

Carrollwood Players Theatre

Board of Trustees Minutes

via Zoom

January 24, 2023 7 PM

Expected: Christine Smith, presiding, Sandy Cunnagin, Ann Lehman, Emily Nettnin, Pam Senk, Jim Russell, David Fraga

Unable to attend: Chris Combie, Judith Sachs, G Guerrero

AGENDA:

- I. Call to Order**
- II. Approval of Agenda and past minutes- approved with corrections**
- III. Reports**
 - a. President: Christine Smith- thanked Pam and Jim for efforts to get a \$10,000 gift; congratulated all on ticket sales for Moon over Buffalo and upcoming shows.**
 - b. Vice President: Judith Sachs - no report**
 - c. Secretary: Chris Combie - no report**
 - d. Treasurer: Pam Senk - Congratulated Emily on the auction that had gross receipts of more than \$6,000 with \$3,500 going to lighting as directed. Dynamic pricing led to excellent receipts for Christmas Carol. Only one group sale. Moon Over Buffalo did very well with nearly \$7,700 in new ticket sales. Guess Who's Coming to Dinner is on track. Finances: we have \$22,000 in our checking account due to the year-end fundraising (we got \$17,700) and other payments. Our challenge is that we have to pay for Sound of Music royalties (Ann asked that we hold off on the music royalties until she confirms if we're using live or canned music). We're in a good position financially. Need to discuss next fundraising for coming months. Jim reported that a check is coming tomorrow and will report on that later. Pam brought up the Stageworks transformational gift that involved the Duckwell Fdn, founded in Tampa and key local person is Frank Reif. Jim knows of the Fdn. but will look into it. Emily reminded us that Education is an area of growth for which TDBank and PNC are investing. Aug 2026 is when our 10-year contract runs out; we need to put our long-term plan in place.**
 - e. Managing Director: Jim Russell - 1. This year the budget provided Jim a total amount for production expenses which has worked well, with most shows coming in under estimates. Moon Over buffalo did spend its budgeted and restricted gift amount. 2. Commented on the quality of the shows this season which has helped; shows coming up also promise to be high quality. 3. Jen Martin's producing of Moon Over Buffalo freed Jim up to use his time well; he is training assistant producers for the future. In Jim's opinion, we are still slightly understaffed and the volunteers are carrying this. We need more volunteer activity and Jim will be rolling out a program to increase volunteer's contributions to theatre activity. 4.**

Shirley Overton has been doing our cleaning for \$75/week; John Cammerari was doing our handyman activities for \$50, but he moved away. Jim is looking into adding the handyman activities to Shirley and pay her the \$125 a week total. 5. Lighting board is working well. 6. Judith would like to work with Jim to improve our concessions offerings. Jim also plans to raise concessions prices.

- f. **Manager, Finance: David Fraga - not present**
- g. **Chair, Artistic Council: Ann Lehman - 1. Jim, Emily and Ann met to meet about the Nancy Awards. Sandy and Pam will be the monitors and will provide the envelopes, etc. to the announcers. 2. Working on getting directors for next season; planning to do things a little differently by having an improved system to select high quality directors who will also promote the shows. 3. Someone has requested discussing Education programs info; Emily will look into that. 4. Eve before the Eve party brought in some money.**

IV. Old Business:

- a. **Name Change - Jim**
- b. **Nancy Awards Review - Ann Lehman**
- c. **Venice Theatre support - Jim - on one weekend of Christmas Carol, we dedicated 50 percent of raffle ticket sales for Venice Theatre. Emily said that our money will be matched.**

V. New Business

- a. **Education effort - Emily would like us to consider doing some summer camp-type activity. Per Jim, we need to think day/time. Time is of the essence—March is when they should be advertised. Safety and security can be dealt with. Emily will put a proposal together.**

VI. Adjournment: 8:25 pm

VII. Next Meetings: 7PM: 2023: March 28. May 23, July 25