

The Audrey Herman Spotlighters Theatre

Minutes of Board Meeting

September 18, 2011

Call to Order/Attendance

The meeting was called to order at 2:45 p.m. on the stage of the theater. Board members in attendance were: Fuzz Roark, Michael Tan, and Michele Cunningham.

Also in attendance was Julia Taylor-Golbey, whom Fuzz introduced to the other board members. Julia will be doing fundraising and development, in particular for the ADA renovations. Deborah Davis works for WYPR and will be doing generalized fundraising for Spotlighters. Deborah will also be planning upcoming events, such as the anniversary celebrations, along with two other volunteers (Betty Bowman and Stephanie Miller).

Review and Approval of Minutes

The minutes from the July 25, 2011 meeting were reviewed and approved (motion by Michele, second by Fuzz, and unanimously approved).

Financial Reports

Fuzz distributed the P&L Report and Balance Sheet for FY 11 (year-end). Spotlighters went over projected ticket income by \$10K. With the exception of some ad revenue, the P&L accurately reflects year-end. Giving was down substantially this year (approximately \$10K). The educational programs brought in substantial income for the theater. Total income was 109% of budgeted amount at \$151,153.79.

Additions to the expenses include \$1000 for tuition in the UB program. Theater expenses, production-related (line 6000) was 105.4% of budget at \$77,364.56. Total expense was \$145,970.21, yielding a net income of \$5,183.58 for the year (profit).

Since we have only been in the current season for 2 weeks, there was no available current P&L. With no open show and a delay with subscriptions due to the delay in posting the new brochure, if we paid all bills due, we would have \$200 in the bank account right now. Fuzz will probably tap into the line of credit to bridge the gap until Tea and Sympathy opens.

Production Reports

Fuzz handed out the FY 2011, year-end Production Report. This was one of the better seasons in recent years. The three main stage musicals and Streetcar topped the revenue list, with the BPF show next. Average ticket price was \$13.72 for main stage shows and \$13.54 overall.

Renovations

Box Office: The box office renovation should be completed this week.

ADA:

- Ground plans – Fuzz passed out the outside ground plan, which includes decking over the steps. He also distributed the inside plan for the restroom renovations. The doors to the inner lobby will be moved back behind the restroom. Nick Fuhr is working on final plans that can be used for fundraising.
- Estimates -- We received two estimates for the elevator unit (\$89K and \$25K). Charlie's original estimate was over \$200K for the renovations. Fuzz is working to get other estimates.
- Fundraising – Julia will be looking at potential funders for the renovations.

50th Season Events

- *Audrey Herman Celebration*
 - Date: Saturday, November 19th; will be a 6:30 p.m. reception and 8:00 p.m. show with a slightly extended intermission
 - *Event planning/Silent Auction*: We need at least 65 people in attendance. Kelly McKew is interested in being a special event coordinator for the theater. Deborah and Stephanie are working on the silent auction. Fuzz encouraged board members to brainstorm ideas and contacts to maximize the items and services to auction off. Fuzz and Deborah are discussing going back to the online auction (would include about 9% commission to auction house).
 - *Award* – We are considering an award, possibly Sherrionne Brown.
- *Audrey/Spotlighters Stories DVD*
 - We have 50 DVDs of past shows and events.
 - We will be creating a 45-60 minute DVD that includes history, clips, anecdotes, etc.
 - Ken Stanek will do the editing for a reasonable fee.
 - Fuzz wants to have it available at the opening of next season (Fall 2012).

Academy/Education Report

- YAA Summer 2011 Final Report: \$15.2 K in income and \$18.9K – with scholarships and grants, income exceeded expenses.
- The theater has some fall after-school programs starting up in a week.
 - Two middle school and one lower school.
 - Enrollment needs to increase.
 - Board members are encouraged to promote the programs (see website and e-mails)
- Fuzz distributed survey responses from last summer.
 - There is a discussion about an orientation day before the summer programs begin.
 - Looking to expand the lower school program until 4:00 p.m. (same as high school)

Board Expansion for 2011-12

- Going beyond the executive board, whether titled or tiered.
- Fuzz believes this would both be governance and volunteers for projects.

- Bottom line: we need people to take on projects, work and networking/development, especially entering into the anniversary seasons.
- Potentially, we could create a tiered board structure, dividing voting into one tier and “participation” into another.
- Imminent needs:
 - An identified coordinator/planner for the Anniversary events.
 - Additional board or other members who can bring their networks/fundraising ability to the theater.
 - We need the “do-ers” to take on projects.
 - We need people passionate about the theater to make connections for resources and funding.
- Right now, the main functions that Fuzz needs people to run/coordinate:
 - Education
 - Jay – Coordinator
 - Instructors
 - Fundraising/Development
 - Julia and Deborah
 - ADA Renovations
 - ?
 - Nick Fuhr (architectural expertise)
 - Anniversary
 - ? Coordinator/Planner
 - Betty Bowman, Deborah Davis (fundraising)
 - Kelly McKew (potential – event planning)
 - Stephanie Miller (silent auction)
 - Ken Stanek (DVD)
 - Sherrienne Brown (DVD, programming)

Board Members at Performances

- Tea and Sympathy: Michael Tan
- The Fantasticks:
- Ain’t Misbehavin’: Michele Cunningham
- Agnes of God: Michele Cunningham
- Hello Dolly:
- Hot’l Baltimore:
- The Holdup:

Next Meeting

The next meeting is scheduled for **Tuesday, November 1** at 6:30 p.m. at the theater.

Adjournment

The meeting adjourned at 4:32 p.m. (motion by Fuzz Roark, second by Michele Cunningham, unanimously approved).

Respectfully submitted,

Michael Tan, Secretary