

The Audrey Herman Spotlighters Theatre, Inc.

Meeting of the Board of Directors

Minutes

November 12, 2007

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

The meeting commenced at 6:40 p.m. Susan Luchey called the meeting to order.

1. The board reviewed and approved the minutes of the last board meeting. (*Motion by Bob Russell, seconded by Jonathan Claiborne, unanimously approved.*)

2. President's Report

Executive Director Job Description: Susan Luchey presented the Executive Director Job Description, as revised after the Executive Committee Meeting. Additions included the periodic submission of receipts by Executive Director to Executive Committee and annual review of financial actions of Executive Director. The Executive Committee has approved the Job Description and presented to the Board for informational purposes only (no board action required).

Board Expectations: Susan Luchey presented the document as created by Michael Sullivan. Discussion points included changing attendance from "three quarters" to "four out of six"; having board members documenting hours done on behalf of the organization; and including the work and business of the board and committees as an express requirement of board members. If people do not fulfill these expectations, then the nominating committee will take that into account for the purpose of future nominations. Financial contribution expectation – CJ Crowe suggested raising the amount to something like \$200, including "give or get" contribution (either direct giving or obtaining for the theater). We will leave \$50 in cash (between election and beginning of term), plus in-kind donations and services. The document will be given to Michael Sullivan to revise.

3. Treasurer's Report

Budget Presentation and Finance Committee Report: CJ Crowe presented the budget for Fiscal Year 2008, which has been approved by the Executive Committee. CJ noted an inconsistency dealing with pro-ration of some items based on square footage of space, e.g. rent divided by administrative and theater operation – one error in calculation, which will be corrected. Credit cards are paid off. Jonathan will receive the rest of his loan. We are in a good cash flow position between the admissions tax windfall and

houses. *(Bob Russell moved to approve the budget with changes CJ Crowe discussed, seconded by Jonathan Claiborne, approved unanimously.)*

4. Old Business

Renovation Report: Presented by Roy Hammond. Renovations are stalled for the week because of tech for The Lion in Winter. We will get a quote on the Ultra flooring from Home Depot. Do or Die Mysteries will donate for the \$510 and \$250 (up to \$900) to move the air conditioner and \$510 extra electrical work. Applause for Roy and Sherrione in appreciation.

Marketing Committee Report: Given to board for informational purposes.

Production Committee Report: Show figures: The Great American Trailer Park Musical: 815 tickets sold, 524 full-price adult tickets, for a total of \$12,249.00. Do or Die Mysteries: Death Warmed Over -- \$1,038.00.

5. New Business

Rehearsal Space: The Preston Building on the corner of Guilford St. and Preston St. has 18x36 open space room available, and would like to lease the space to an arts organization. Possible uses: rehearsal with props and set pieces, workshops on weeknights, building flats and set pieces. Features: month to month lease -- \$350/month; passcode secured; place to load and unload large items; parking available on the street and parking lot on Preston St.; no AC, but place to install one; landlord pays all utilities; access to office bathroom and vending machines. There is a concern that the money for this expense is not in the budget. Fuzz Roark proposed renting the space for a short term, like 3 months, to begin with and see. Fuzz Roark has offered to donate the first three months of rent for the space. There are opportunities to sublet to other organizations. Fuzz Roark will get a contract from the landlord and meet with Susan Luchey. *(Motion by CJ to approve the first 3 months, predicated on an acceptable contract, Ron Israel seconded, unanimously approved.) (Motion to reimburse Fuzz Roark from profit generated by the space by Susan Luchey, seconded by CJ Crowe, unanimously approved.)*

Gala Committee: Gala honoree possibilities –Tom Wilcox (Baltimore Community Foundation), Bill Gilmore (BOPA) with Randi Vega as honorary chair, Maria Feiken - MPT, Mark Steiner- YPR, Jonathan Polevsky/ Dyana Neal-WBJC, Tom Hall/Sheila Cass – Maryland Morning/YPR, Donald Hicken – Balt. School for the Arts, Barry Feinstein, Harriet Lynn. Rank them in order of preference (very specific – with Friday deadline).

6. Open Discussion:

Water Cooler: Buy one for \$149.00.

Artistic Director conversation: parking lot item for next meeting.

(Michael Tan moved to adjourn; seconded by Susan Luchey, unanimous approval.)

Meeting Adjourned at 8:30 p.m.

Respectfully submitted,

Michael Tan, Secretary

To Do List

1. Michael Sullivan to revise Board Expectations.
2. CJ Crowe to revise Budget according to discussed adjustments.
3. Fuzz Roark or Roy Hammond will get flooring estimate from Home Depot. Follow up note: the estimate was much more than we could afford.
4. Fuzz Roark will follow up on rental of additional space. Follow up note: the landlord decided against renting to an arts organization.
5. Fuzz Roark to purchase water cooler for green room.
6. Michael Tan to send out list of GALA honoree nominees to the board for vote.

Follow-up Items

1. Fuzz – lease from Preston Building.
2. CJ – budget.
3. Michael Tan will send potential GALA honorees to board for input/ranking.
4. Roy will get quote on flooring for green room.
5. Fuzz will take care of getting new water cooler.
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14. Gathering volunteers for upcoming events:
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