

**The Audrey Herman Spotlighters Theatre, Inc.
Board of Directors Meeting**

January 12, 2009

Call to Order: The meeting commenced at 6:40 p.m. at 817 St. Paul Street, Baltimore, MD. In attendance were: Susan Luchey, Michael Sullivan, Michael Tan, Fuzz Roark, Jonathan Claiborne, Robert Russell, Sherrionne Brown, Michele Cunningham (absent were: CJ Crowe, Michelle Dunkle, Kelly McPhee, Erin Riley).

1. Approval of Minutes of November Meeting: Michael Sullivan moved to approve the minutes with an amendment to correct the name of the foundation, seconded by Susan, unanimously approved.

1.a. Acceptance of Michelle Dunkle's Resignation: Susan moved to accept Michelle Dunkle's resignation, Fuzz Roark seconded and it was unanimously accepted.

2. Treasurer Update: Susan Luchey suggested that we find a replacement (at least temporary) for the Treasurer's position. Michael Tan volunteered, but also raised the issue of being the partner of the Executive Director. The board waived the conflict, since this is an emergency situation. Susan Luchey will contact Andrea Bush about joining the board and being nominated as Treasurer. Fuzz Roark has been doing a lot of Treasurer functions, including filing tax returns and paying taxes, but the board needs to have the Treasurer oversee the Executive Director's financial work.

Susan would like to schedule a meeting in February to talk about the board.

3. Executive Director's Report: \$3000 grant coming in from a local non-profit. There are IRS penalties due from the 2007 990 which is Fuzz is trying to negotiate down. Show reports: \$1200 total from Fallen Branches – about \$600 net to the theater. Family Tree was pleased with the event and wants to do another event. Picnic did fine. The holiday cabaret – 70+ tickets sold - \$900 box plus \$400 in concessions. The stand up comedian has offered to do another engagement (without charging us for it). London Suite – sales to date is 315 tickets. We have 3 interns, two of them are tech and one is a general intern.

4. Emergency Plan Draft: Jonathan presented the draft Emergency Plan, created in the event of a catastrophic event which would affect operations of the theater (attached). Jonathan has asked the board to review the document and give him their comments, suggestions. He noted that the board did approve obtaining business interruption insurance.

5. Welcome Packet: A revised packet was distributed at the meeting. Susan Luchey suggested that it be disseminated by a board member at the first cast meeting. Michael Tan suggested that a shorter document be prepared for the cast. Susan Luchey will have it formatted for a booklet. We will do a trial basis for Sweeney Todd and Cloud 9; Michael Sullivan will present it on January 19th to the casts. The document has been approved provisionally for a trial run.

6. Box Office Schedule for Upcoming Weekend:

Kelly McPhee and Susan Luchey will work Friday night. Fuzz will ask Andrea and Nicolle and Susan will call AndreaKelly about another night. A proposal was made to look into hiring students or others to run box office. The board also discussed offering incentives to people for running box office and volunteering.

The board discussed volunteering and doing work for the theater in general, whether being a member on the board or not. The discussion included possibly recruiting someone to oversee volunteers.

7. Committee Reports:

a. *Production Committee:* Bob reported the following submissions:

- American Buffalo – Sherrione
- Lecture with Cello – Bob Russell
- Summer & Smoke – Alex Carney
- Fire Island Fairy Tales – David Drake
- Zelda – Sherrionne Brown and Roy Hammond
- Partition - John Sadowsky
- Buffalo Gal – Roy Hammond
- Bingo – Fuzz Roark
- Savage in Limbo -- Brad Ranno.

Possible submissions:

- Rudolph the Red-Hosed Reindeer – Bob Marshall
- Peter and Jerry/Frost-Nixon or Osage County – Barry Feinstein
- Bridge to Terebithia – Mark Steckbeck
- Scorpions (Mark Scharf).

b. *Marketing Committee:* Michele Cunningham presented the Marketing Plan that has been revised with ideas discussed at the December 15, 2008 meeting (attached).

8. Credit Card Fundraiser: Michael did some research on the affinity program and it is legitimate. Michael is going to call a theater in Delaware which is in the program to check on their experience with the bank.

9. New Business

a. *Next Board Meeting:* Monday, March 9 at 6:30 p.m. at Spotlighters.

Adjournment: Jonathan moved to adjourn the meeting, Bob seconded, and unanimously approved. The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Michael Tan, Secretary

To Do/Follow-up List

1. CJ Crowe will revise and disseminate a revised FY 2009 budget, which the board will discuss and vote on.
2. Fuzz Roark will obtain covering for the seating sections.
3. Michael Sullivan will draft an expectations form for cast and crew to sign.
4. Fuzz Roark/CJ Crowe will create a report to compare expenses and revenue for each show.
5. Fuzz Roark will furnish potential caterer information to Susan Luchey.
6. Susan Luchey will contact potential caterers.
7. Bob Russell is going to follow up with his cast on the potential airline and hotel donations to fund a raffle during London Suite.
8. Upcoming Meeting: October 13 (Monday), 6:00 p.m. at Spotlighters: Nothing But Marketing Meeting
9. Upcoming Events
 - a. September 26th, 27th, 28th (Friday, Saturday, Sunday): Mt. Vernon Book Fair -- volunteers for 2 hour shifts at the BTA Table
 - b. October 5 (Sunday): Audrey Celebration -- starting at 6:00 p.m.
 - c. October 11 (Saturday): Barnes and Noble Bookfair – 10 a.m. to whenever
 - d. October 18 (Saturday): *GALA* with 6:30 reception, and the show (Hats!) at 8:00 p.m.
 - e. November 10 (Monday): Next Board Meeting at Spotlighters at 6:30 p.m.