

Spotlighters Theatre
Board of Directors Meeting - Mon, Jan 9, 2017 - 6:30pm

Agenda

1. Minutes (Nov 2016 and Dec 2016)
2. Education Report
3. Financial and Show Reports
4. Planning 17/18 Season
5. Interns
6. Grants
7. Relocation
 - ENP - 123 N Howard Street
 - 6 months, maybe 9. \$2200 to sign. Extensions available at a fee.
 - Probably costs of \$5-10K during ENP for preliminary survey, environmental work
 - The Land Disposition Agreement (the time line that leads to final settlement) can be outlined as far out as we need it. And there is no cost to terminate the LDA and end the project.
 - The length of the LDA has to be approved by Mayor's Office & Board of Estimates

Feasibility Study

Other Properties

Decision on ENP

Spotlighters Theatre
Education Programs

After-School Program:

The Fall-After School Program ended on Thursday, December 8th

In-School Programs:

North Bend Elementary School: The class ended on Tuesday, January 20th. We will be offering an Actors Tool Box class again for the Spring Semester. The class will run for 20 weeks.

Roland Park Country School: We will be offering a Musical Theatre class for student in Grades K-5. The class will run for 8 weeks from 3:30 P.M-4:30 P.M starting on Monday, February 27th Kara Leonard will be the Instructor for the class. There will be up to 12 students in the class. We are also discussing options for programs in the summer.

City Neighbors High School: We are offering an Actors Tool Box class to students in Grades 9-12. Lance Bankerd is the Lead Instructor for the class. The class takes place on Mondays, Tuesday, Thursdays, and Fridays from 2:00 P.M-3:00 P.M, and on Wednesday from 1:00 A.M-11:40 A.M. Kali Baklor and Sharen Becker are the Teaching Assistants for the class.

Mount Royal Elementary School: The class ended on Tuesday, November 29th. We are discussing details of offering a class at the school during the spring semester.

Show Statistics - 15/16										
# Perf	Tkts	Ave Seats	Sales	Ave Tkt	Notes	CC Tkts \$	TT Fees	NET	% Fee of Gross \$	% CC of Gross Tkts
Sensation Novel (13)	13	475	6,894.00	\$ 14.51	56.21%	\$ 5,776.00	\$ 264.05	\$ 6,629.95	3.83%	83.78%
Zombie Prom (13)	13	558	8,464.00	\$ 15.17	66.04%	\$ 7,328.00	\$ 313.20	\$ 8,150.80	3.70%	86.58%
A Tuna Christmas (16)	16	553	7,606.00	\$ 13.75	53.17%	\$ 6,459.00	\$ 297.80	\$ 7,308.20	3.92%	84.92%
Moonlight & Magnolias (13)*	9	320	3,653.00	\$ 11.42	37.87%	\$ 3,291.00	\$ 155.20	\$ 3,497.80	4.25%	90.09%
Southern Baptist Sissies (13)	13	573	7,812.00	\$ 13.63	67.81%	\$ 7,024.00	\$ 287.50	\$ 7,524.50	3.68%	89.91%
Lady Day (10)	10	505	6,722.00	\$ 13.31	48.56%	\$ 6,322.00	\$ 270.55	\$ 6,451.45	4.02%	94.05%
Evita (16)	16	965	14,503.00	\$ 15.03	92.79%	\$ 12,783.00	\$ 563.45	\$ 13,939.55	3.89%	88.14%
Dangerous Liaisons (13)	13	379	5,145.00	\$ 13.58	36.44%	\$ 4,495.00	\$ 194.85	\$ 4,950.15	3.79%	87.37%
Tick, Tick... Boom! (13)	13	483	6,734.00	\$ 13.94	46.44%	\$ -	\$ -	\$ 6,734.00	0.00%	0.00%
Furies BPF	4	35	335.00	\$ 9.57	\$12	\$ -	\$ -	\$ 335.00	0.00%	0.00%
YAA Performance (2)	2	84	946.00	\$ 11.26	\$12	\$ -	\$ -	\$ 946.00	0.00%	0.00%
Aud Herman Celeb (1)	1	67	3,935.00	\$ 58.73	\$75 \$45	\$ 3,345.00	\$ 45.50	\$ 3,889.50	1.16%	85.01%
Footlights Series (4)	0	0	\$ -	#DIV/0!	0	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
* Snow Closure										
TOTAL (123)	123	4,997	40.63 \$	72,749.00 \$	14.56	62.50% \$	2,392.10 \$	70,356.90	3.29%	78.11%
MainStage Info (100)	116	4,811	41.47 \$	67,533.00 \$	14.04	63.81% \$	2,346.60 \$	65,186.40	3.47%	79.19%

New Format with Production Costs										
# Perf	Tkts	Ave Seats	Sales	Ave Tkt	% Cap	Props	Sets	Production Costs	Ticket Fees	NET Income
Marx in Soho (10)	7	202	2,800.50	\$ 13.86	23.91%	\$ 1.98	\$ -	\$ -	\$ 280.05	\$ 2,417.62
Political Cabaret (4)	2	101	1,593.00	\$ 15.77	45.91%	\$ -	\$ -	\$ -	\$ 1,091.16	\$ 449.44
Das Barbecu (13)	13	476	6,694.90	\$ 14.06	56.33%	\$ -	\$ 119.78	\$ -	\$ 2,840.00	\$ 3,482.07
Game's Afoot (16)	16	760	12,729.67	\$ 16.75	73.08%	\$ 250.06	\$ 199.34	\$ 291.37	\$ 1,500.00	\$ 10,052.20
ThreePenny Opera (13)	0	0	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ 960.00	\$ (960.00)
The Women (13)	0	0	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ 2,895.00	\$ (2,895.00)
The Wiz (13)	0	0	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ 900.00	\$ (900.00)
Judy & the General (4)	0	0	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ 2,620.00	\$ (2,620.00)
She Kills Monsters (13)	0	0	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ 2,620.00	\$ (2,620.00)
Spring Awakening (13)	0	0	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ 1,035.00	\$ (1,035.00)
Vinegar Tom (10)	0	0	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ 50.70	\$ 5,724.30
Audrey Herman Celeb (1)	1	91	5,775.00	\$ 63.46	75.83%	\$ -	\$ -	\$ -	\$ -	\$ -
Acad Performance (2)	0	0	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
Cabaret Series (6)	0	0	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL (123)	39	1,630	41.79 \$	29,593.07 \$	18.16	64.30% \$	252.04 \$	291.37 \$	14,121.21 \$	893.70 \$
MainStage Info (100)	38	1,539	40.50 \$	23,818.07 \$	15.48	62.31% \$	252.04 \$	291.37 \$	13,030.05 \$	790.60 \$

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Cash Basis

SPOTLIGHTERS
Profit & Loss Budget vs. Actual
September 1, 2016 through January 9, 2017

	Sep 1, '16 - Jan 9, 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
5100 · Income			
5400 · AHC Income		3,000.00	-1,174.00
5410 · AHC Silent Auction Income	1,826.00	3,500.00	-2,025.00
5420 · AHC Ticket Sales	1,475.00	0.00	10,075.00
5430 · AHC Donations	10,075.00	500.00	-500.00
5450 · AHC Raffle Income	0.00	0.00	185.00
5400 · AHC Income - Other	185.00	0.00	185.00
	<u>13,561.00</u>	<u>7,000.00</u>	<u>6,561.00</u>
Total 5400 · AHC Income	13,561.00	7,000.00	6,561.00
Total 5100 · Income		7,000.00	6,561.00
5110 · Theatre Income (Programs)	28,484.10	35,258.06	-6,773.96
5111 · Ticket Sales		750.00	532.00
5112 · Program Ads	1,282.00	2,150.00	-1,290.00
5113 · Subscriptions	860.00	0.00	322.00
5114 · Gift Certificate	322.00	0.00	175.03
5115 · Misc Income	175.03	0.00	175.03
	<u>31,123.13</u>	<u>38,158.06</u>	<u>-7,034.93</u>
Total 5110 · Theatre Income (Programs)	31,123.13	38,158.06	-7,034.93
5200 · Grants & Donation Income			
5200-1 · Facility Development Fund	3,550.00	0.00	3,550.00
5200-10 · FDF-Individual Donation			
Total 5200-1 · Facility Development Fund	3,550.00	0.00	3,550.00
5210 · General Grants			
5214 · Foundation Grant	0.00	580.65	-580.65
5214-10 · BHT	0.00	5,000.00	-5,000.00
5214-12 · Abell Foundation	0.00	5,000.00	-5,000.00
5214-2 · Laverna Hahn Trust	0.00	1,000.00	-1,000.00
5214-3 · Rouse Foundation	0.00	1,000.00	-1,000.00
5214-7 · Macht Foundation	0.00	500.00	-500.00
5214-8 · JohnLeidy Foundation	0.00	500.00	-500.00
	<u>0.00</u>	<u>13,080.65</u>	<u>-13,080.65</u>
Total 5214 · Foundation Grant	0.00	13,080.65	-13,080.65
5215 · Government Grants	1,000.00	1,000.00	0.00
5215-1 · FreeFallProgram			
Total 5215 · Government Grants	1,000.00	1,000.00	0.00
Total 5210 · General Grants	1,000.00	14,080.65	-13,080.65
Total 5200 · Grants & Donation Income	4,550.00	14,080.65	-9,530.65
5211 · Partner			
5211-0 · Partner-Individual	8,534.00	12,145.16	-3,611.16
5211-1 · Partner-Show Donation	100.24	0.00	100.24
5211 · Partner - Other	110.00	0.00	110.00
	<u>8,744.24</u>	<u>12,145.16</u>	<u>-3,400.92</u>
Total 5211 · Partner	8,744.24	12,145.16	-3,400.92
5220 · Educational Program Grants	210.00	5,000.00	-4,790.00
5300 · House Income			
5310 · Concession Sales	1,128.20	1,072.58	55.62
5320 · Souvenir Sales	280.00	429.03	-149.03
	<u>1,408.20</u>	<u>1,501.61</u>	<u>-93.41</u>
Total 5300 · House Income	1,408.20	1,501.61	-93.41

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5500 · Education Income	110.00	570.00	-460.00
5511 · Acad-AfterSchool	8,298.50	3,000.00	5,298.50
5513 · Acad-Schl-CurriculumPrograms			
	8,408.50	3,570.00	4,838.50
Total 5500 · Education Income	8,408.50	3,570.00	4,838.50
Total Income	68,005.07	81,455.48	-13,450.41
Gross Profit	68,005.07	81,455.48	-13,450.41
Expense			
10000 · General & Accounting Expenses	188.00	135.00	53.00
11003 · Marketing	0.00	50.00	-50.00
11004 · Licenses	0.00	655.65	-655.65
11005 · Dues & Subscriptions	65.00	214.52	-149.52
11006 · Office Equipment	541.65	471.77	69.88
11007 · Office Supplies	163.96	261.01	-97.05
11008 · Postage	979.35	772.26	207.09
11011 · Internet Services	1,089.50	343.23	746.27
11012 · Insurance-Com 40%	0.00	536.29	-536.29
11015 · Interest & Finance Charges	720.00	1,608.87	-888.87
11016 · BGE-H 927892	1,140.00	0.00	1,140.00
11017 · Salary (10%) G&A	53.19	0.00	53.19
11023 · Penalties	175.00	0.00	175.00
11024 · Misc G&A Expenses			
	50.00	100.00	-50.00
11026 · Bank Fee			
	5,165.65	5,148.60	17.05
Total 10000 · General & Accounting Expenses	5,165.65	5,148.60	17.05
6000 · Theatre Expenses	1,334.15	1,658.06	-323.91
6001 · Advertising-Promo-Marketing	473.65	858.06	-384.41
6002 · Costumes			
	1,278.44	1,823.39	-544.95
6003 · Props			
	357.06	429.03	-71.97
6004 · Sets			
6009 · Talent Fees			
6009-5 · Spots Cabaret	1,091.16	160.87	930.29
6009-6 · Musicians-Productions	1,200.00	1,500.00	-300.00
	2,291.16	1,660.87	630.29
Total 6009 · Talent Fees	2,291.16	1,660.87	630.29
6010 · Theatre Equipment			
60100 · Lighting & Sound Equipment			
60103 · Sound Equipment	42.24	0.00	42.24
	42.24	0.00	42.24
Total 60100 · Lighting & Sound Equipment	42.24	0.00	42.24
6010 · Theatre Equipment - Other	0.00	572.58	-572.58
Total 6010 · Theatre Equipment	42.24	572.58	-530.34
6012 · Thtre-Repairs & Maintenance			
6012-1 · Parking	580.50	686.45	-105.95
6012 · Thtre-Repairs & Maintenance - Other	1,072.92	1,823.39	-750.47
	1,653.42	2,509.84	-856.42
Total 6012 · Thtre-Repairs & Maintenance	1,653.42	2,509.84	-856.42
6013 · Thtre-General Supplies	269.54	536.29	-266.75
6014 · Royalties	11,523.40	6,783.06	4,740.34
6016 · Credit Card Fees	1,949.48	1,608.87	340.61
6017 · Arts People Fees	815.10	1,501.61	-686.51

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6018 · Thtre-Rent(50%)	3,272.50	2,788.71	483.79
6019 · BGE-T 039624	1,070.00	1,823.39	-753.39
6020 · Thtre-Salary(40%)	5,700.00	4,440.48	1,259.52
6021 · Printing (Ink Cost)	2,700.00	2,681.45	18.55
6022 · PhotoCall	450.00	743.55	-293.55
6023 · Thtre-ComIns60%	1,450.50	643.55	806.95
6024 · Scripts	0.00	595.16	-595.16
6025 · Benefit Payment	0.00	350.00	-350.00
6100 · Rental Tech	0.00	322.58	-322.58
6000 · Theatre Expenses - Other	5.31	0.00	5.31
Total 6000 · Theatre Expenses	36,635.95	34,330.53	2,305.42
6028 · Professional Development Course	0.00	500.00	-500.00
66000 · Payroll Exp-Taxes	1,349.70	1,161.29	188.41
66900 · Reconciliation Discrepancies	-1,740.86	0.00	-1,740.86
7000 · Educational Programs			
7100 · Academy Expenses			
7101 · Acad-Staff			
7101a · Acad-Ed Director	4,000.00	4,290.32	-290.32
7101b · Acad-Workshop Instructor	30.00	0.00	30.00
7101g · After-School Program	125.00	400.00	-275.00
7101j · InternStipend	500.00	0.00	500.00
7101k · AcadAdminCoordinator	500.00	0.00	-87.10
7101l · Acad-Schl- CurriculumInstructor	1,200.00	1,287.10	-87.10
7101m · Acad-Schl-AfterSchoolInstructor	1,200.00	750.00	3,257.50
7101n · Acad-Schl-AfterSchoolInstructor	4,007.50	750.00	725.00
7101z · Acad-ExeDirector-Acad (20%)	725.00	0.00	725.00
	1,710.00	2,252.42	-542.42
Total 7101 · Acad-Staff	12,297.50	8,979.84	3,317.66
7102 · Acad-Supplies&Materials	117.00	1,000.00	-883.00
7103 · Meals-Academy	70.40	0.00	70.40
7104 · Promotional-Academy	0.00	645.16	-645.16
7105 · Acad-Rent (20%)	1,309.00	1,115.48	193.52
7107 · Acad Insurance	0.00	214.52	-214.52
7100 · Academy Expenses - Other	49.99	0.00	49.99
Total 7100 · Academy Expenses	13,843.89	11,955.00	1,888.89
7300 · Acad - Prof Development	74.00	500.00	-426.00
Total 7000 · Educational Programs	13,917.89	12,455.00	1,462.89
8000 · House Expenses			
8003 · Receptions			
8003-P · Reception Supplies	0.00	350.00	-350.00
8003-S · Opening Night Receptions	42.78	0.00	42.78
Total 8003 · Receptions	42.78	350.00	-307.22
8004 · Hse-Rent(20%)	1,309.00	1,115.48	193.52
8005 · Hse-Repairs&Maintenance	990.04	128.71	861.33
8006 · Sales Tax	57.03	85.81	-28.78
8009 · Concession Supplies	1,586.48	1,072.58	513.90
8010 · Souvenir Cost	310.00	707.90	-397.90
Total 8000 · House Expenses	4,295.33	3,460.48	834.85
9000 · Grant & Donations Expenses			
9005 · Development-Sal(20%)	2,850.00	2,145.16	704.84
9006 · Development-Rent(10%)	654.50	557.74	96.76
9007 · Grants-Expenses	0.00	500.00	-500.00

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9010 · Development Intern	0.00	2,145.16	-2,145.16
Total 9000 · Grant & Donations Expenses	3,504.50	5,348.06	-1,843.56
9500 · AHC Expenses			175.00
9501 · AHC Advertising	175.00	0.00	3,902.78
9502 · AHC Catering	8,027.78	4,125.00	475.00
9503 · AHC Production	475.00	0.00	249.00
9504 · AHC Promotional Materials	599.00	350.00	
Total 9500 · AHC Expenses	9,276.78	4,475.00	4,801.78
Total Expense	72,404.94	66,878.96	5,525.98
Net Ordinary Income	-4,399.87	14,576.52	-18,976.39
Net Income	-4,399.87	14,576.52	-18,976.39