

The Audrey Herman Spotlighters Theatre

Minutes of Board Meeting

July 12, 2010

Call to Order/Attendance

The meeting was called to order at 6:45 p.m. in the lobby of the theater. In attendance were: Michele Cunningham, Michael Sullivan, Michael Tan, and Fuzz Roark.

Review and Approval of Minutes

The minutes from the May 10, 2010 meeting were reviewed and approved with one correction as to the date of the last meeting's minutes (motion by Michele Cunningham, second by Fuzz Roark, and unanimously approved).

Financial Report

The Summer Youth Academy's ("SYA") income for this year has been almost \$18K. The check we received from the producer of Cabaret was returned, so the theater is down \$2800, which it should eventually get. We currently show a net loss of \$3000, which we should recover. We switched energy providers, which should save the theater \$200 per month during the summer. Wachovia gave us a \$1000 grant. The theater now has a 10 year written lease, with rent increased tied to cost of living increase and increase in property taxes (1/70th of property tax increase).

Production Report

Think Twice averaged just under 9 seats per show and had \$1010 in sales.

Subscriptions/Membership

Sales have been picking up and the new subscription packages and donor levels are well-received. Michael Sullivan suggested that once we have a good number of members, that the theater do a special event for the members.

2010-11 Brochures: Fuzz presented the new season brochures.

Grants Report

Fuzz is still looking for a Grants Coordinator. We did receive the local scholarship grant for one of the SYA students.

Current Grants Pending

- T. Rowe Price - \$2000 received for the SYA
- Baker – Audience Development (will ask for \$8K)
- BCF – Terry Koenig Arts Grant - received
- Creative Baltimore – BOPA – General Operating Fund -- \$1500 received
- Free Fall – October Public Event – applied for

- Wright Family – Academy 2011
- Rouse – Operating Fund Grant
- Laverna Hahn - Operating Fund Grant (usually \$10K, \$5K last year due to stock market)
- John Leidy – Renovations (\$2500 in 2009; will ask for \$5K)
- Macht – Operating Fund (will ask for \$2K, probably get \$1K)
- Wachovia Wells Fargo -- \$1000 received
- Wachovia – SYA 2011 applied for

Renovation Update

No renovations scheduled for this year. Still waiting for project estimates and Funding Coordinator to begin grant proposal process.

ADA Renovations

- Fire door (cannot start until the fire door is gone)
- Starting project estimates
- Project Funding Coordinator
 - Typical FC: 3-5% of funds raised as commission
 - Kim McCall to assist in determining if we need a Funding Coordinator and suggest candidates

Projects to start now

- Box Office/Concessions – Nick Fuhr has sketched out some potential changes
- Theatre ramp (D to C)
- Wheelchair seating in theatre

Summer Youth Academy

Cost is about \$11K, and the net profit is \$7559.78. (*See agenda for details*)

New Business/Action Items

Board Members and Opening Nights/Board Attendance at Productions: Michele and Michael will choose dates to be at opening nights.

Securing Corporate and Foundation funding: board members are asked to look for connections and contacts with potential funders.

Potential interns

- Marketing Intern
- Audience Development Intern
- Fuzz has received resumes from several University of Baltimore students.

Fuzz suggested creating programming that includes more children in the cast to continue with the work that the theater is doing with the SYA.

The education director idea is on hold.

Michele and Fuzz will meet to create a marketing schedule template for shows.

Budget

Fuzz distributed the revised FY 2011 budget. Because the theatre is moving from cash to accrual basis accounting, the bottom line numbers for many months are showing deficits, but the net fiscal year result is \$4,300 profit. The main difference is that the expenses are booked when the commitment is made, rather than when the expense needs to be paid. Michael Sullivan noted that the income was appropriately conservative. (Michael Sullivan moved to accept the budget, Michele Cunningham seconded, unanimously approved).

The meeting adjourned at 7:48 p.m. (motion by Michele Cunningham, seconded by Fuzz Roark, unanimously approved).

Respectfully submitted,

/s/

Michael Tan, Secretary