

Audrey Herman Spotlighters Theater

Board Meeting Agenda

July 13, 2009

Call to Order/Attendance

The Meeting was called to order at 6:39 p.m. in the lobby of the theater.

In Attendance were Michael Sullivan, Michael Tan, Michele Cunningham, Jonathan Claiborne, Kelly McPhee, and Fuzz Roark. Michael Sullivan presided over the meeting.

Approval of Minutes of March 9, 2009 and May 11, 2009 meeting:

Michele Cunningham moved to approve the minutes for both meetings, seconded by Kelly McPhee. The minutes were unanimously approved.

Update on Board Composition and Transition

Current Board Positions will end as of 8/31/09 for all directors.

Nominating Process and Candidates for the New Executive Committee

Jonathan Claiborne put forth the following slate by nomination as board members and officers, all positions seconded by Kelly McPhee, and unanimously approved:

President: Michele Cunningham

Vice President: Susan Luchey

Treasurer: Michael Sullivan

Secretary: Michael Tan

Executive Director/5th Board Seat: Fuzz Roark

Terms for directors are still two (2) years, with officers' terms being one (1) year.

Finalization of Advisory Board functional committees and discussion of team leader candidates

The Committees and potential team leaders (and other possible members) are as follows:

Special Events/Community Outreach: Will include organizing and getting participation in events, events planning, etc. (perhaps Nicolle Walker or Andrea Bush?)

Fundraising: a couple of potential names were raised, but we will continue to look for them

Marketing: Kelly McPhee (team leader), Heather Marchese

Facilities: Jonathan Claiborne (team leader)

Production: Bob Russell (team leader), Sherrionne Brown, Roy Hammond, Fuzz Roark

Box Office: Nick Fuhr (team leader)

Team leaders responsibilities include providing a monthly briefing to Executive Committee; recruiting other committee members, training (if necessary), holding regular meetings of the committee, and organizing the members to carry out the committee's function. It would also be nice to have team leaders attend board meetings, if possible – briefings are most important.

Michael Sullivan noted that three of the committees have an “executive level” to them. He suggested finding a way to make the committee names and responsibilities seem less daunting to volunteers. The one committee without a potential team leader is Fundraising. We need to get the approval for each of the proposed team leaders by the August meeting.

Financial and Operational Report

Budget and Actuals, as of EOM June 2009

Highlights include: We have spent through our financial “cushion.” We are running \$8K less in ticket sales for the same time last year. Partner giving is up, grant giving is up, and seat donations are up. Expenses are down, except for rent, utilities and salary. Some of next season's royalties are already included in expenses for this year. Academy staff fees are about the same as last year. The cost of receptions has increased.

Fuzz has mailed out 53 grant requests, and received 5-6 “thank you, but we cannot fund you this year, please apply next year” letters. Jonathan will check his contacts. BPF tickets will be at full price and there are no booklets this year.

We have been approached by WYPR to underwrite their programming. It would be 20 spots for \$475 (this equates to 37 tickets at our average ticket price). Michael Sullivan noted that it would be an interesting experiment if we had the money lying around. Michele Cunningham suggested requesting some directed donation specifically for things like WYPR spots.

Michael Sullivan has offered to send a message to former, current board members to ask for donations. The annual letters were sent right before the brochure.

Risk management (Insurance, Emergency/Continuity Plan, Mt. Vernon crime issues, Legislative considerations)

Michele suggested this item become a special planning session.

2009-2010 Season Planning Overview

This item will also be set aside for a special meeting or the next regular meeting.

Strategic objectives:

Schedule overview:

Motion to adjourn at 7:50 p.m. from Jonathan Claiborne, seconded by Kelly McPhee, and unanimously approved.

Respectfully submitted,

Michael Tan, Secretary

To Dos from July 13, 2009:

1. Everyone needs to dig up possible Fundraising Committee team leader candidates, like, yesterday.
2. Fundraising!!!!