

The Audrey Herman Spotlighters Theatre

Minutes of Board Meeting

September 13, 2010

Call to Order/Attendance

The meeting was called to order at 6:40 p.m. in the lobby of the theater. Board members in attendance were: Michele Cunningham, Michael Tan, and Fuzz Roark. Jay Gilman was also attendance.

Review and Approval of Minutes

The minutes from the July 12, 2010 meeting were reviewed and approved (motion by Michele Cunningham, second by Fuzz Roark, and unanimously approved).

Board Matters

The board accepted Susan Luchey's resignation as Director and Vice President.

Motion to set the board at 7 members (motion by Fuzz Roark, second by Michele Cunningham, and unanimously approved).

Fuzz Roark presented Jay Gilman and Maria Welch as potential board members. Jay Gilman introduced himself to the board. Fuzz told us about Maria Welch. Fuzz nominated Jay and Maria to become members of the board of directors, seconded by Michele Cunningham. Michael Tan moved to vote for both by acclamation, seconded by Michele Cunningham. Jay and Maria were elected to board by unanimous acclamation.

Financial Report

P & L: FY 2010 ended with a \$5,500 loss. Ticket sales dropped as did partner giving and grant receipts (NEA and Laverna Hahn were half the amount of the previous year). Ticket sales were also less than FY 2009 (FY 2009 5,557 seats, FY 2010 3,900 seats). In particular, several shows were cancelled due to inclement weather and two shows averaged 13 seats or less per show. About 29% of ticket sales were Fun Guide, which is half price (and many of those Fun Guide patrons were the previous year's patrons). We were \$7,000 under budget expenses. The Summer Youth Academy made a profit of \$7,000 this year, which helped to subsidize the season. The loss was covered by reserves.

Budget: Fuzz Roark distributed the approved FY 2011 budget. The budget projects a modest profit of \$4,900 for the year. Energy costs should decrease after changing electricity providers. Ticket price was increased to \$20/show and those patrons who join the donor group (threshold of \$25 donation) get last year's prices.

Production Report

Fuzz Roark presented the production report for the last three years. Board members raised questions about how cast size, how well known a show is, time of year, etc. may affect

ticket sales. Last year, Gaslight was the highest grossing show (approx. 25% of proceeds), followed by Bingo and Cinderella.

Subscriptions/Membership

No data available, but donor membership and ticket packs are selling.

Grants Report

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

Current Grants Pending

- Baker – Audience Development (will ask for \$12.5K)
- Rouse – Operating Fund Grant (\$7,500 requested)
- Laverna Hahn - Operating Fund Grant (\$10K requested, likely to receive \$5K)
- Eddie & Sylvia Brown (requested \$3,000)
- Wright Foundation - Summer Youth Academy (\$6,000 or an increase)
- T. Rowe Price – Summer Youth Academy (\$2,000 requested)
- Wachovia – Summer Youth Academy (\$10,000 requested; likely to receive \$1,000)

Education

We were expecting Lab School students for the fall student education program, but that fell through. We have 3 students signed up at this point.

FreeFall Baltimore – Saturday, October 23, 2010 – 1-5 p.m. education workshops.

Stage management workshop was held in August with 3 attendees.

Facilities Update

The fire door has been removed by Baltimore Steel. The Coke machine is gone.

Production Committee

No proposals yet.

Volunteers

A couple of people have expressed interest in volunteering to work box office, but they have not come in for training.

Marketing and Outreach

We have two new interns. Michele and Fuzz created a marketing schedule template for shows.

Fundraising/Grants

No one has submitted an application for the internship.

Dramaturge

We have a new dramaturge internship program. Fuzz sent out a call to local schools and a couple of people submitted information for Cabaret. Jacob Hellman has volunteered to collect and edit dramaturge pieces for each show. Fuzz is meeting with another possible intern.

Renovation Update

No renovations scheduled for this year. Fuzz is still waiting for project estimates and a Funding Coordinator before he begins the grant proposal process.

Old Business/Action Items

Board Members and Opening Nights/Board Attendance at Productions: Michele Cunningham and Michael Sullivan will choose dates to be at opening nights. Michael Sullivan – Twelfth Night, Streetcar and Night Music; Michele – Stage Blood and Doubt; Michael Tan – Approaching Zanzibar; Jay will get back to the board about his availability.

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

The meeting adjourned at 8:22 p.m. (motion by Michele Cunningham, seconded by Jay Gilman, unanimously approved).

Respectfully submitted,

/s/

Michael Tan, Secretary