

The Audrey Herman Spotlighters Theatre

Minutes of Board Meeting

March 28, 2011

Call to Order/Attendance

The meeting was called to order at 6:30 p.m. in the lobby of the theater. Board members in attendance were: Michele Cunningham, Fuzz Roark, Michael Tan, and Jay Gilman.

Review and Approval of Minutes

The minutes from the January 22, 2011 meeting were reviewed and approved (motion by Michele Cunningham, second by Jay Gilman, and unanimously approved).

Financial Reports

Fuzz distributed the P&L Report and Balance Sheet for September 1, 2010 to March 28, 2011. To date, we are 268% of budgeted net income. Partner donations are less than 50% of budgeted amount, but Fuzz is not concerned because he is looking to push heavily for partner donations next year as part of the renovations. Foundation grant income is at 75% of budget, but educational grants are on target. Expenses have been less than budgeted. Highlights of expenses include savings in G&A and sets, and spending over budget in costumes and props. Some costs are up because we have been selling more tickets (e.g., credit card fees, Ticket Turtle fees, promotional materials, and printing costs). We have a total of \$15,947.01 in the bank, including designated grant funding of \$8,096.80.

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 \$13.41 (\$13.54 for main stage shows) from \$12.44 (all of last season). Average seats per show are 42.59 (44.24 for main stage shows). We still have the end of Trailer Park's run, Doubt, A Little Night Music and the BPF musical to go.

2011/2012 Season Report

See attached (will be e-mailed to the board). As the 50th season, the Production Committee has planned the next two seasons (2011/2012 and 2012/2013), which will be promoted together. The big renovation will be from 9/3/2012-10/11/2012, and then we open Bus Stop on the exact date of the 50th anniversary. Renovations are spaced throughout the schedule.

Fuzz is talking to Ken Stanek about creating a video of clips of Audrey's performances and interviews with people who knew and worked with her. Jay suggested a thematic thread connected to the video throughout the season, like inviting people from the video interviews to talk at each show. Perhaps Audrey's cast members can give the pre-show speeches and opening night toasts. The board will be recruiting a committee to oversee fundraising and development for the Anniversary years.

Academy/Education Report

Fuzz and Jay are still looking for the Academy off-site location. They are finishing up interviews of instructors. They said the group of candidates are extremely qualified this year. Jay will start phone interviews for interns. Promotional letters have been sent to all the schools in the area. Jay will do follow-up calls.

The spring after-school program is going well. Fuzz plans to offer one adult program this spring. The improv workshop had good attendance.

Audience Development

Karina Ferry is planning three off-site events for audience development. She is also developing materials for Hispanic-American and African-American focus groups.

Space Expansion

The theater has the possibility of leasing apartment 109 in the building for \$300 or \$350 per month, plus utilities. Fuzz has proposed using the additional space for more costume storage areas. The bedroom of the apartment would be used for costume storage on rolling racks. The current costume room would store wigs/shoes and costumes for the next show. The living room space would offer a meeting room for rehearsals, board meetings, classes, etc. The kitchen could be the Executive Director's office. (Motion to approve rental by Jay Gilman, second by Michele Cunningham, and unanimously approved.)

Clean Up Day (Weekend)

The next clean up days are Friday and Saturday, April 15 and 16, 2011. On Friday from 10 a.m. – 3 p.m., 8-12 students from UB to repair walls in theatre, do general cleaning, and storage clean out. On Saturday from 10 a.m. – 4 p.m., volunteers (needed) to help clean and organize backstage/costume area in preparation for possible relocation of costume storage.

Other Business

Fuzz will do an executive summary for individual solicitations by board members, per Michele's request.

Next Meeting

The next meeting is scheduled for Monday, May 9, 2011 at 6:00 p.m. at theater.

Adjournment

The meeting adjourned at 8:30 p.m. (motion by Jay Gilman, second by Michele Cunningham, unanimously approved).

Respectfully submitted,

Michael Tan, Secretary