

The Audrey Herman Spotlighters Theatre, Inc.

May 12, 2008

Call to Order: The meeting commenced at 6:40 at 7 St. Paul Street. In attendance were: Susan Luchey, Michael Tan, Fuzz Roark, Jonathan Claiborne, Michelle Dunkle, Robert Russell, and Sherrionne Brown (not present: CJ Crowe and Michael Sullivan). Michelle Cunningham was also in attendance by invitation.

Roll Call and Introduction of Guests: Susan Luchey introduced Michelle Cunningham. Kelly McPhee, Jose de le Mar and Erin Riley were unable to attend. Each of these people are interested in joining the board. The Board formally accepted Chuck Henry's resignation.

Approval of Minutes: Motion to approve with amendment to add Bob Russell's name to the roster as not present by Fuzz Roark, seconded by Sherrionne Brown, unanimous approval.

Final vote of Board Expectations Document: Discussion concerning requirement of 4 out of 6 meetings and not missing consecutive meetings which was deleted. Discussion – separating financial contribution and volunteering. Discussion – purchasing a subscription versus making a donation. Motion to approve as amended by Michelle and seconded by Fuzz, after discussion and further amendments, unanimously approved (revised document attached).

Executive Director's Report: The Executive Committee met to discuss Spotlighters' involvement in bare: The Musical. There was concern because of Fuzz and Michael's involvement, auditions at Spotlighters, and ticket sales through the theater. The Executive Board decided to minimize Spotlighters' involvement - no ticket sales through theater and Fuzz and Michael are participating outside of their Spotlighters' roles.

GALA Recap: Fuzz Roark handed out the final financial information (attached hereto). The event netted \$1,259.00 of income.

Show Reports: Fuzz Roark handed out a spreadsheet of shows to date (attached hereto).

08-09 season report: Fuzz Roark distributed an interim season brochure listing the season. Directors have all accepted their positions and approved the scheduling. The BPF show will be three weekends: August 21 to September 6, 2009.

Hippodrome Foundation Tony's Night: Fuzz Roark presented an opportunity for Spotlighters to participate in a fundraiser event on June 15, 2008. The event begins at 6:15, program at 8:00. Fuzz will be contacting the board about participating as volunteers at the event. Fuzz would like some music from new shows performed.

Old Business

Proposal for salary increase for Executive Director: CJ and Susan are preparing a proposal to increase the Executive Director's salary. Salary range: 32,000-61,000 for similarly

profiled non-profit arts organizations. Discussion: wages go up and taxes go up – are there other ways to increase compensation non-monetarily? There will be a need to raise more money and sell more tickets. Fuzz Roark suggested soliciting corporate sponsorship for expenses to free up funds for compensation. Susan Luchey suggested setting up a meeting for Financial Committee to look at a compensation increase and how to fund it (agreed upon). The Financial Committee will meet and submit its report to the board at the next meeting.

Update on BTA Cabaret: BTA Mixer at Spotlighters with mini-cabaret was held on April 27, with 25 attendees, many of whom had not been in Spotlighters before. Spotlighters will host the couple of Cabarets and then move to other theaters or a permanent non-theater location.

New Business

Potential New Board Members – introductions and discussion

Michelle Brown Cunningham: Her daughter, Caitie, attended the last Summer Youth Academy. Her family has attended shows. She has Marketing and positioning work experience. Michelle spoke to the board about her qualifications. The other three will be invited to the next board meeting.
Erin Riley: Show promotion, theater experience.
Jose De le Mar: Marketing and graphic design.
Kelly McPhee: Student.

Susan Luchey expressed concern for the board to identify needs of Spotlighters and people who can fill it.

Youth academy schedule, updates, promotions: We have received \$1500 in scholarship funds. Ideal number is 10-12 people. We have four students registered, one more waiting on paperwork submission, and two more scholarship attendees.

Retreat date and agenda: The purpose is to revisit the strategic plan. All board members please e-mail Susan availability in June.

GALA for October 2008: Discussion – will the GALA be part of a show/event or will it be a stand alone event? Suggestion: pre-show cocktails, etc. and then present the award during intermission. Date for GALA: October 18, 2008. TBD: when to do the reception – before or after the show, and the pricing structure.

Scholarship Fund at Towson University: When Audrey Herman died, a scholarship fund was established in her name at Towson University. There is \$20K currently in fund. Fuzz Roark was contacted about ways to grow the scholarship. A suggestion was made to associate it with Audrey's Birthday celebration and the GALA celebration. Fuzz suggested a portion of ticket price for certain shows. Susan suggested holding a special fundraising event, or perhaps a dollar per ticket during October as Audrey Herman Month.

Theater Renovation for Sept. 08: Fuzz is meeting with the Middendorff Foundation and with a seating company (Irving Seat). Middendorff's interest was due to a blind letter Fuzz Roark submitted for a \$5000 donation/grant. Middendorff's response was that they tend to fund 3-year grant projects, and do not give small grants; their grants are more like \$30,000. Middendorff wanted to give \$10,000-\$20,000 for new theater seating, which would be ADA compliant. A long-term funding plan with Middendorff might include other ADA compliant projects like bathrooms.

Fundraising campaign for seats: Fuzz will do a promotional blurb about buying seats to raise more money. The seats would then have the donor's designation on the back. The seating company will provide one seat on a platform to place in the lobby. The other seat renovation fundraising effort will be asking people to voluntarily give an extra \$2 to raise their ticket price from \$18 to \$20.

Adjournment: Jonathan Claiborne moved to adjourn the meeting, Bob Russell seconded, and unanimously approved. The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Michael Tan, Secretary