nettnin, G. Guerrero;

AGENDA:

- I. Call to Order by Christine Smith at 7:06 P.M.**
- II. Approval of Agenda and past minutes - approved**
- III. Reports**
 - a. President: Christine Smith**
 - **Congrats to all. Theatre is doing great.**
 - **Comment about tax/landlord issues.**
 - **Discussion about diversity, equity, and inclusion. CPT has a strong diversity statement (Website-About-Diversity Statement (includes policy required for Hillsborough County))**
 - **Board Development – August-nominate board members to be installed in September. May have up to 18 board members. Seeking nominations for new board members. For board member prospects, request a paragraph from them of how they envision contributing. Looking for various expertise/backgrounds (i.e., facility, finance, fundraising, civic, theatre, etc.).**
 - **Gala- Oct. 29 at 5:00 P.M. buffet dinner, two-hour show with dessert intermission followed by DJ and dancing.**
 - **“This 70s Show”**
 - **Help already promised for buffet dinner and centerpieces**
 - **Need to continue to secure buy-in from internal/external stakeholders.**
 - **Gala Committee needed to endorse the event:**
 - **Jess Glass in**
 - **Others needed**
 - **Donation for facility – suggested that \$2-\$5 million needed; three years out from lease expiration**
 - **Leadership will dust off paperwork/blueprint for facility concept**
 - **Four options:**
 - **Renew another five-year contract**
 - **Move out, build a building**
 - **Existing building, retrofitted**
 - **Gypsy theatre (renting practice and performance facilities as needed)**

- o Available vacant buildings on US 41; Christine will explore.
- b. Vice President: Judith Sachs – not present
- c. Secretary: Chris Combie – no report
- d. Treasurer: Pam Senk
 - Jim did a great job in marketing season tickets; little over \$5,300
 - Increased season ticket holders by about 100%
 - Landlord (Gator) sent collections call for Common Area Maintenance (C.A.M.); paid \$1,600 on May 19; will pay balance in June. Letter sent in Feb.
 - Fundraising challenge-raised a little over \$6,200; need to keep pushing
 - Today's balance: \$14,800
 - Payment forecast:
 - o June 1: \$9,100 expended for rent, bills, expenses
 - o mid-June royalties
 - o End of June – marketing
 - o Unable to advertise without money paid up front to Concord Theatricals
 - Permitted to announce the first four shows of the season
 - No news on grant payment of \$7,300
 - YTD shows have done very well; Black Box has been outstanding
 - Under budget on royalties; have not yet paid real expenses
 - Comment that royalties should be paid by the time the season is announced (included in current budget)
 - o Full amount is \$15,300 not including scripts and tracks (\$13,200 balance)
 - o (\$3,500 to announce season)
 - o Paid off current season in April 2023
 - o Next season: prepaid first four shows' royalties:
 - Murder on Orient Express
 - Young Frankenstein
 - Cinderella
 - Etc.
 - Suggestion to ask donors to help pay for royalties as part of our “case”
- e. Managing Director: Jim Russell
 1. Month of Giving (eight days in): everyone gives, BUT we have a matching gift pledge for \$10,000; total donations of \$7,000 to date; lots of new donors
 2. Relaunching Carrollwood Players podcast; interviewed three actors from Sound of Music and two board members
 3. Facility woes
 - a. Landlord issues
 - b. Speaker issues (Todd fixed everything; sound quality is akin to a symphony)
 4. Lots of productions in progress
 5. Jim heading to NY to visit Dad from June 13-23
 6. Mark Sanders producing a Christmas Carol; others helping with producing, which is a huge lift for Jim
 7. Need volunteers for house management and concessions

8. Online holiday auction: Emily volunteered to serve as lead; time now to secure donations; please submit ideas/companies (beyond food and the typical theme parks) to Emily as soon as possible. She hopes to use Jim's letter last year and craft one slightly different so our donors aren't getting the same form letter. Will get started at the end of July/early August with the first round of letters.

9. Separation of Nancy Awards from gala fundraiser

10. Nancy Awards: Eve of the eve, free, fun event

f. Manager, Finance: David Fraga – same report as Pam's

g. Chair, Artistic Council: Ann Lehman – not present

1. Ann has a few people to help research 24-25 season;

2. Jen Martin has been working to keep up surveying all cast/crew;

3. All directors selected for new season.

IV. Old Business:

a. ~~Name change – deferred~~

b. Nancy Awards

c. Education effort: Emily Nettinlooking at teen tech classEducation - still working out a schedule but looking at doing a Teen Tech class (4-5 weeks) where teens get a chance to learn about sound, lights, costumes, set build, etc. in the hopes that they will be able to help on future shows. Looking at doing an adult film class 6-8 weeks where we watch films and then critique them. Also still working on a kids acting class on Saturdays and a middle school one act show. Emily should have more details at the next meeting.

d.

e.

V. New Business

a. Board Development

b. MD Assessment

i. Need to accept Jim's proposed contract

ii. Increase to \$912/week from \$872.50/week currently (4.5%)

iii. Approved; retroactive to Sunday, April 16, 2023; unanimous

VI. Adjournment: 8:17 pm

VII. Next Meetings: 7PM: 2023: July 25 (6pm dinner/retreat meeting hosted by Chris Combie); September 26, november 28; Groovy Gala October 29 5 pm