

The Audrey Herman Spotlightsers Theatre

Minutes of Board Meeting

May 16, 2011

Call to Order/Attendance

The meeting was called to order at 6:40 p.m. in the lobby of the theater. Board members in attendance were: Fuzz Roark, Michael Tan, and Jay Gilman.

Review and Approval of Minutes

The minutes from the March 28, 2011 meeting were reviewed and approved (motion by Fuzz Roark, second by Jay Gilman, and unanimously approved).

Financial Reports

Fuzz distributed the P&L Report and Balance Sheet for September 1, 2010 to May 16, 2011, 2011. To date, the theater are underfunded by \$5,000 for the quarter, but up \$10,000 for the year. Income is only \$125 below budget for the quarter and \$1300 above budget for the year-to-date. The theater is saving money on the expense side by only buying what is absolutely needed. Note: Baltimore Community Foundation will not be funding anything until sometime in 2012.

Production Reports

Fuzz handed out the current Production Report. To date, our current sales are greater than all of last year's season. Our average ticket price has gone up to \$13.56 (\$13.59 for main stage shows) from \$12.44 (all of last season). Average seats per show are 41.59 (43.51 for main stage shows). We still have the end of Doubt, A Little Night Music and Unraveled on the Gravel. Year-to-date there has been a lower percentage of credit card sales.

2011/2012 Budget

Fuzz distributed the "working budget." The budget shows a deficit (\$6,000), but that is mainly because there are no current fiscal year numbers for June, July and August 2011, so QuickBooks goes back to the previous year (June, July, August 2010) for budget figures. Summer 2010 was not a strong revenue quarter, so the revenue figures will not reflect what 2011 and 2012 will do. There will not be a Fallen Branches production in the next fiscal year. Academy funding will probably stay the same. Fuzz does not have estimates for the ADA renovations, so they are not figured into the new budget. There should not be any tech booth renovations for next year (needs to come out of expenses). Credit card and ticket fees should not change. We will need to vote on the new budget in July. Fuzz will be sending the draft out to the rest of the board and meeting with Michele to go over it prior to July.

We will put the GALA discussion on hold for a future meeting. We need a volunteer to take on organizing the event.

2011/2012 Season

We will not be able to do Who's Afraid of Virginia Woolf, because it will be opening on Broadway for its 50th anniversary. Samuel French is also reluctant to grant rights more than 12 months

in advance (affects 2012-13 Season). We need to start planning anniversary events for the next season. To the board: start thinking about what kind of things we can do for the anniversary season.

Academy/Education Report

Midtown Academy will be hosting the Summer Youth Academy. Jay is hoping that it will lead to further collaboration and programming. Staff is in place and Jay is finalizing the schedule. There is an open house for the Academy staff this Saturday afternoon. The enrollment numbers are a little lower than usual for this time of year. Jay will be sending out an e-mail announcement that can be forwarded to prospective parents and kids.

Board Members at Performances

Just a reminder that board members should be regularly attending performances.

Other Business

Fuzz will do an executive summary for individual solicitations by board members, per Michele's request. Fuzz will be meeting with Michele to discuss what needs to go into the executive summary.

Next Meeting

The next meeting is scheduled for Monday, July 11, 2011 at 6:30 p.m. at theater.

Adjournment

The meeting adjourned at 7:34 p.m. (motion by Jay Gilman, second by Fuzz Roark, unanimously approved).

Respectfully submitted,

Michael Tan, Secretary