

**The Audrey Herman Spotlighters Theater, Inc.**  
**Meeting of the Board of Directors**  
**Monday, March 10, 2008**  
**Minutes**

**Call to Order:** Meeting commenced at 6:40 p.m. at 7 St. Paul Street. In attendance were Susan Luchey, Michael Sullivan, CJ Crowe, Fuzz Roark, and Jonathan Claiborne (not present: Chris Kosmides, Chuck Henry, Michelle Dunkle, Sherrionne Brown, Bob Russell and Michael Tan).

**Approval of Minutes for 1/14/08 meeting:** motion by CJ Crowe, seconded by Fuzz Roark, unanimous approval.

**President's Report**

Board activity sheets from last month were handed in to CJ.

Susan announced that a letter from the Executive Committee was being sent to Chuck Henry and Chris Kosmides informing them that because of their lack of participation they were being asked to resign from the Board. Everyone agreed that such a letter should be sent.

Discussion was held on prospective board members. CJ and Fuzz have a couple of candidates. They will attempt to obtain resumes from the candidates and then invite them to the next April Executive Committee meeting to meet with members of the Board. The meeting will be on April 14.

Susan has identified two UB students who are interested in working as interns on the theater's marketing plan and branding the theater. They will coordinate with Fuzz and involve the Marketing Committee as appropriate.

Plans are being made for an all-day Board retreat/strategic planning session. It is being scheduled tentatively for June 14. By that time, new board members will be added.

**Treasurer's Report**

CJ reported that Spotlighters is approximately 50% through the current year. Spotlighters has earned about 70% of anticipated revenues, yet has received only about 40% of the revenue from projected sources such as grants and donations and the Gala. However, we also have already expended 77% of annual budgeted expenses. CJ notes that this year's budget does not track as closely to temporal expenditures as would be appropriate. We should be better able to do this next year using this year's information.

The board discussed how to keep productions within budget. One suggestion would be that the Production Committee will recommend a budget for each show. Another idea is to make sure directors understand that they are responsible for adhering to the budget and any excess expenditures require a revised budget, which is subject to review and approval by the Executive Committee. Also, only one person for each show will be designated as the single person who will be in charge of submitting requests for payment and who will receive payment. It was concluded that the form given to directors will be revised to say: "one or two people designated

to submit expenses for reimbursement; requests for reimbursements must be on a proper Spotlighters form; the budget is \$500, and expenditures in excess of that amount are subject to review and possible approval or rejection by the Executive Committee; and 72 hours is required for reimbursement.”

Checking account - \$6,607; Savings - \$11,512. Liabilities are approximately \$5,100, which consists primarily of credit card bill and tool shelves bill, interest fee, and will be paid off by August.

### **Executive Director’s Report**

Fuzz commented on the High School Theater Workshop held in Bel Air. He felt it went well for a first attempt. The theater hopes to gain exposure to high school students for possible attendance at the Students’ Academy and possible actors for appropriate roles.

Show Reports: Ticket sales have been fairly strong and account for the increase in revenues over budget (see attached).

A sign-up sheet was sent around at the meeting for board members to sign up to assist (and eventually learn) in the handling of the box office.

Another Barnes & Noble book fair will be held March 29, 2008. Board members are asked to sign up to man the craft table or entertainment table.

The BTA Cabaret held a planning meeting. The first event may occur in April. At this point, Spotlighters is planning to host the first two events, which will be approximately every 6 weeks. There is no cost to the theater. It is assumed that the event then will rotate to another location after the first two events.

Discussion was held about the need to have background checks on all people involved in plays in which children 16 and under. The Board decided that we need to require background checks to be run on all persons involved in such plays.

### **Production Committee**

Fuzz reported that the Committee has not met, but that there have been some discussions about the plays to be produced next year. Being discussed are: Sweeney Todd, Hamlet, London Suite, Frozen, Picnic, Hats, Elegies. It is hoped that the Committee will complete its work by April 1 in order to provide sufficient time to send out sales brochures.

### **Old Business**

Gala – Invitations are scheduled to go out by the end of March. The Board is still looking for sponsors. Heather Marchese is working on putting together “gift bags.” Donations of food and drink are being solicited from local restaurants. The Gala is scheduled for Sunday,

April 27, 2008, following the Sunday afternoon performance. It is opening weekend for “New Brain.” Discussion was held as to how many invitations to send out.

## **New Business**

Upcoming events with encouraged Board attendance:

April 5, 2008 – buyout benefit of Four by Ten for Oldfields – kickoff event.

April 27, 2008 – GALA Celebration

2008 Clean/Fix Up Date: Spring clean-up, fix up – need to set date – April?

By consensus, the theater will be dark from Labor Day through mid-September to do a refit of theater seating.

Board training opportunities:

Maryland NonProfit Workshops: upcoming trainings for board members – Fuzz Roark will e-mail information; examples of topic areas – marketing, finance, fundraising -- \$45/person.

Box office and front of house training: there are four people not on the board who are trained to run front of house. Fuzz Roark noted that it takes two times running the box office to be comfortable then volunteers are shadowed two times by more experienced volunteers or Fuzz Roark.

Youth Academy discussion included finding ways to market it to increase enrollment, like the Maryland High School Theater Festival (usually in February). The Rollins Foundation will fund at least one scholarship. Please send ideas to the Executive and Marketing committees.

Advisor Role on the Board: based on BTA structure, the board advisor is a non-voting person who can participate in meetings and discussions. Potential advisors: Allison Buckley, Heather Marchese, etc.

**Adjournment:** At 9:00 p.m., motion by, seconded by Fuzz Roark, unanimously approved.

**Next Meeting:** May 12, 2008 at 6:30 p.m.

Respectfully submitted, Jonathan Claiborne, Secretary of the Meeting