

The Audrey Herman Spotlighters Theatre, Inc.

Meeting of the Board of Directors

Minutes

September 10, 2007

In attendance: Jonathan Claiborne, Fuzz Roark, Alison Buckley, Ron Israel, Sherrione Brown, Bob Russell, Michael Sullivan, Chuck Henry, Susan Luchey, Michelle Dunkle, Michael Tan (not present CJ Crowe, Chris Kosmides)

Meeting commenced at: 6:30 p.m.

Michael Sullivan opened the meeting by acknowledging the new slate of officers:

- Susan Luchey, President
- Michael Sullivan, Vice President
- CJ Crowe, Treasurer
- Michael Tan, Secretary.

1. The board reviewed and approved the minutes of the last board meeting – with one correction of ticket price as \$18.00 for all tickets. (*Motion by Alison Buckley, seconded by Chuck Henry, unanimously approved.*)

2. Board expectations discussion

Michael Sullivan expressed a need to delineate the expectations of board members, including attendance at board meetings, financial commitment, being active committee members, potentially being a producer or liaison of a play (be the connection between directors and resources). There was some discussion of the pros and cons of board members as producers – this is still under discussion. Board members should send their ideas to Michael Sullivan, who will work on a list of board expectations.

Michael Sullivan then passed the chairpersonship of the meeting to Susan Luchey.

Susan Luchey began by underscoring the need for expectations for current board members and to recruit new members. Susan also recognized the contributions of various board members to the renovation project.

3. Renovation

- Status

Jonathan Claiborne summarized the latest meeting with the contractor. Electrical and plumbing work was considered necessary and not reduced. The

current estimate from Spacecraft Cabinet Making Carpentry Furniture is \$19,150.00 and attached to these minutes. Approximately \$4,000 of the original estimate was eliminated. Fuzz Roark raised the absence from the estimate of a door for the costume storage room. The estimate does not include the hauling. The total commitment for the backstage renovation was estimated at \$25,000.00, which does not include the cost for any flooring, nor does it include the makeup tables and mirrors for the dressing room. The question was raised whether all the improvements be movable/removable. The answer was that most of the items, except walls and plumbing, could be removed with little difficulty.

- Additional fund raising for the renovation
 - We have approximately \$9,000 in the bank for the renovation and approximately \$9,000 in the general checking account.
 - Jonathan Claiborne approached his partner about a donation for \$10,000.00 by the end of September, if possible, and the partner seemed positive about the likelihood of the contribution. There is a potential refund of \$14,000 of taxes from the state, which we will hopefully receive by the end of the year.
 - Michael Sullivan is planning to send out letters requesting donations for the renovation.
 - The board needs to raise another \$5,000.00 through a fundraising campaign.
- The board approved the Spacecraft estimate with the inclusion of a costume room door. (*Motion by Jonathan Claiborne, seconded by Ron Israel, unanimous approved.*)
- The board approved Robert Ludwig to construct makeup tables with lights and mirrors with an estimated cost of \$950.00. (*Motion by Alison Buckley, seconded by Jonathan Claiborne, unanimously approved.*)
- Other issues raised
 - Stackable washer and dryer: Susan needs someone to accompany her to Annandale, VA to pick up the unit as soon as reasonably possible.
 - The ironing board will be donated by Keith Risser.
 - Susan Luchey has oak kitchen cabinets, which may work for the renovation. She will check on them.

- Fuzz Roark stated that the construction of the costume room is a top priority to free up space in the theater for the new production.
 - Sherrione Brown raised the issue of some painting that needs to happen before build is complete.
 - Alison Buckley requested that the board obtain a schedule of work to be performed by contractor (for planning purposes).
 - Michelle Dunkle reported that the costumes will need to be sorted, gone through, at least once more.
 - CJ will need to write a check to the contractor, so that the work may start.
 - Fuzz noted that new interns are starting this Wednesday at 11:00 a.m.
 - We need to put together a schedule of the renovation work that board can do like going through back storage room, furniture, and set pieces.
 - Michelle will call Big John about hauling away the trash still in back hallway. Big John will need a check at the time the service is performed.
 - Sherrione Brown and Roy Hammond noted that there is other manual labor needed in the renovation area, like concrete floor patching (after communicating with contractor).
- Roy will continue to work with contractor until he leaves town and then Sherrione will do so.

4. 2007-08 budget (pending information from treasurer)

The board is waiting on information from CJ Crowe, so the review of the new budget is deferred until the next board meeting.

5. Executive Director Issues

- Susan Luchey, Michael Sullivan, and Fuzz Roark met to talk about Fuzz's duties at the theater, to create a job description of the Executive Director, to set up a performance review process for the Executive Director, to get Fuzz's 2007-08 theater priorities (operational and projects), and to set up financial expenditure guidelines for the Executive Director.
- Fuzz Roark presented a job description of the work that he does (a copy of which is attached hereto). Members of the board noted that an intern could do some of the work that Fuzz is presently doing. Susan Luchey, with the assistance of others, will draft a job description for the Executive Director. Susan also proposed to formalize expenditure authority up to a preset limit.
- Fuzz Roark presented his 2007-08 Theatre Priorities – Goals and Projects for the 2007-08 Season (a copy of which is attached hereto). Michelle Dunkle, with the assistance of others, will develop a marketing plan. Susan Luchey suggested

calling an Executive Board Meeting with the Marketing Committee present to create marketing plan and budget.

- Fuzz presented a potential marketing opportunity -- \$250/450 for advertisement in a yearly Metro Guide (target towards the GLBT community. General consensus was concern over spending without a budget number or a marketing plan. No decision was made.
- It was suggested that committee reports should be submitted and circulated before next meeting in order to save time at the board meeting.

6. Other Items

- The board needs to follow up on the strategic planning that has been done.
- Because this is a transition year, Susan Luchey proposed a monthly board meeting or at least a monthly Executive Committee meeting. The board consensus was for the Executive Committee to meet and invite other committee members for their input. The Executive Committee will meet October 1, 2007 at 6:30 p.m. at Whiteford, Taylor and Preston.
- The next Spotlighters GALA has been scheduled for May 18, 2008. The initial members of the GALA Committee are: Susan Luchey, Simon Fong, Michael Tan, Michelle Dunkle, and Fuzz Roark. Fuzz will chair the committee.
- Fuzz Roark thanked Michelle Dunkle and Bob Russell for participating in the Barnes and Noble Event.
- The Baltimore Book Fair is 28th-30 of September, 2007. Fuzz Roark needs volunteers to assist at the Spotlighters table and events. The Summer Youth Academy alumni and casts from upcoming shows will be performing at 4:00 p.m. on Saturday and Noon on Sunday.
- Spotlighters has been invited to an educational event at Barnes and Noble at Powerplant on October 24, 2007.
- This Friday night at UB the students from the Summer Youth Academy will perform at the University of Baltimore's Student Union Recital HALL.
- October 4th and 6th, 22nd and 26th, 2007 are the dates of Spotlighters' Free Fall Events.

Meeting Adjourned at 8:45 p.m.

Respectfully submitted,

Michael Tan, Secretary

Follow-up Items

1. Send Board Expectations ideas to Michael Sullivan.
2. Michael Sullivan will contact the contractor about payment terms.
3. Fuzz Roark will create an itemized list of costs for fundraising purposes.
4. Michelle Dunkle will call Big John about hauling trash.
5. Susan Luchey will coordinate with Jonathan Claiborne about picking up the washer/dryer unit.
6. Volunteers will need to do a final sort(s) of costumes.
7. Volunteers will need to go through back room, sorting and tossing set pieces and furniture.
8. Susan Luchey will coordinate an Executive Committee meeting with the Marketing Committee to create a marketing plan and budget amount.
9. Susan Luchey will type up the Executive Director's job description and expenditure guidelines (\$500 per item and a set monthly limit), and circulate it for comment and approval. Suggestion: The expenditure guidelines are a higher priority and should be done first with a vote by the board as soon as possible.
10. Committees will distribute status reports prior to the next meeting.
11. Susan Luchey will contact CJ Crowe for the budget.
12. The Executive Committee will meet on October 1, 2007 at 6:30 p.m. at the offices of Whiteford, Taylor and Preston.
13. Fuzz Roark will ask other board members if they want to be on the GALA Committee.
14. Gathering volunteers for upcoming events:
 - Book Fair – 28th-30 of September, 2007 – at the table and events. Performing at 4:00 p.m. on Saturday and Noon on Sunday.
 - Educational event at Barnes and Noble at the Powerplant on October 24, 2007.
 - This Friday night at UB for the Summer Youth Academy student performances.
 - Free Fall Baltimore Events -- October 4th and 6th, 22nd and 26th, 2007