

Spotlighters Theatre  
Board Meeting - Thursday, Nov 14, 2017 - 6:30pm  
Spotlighters Lobby

**Howard & Lexington Property / Read's Drug Discussion**

- Darron Cooper, BDC: discuss Exclusive Negotiating Privilege
- Jim French, French & Co: discuss what we will need to do during this period, and the expenses incurred
- Dale Hedding, ACG: discuss findings of our Feasibility Study, and what should be the next move for Spotlighters: Capacity Building, Fund Raising, New Building Search

**Board Discussion -**

- Schedule further discussion for next working session in December - Mon, Dec 12, 2016 - 6:30pm

***Short Business Meeting***

Minutes from Sept Bd Mtg

Financial Reports

- P&L Reports
- Show Reports

Education Report

**SPOTLIGHTERS**  
**Profit & Loss Budget vs. Actual**  
September 1 through November 14, 2016

	Sep 1 - Nov 14, 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>5100 · Income</b>			
<b>5400 · AHC Income</b>			
5410 · AHC Silent Auction Income	1,967.00	3,000.00	-1,033.00
5420 · AHC Ticket Sales	1,475.00	1,793.33	-318.33
5430 · AHC Donations	10,025.00	0.00	10,025.00
5450 · AHC Raffle Income	0.00	500.00	-500.00
5400 · AHC Income - Other	185.00	0.00	185.00
<b>Total 5400 · AHC Income</b>	<u>13,652.00</u>	<u>5,293.33</u>	<u>8,358.67</u>
<b>Total 5100 · Income</b>	13,652.00	5,293.33	8,358.67
<b>5110 · Theatre Income (Programs)</b>			
5111 · Ticket Sales	17,011.10	20,900.00	-3,888.90
5112 · Program Ads	907.00	375.00	532.00
5113 · Subscriptions	415.00	1,900.00	-1,485.00
5115 · Misc Income	-125.67	0.00	-125.67
<b>Total 5110 · Theatre Income (Programs)</b>	<u>18,207.43</u>	<u>23,175.00</u>	<u>-4,967.57</u>
<b>5200 · Grants &amp; Donation Income</b>			
5200-1 · Facility Development Fund			
5200-10 · FDF-Individual Donation	3,550.00	0.00	3,550.00
<b>Total 5200-1 · Facility Development Fund</b>	<u>3,550.00</u>	<u>0.00</u>	<u>3,550.00</u>
<b>5210 · General Grants</b>			
5214 · Foundation Grant			
5214-12 · Abell Foundation	0.00	5,000.00	-5,000.00
5214-2 · Laverna Hahn Trust	0.00	5,000.00	-5,000.00
5214-3 · Rouse Foundation	0.00	466.67	-466.67
5214-7 · Macht Foundation	0.00	1,000.00	-1,000.00
5214-8 · JohnLeidy Foundation	0.00	500.00	-500.00
<b>Total 5214 · Foundation Grant</b>	<u>0.00</u>	<u>11,966.67</u>	<u>-11,966.67</u>
5215 · Government Grants			
5215-1 · FreeFallProgram	800.00	800.00	0.00
<b>Total 5215 · Government Grants</b>	<u>800.00</u>	<u>800.00</u>	<u>0.00</u>
<b>Total 5210 · General Grants</b>	<u>800.00</u>	<u>12,766.67</u>	<u>-11,966.67</u>
<b>Total 5200 · Grants &amp; Donation Income</b>	4,350.00	12,766.67	-8,416.67
<b>5211 · Partner</b>			
5211-0 · Partner-Individual	0.00	7,700.00	-7,700.00
5211-1 · Partner-Show Donation	65.00	0.00	65.00
5211 · Partner - Other	3,154.00	0.00	3,154.00
<b>Total 5211 · Partner</b>	<u>3,219.00</u>	<u>7,700.00</u>	<u>-4,481.00</u>
<b>5220 · Educational Program Grants</b>	110.00	5,000.00	-4,890.00
<b>5300 · House Income</b>			
5310 · Concession Sales	648.20	616.67	31.53
5320 · Souvenir Sales	190.00	246.67	-56.67
<b>Total 5300 · House Income</b>	<u>838.20</u>	<u>863.34</u>	<u>-25.14</u>
<b>5500 · Education Income</b>			
5511 · Acad-AfterSchool	110.00	570.00	-460.00
5513 · Acad-Schl-CurriculumPrograms	6,873.50	3,000.00	3,873.50
<b>Total 5500 · Education Income</b>	<u>6,983.50</u>	<u>3,570.00</u>	<u>3,413.50</u>
<b>Total Income</b>	<u>47,360.13</u>	<u>58,368.34</u>	<u>-11,008.21</u>
<b>Gross Profit</b>	47,360.13	58,368.34	-11,008.21

**SPOTLIGHTERS**  
**Profit & Loss Budget vs. Actual**  
September 1 through November 14, 2016

Expense	Sep 1 - Nov 14, 16	Budget	\$ Over Budget
<b>10000 · General &amp; Accounting Expenses</b>			
11003 · Marketing	0.00	17.27	-17.27
11004 · Licenses	0.00	50.00	-50.00
11005 · Dues & Subscriptions	0.00	485.00	-485.00
11006 · Office Equipment	65.00	123.33	-58.33
11007 · Office Supplies	232.84	260.00	-27.16
11008 · Postage	115.99	162.66	-46.67
11011 · Internet Services	360.00	444.00	-84.00
11012 · Insurance-Com 40%	492.00	197.33	294.67
11015 · Interest & Finance Charges	0.00	308.33	-308.33
11016 · BGE-H 927892	585.00	925.00	-340.00
11017 · Salary (10%) G&A	556.00	0.00	556.00
11023 · Penalties	53.19	0.00	53.19
11024 · Misc G&A Expenses	175.00	0.00	175.00
11026 · Bank Fee	50.00	100.00	-50.00
<b>Total 10000 · General &amp; Accounting Expenses</b>	<b>2,685.02</b>	<b>3,072.92</b>	<b>-387.90</b>
<b>6000 · Theatre Expenses</b>			
6001 · Advertising-Promo-Marketing	103.92	1,293.33	-1,189.41
6002 · Costumes	161.73	493.33	-331.60
6003 · Props	783.22	1,048.33	-265.11
6004 · Sets	336.30	246.67	89.63
6009 · Talent Fees			
6009-5 · Spots Cabaret	1,091.16	160.87	930.29
6009-6 · Musicians-Productions	1,200.00	700.00	500.00
<b>Total 6009 · Talent Fees</b>	<b>2,291.16</b>	<b>860.87</b>	<b>1,430.29</b>
6010 · Theatre Equipment			
60100 · Lighting & Sound Equipment			
60103 · Sound Equipment	1.98	0.00	1.98
<b>Total 60100 · Lighting &amp; Sound Equipment</b>	<b>1.98</b>	<b>0.00</b>	<b>1.98</b>
6010 · Theatre Equipment - Other	0.00	366.67	-366.67
<b>Total 6010 · Theatre Equipment</b>	<b>1.98</b>	<b>366.67</b>	<b>-364.69</b>
6012 · Thtre-Repairs & Maintenance			
6012-1 · Parking	141.00	394.67	-253.67
6012 · Thtre-Repairs & Maintenance - Other	421.35	1,048.33	-626.98
<b>Total 6012 · Thtre-Repairs &amp; Maintenance</b>	<b>562.35</b>	<b>1,443.00</b>	<b>-880.65</b>
6013 · Thtre-General Supplies	193.04	308.33	-115.29
6014 · Royalties	5,198.21	4,450.00	748.21
6016 · Credit Card Fees	444.04	925.00	-480.96
6017 · Arts People Fees	83.95	863.33	-779.38
6018 · Thtre-Rent(50%)	1,957.50	1,603.33	354.17
6019 · BGE-T 039624	930.00	1,048.33	-118.33
6020 · Thtre-Salary(40%)	2,780.00	2,553.00	227.00
6021 · Printing (Ink Cost)	1,350.00	1,541.67	-191.67
6022 · PhotoCall	0.00	486.67	-486.67
6023 · Thtre-ComIns60%	703.00	370.00	333.00
6024 · Scripts	0.00	343.33	-343.33
6025 · Benefit Payment	0.00	350.00	-350.00
6100 · Rental Tech	0.00	250.00	-250.00
6000 · Theatre Expenses - Other	1.11	0.00	1.11
<b>Total 6000 · Theatre Expenses</b>	<b>17,881.51</b>	<b>20,845.19</b>	<b>-2,963.68</b>
6028 · Professional Development Course	0.00	500.00	-500.00
66000 · Payroll Exp-Taxes	3,263.36	900.00	2,363.36

**SPOTLIGHTERS**  
**Profit & Loss Budget vs. Actual**  
September 1 through November 14, 2016

	Sep 1 - Nov 14, 16	Budget	\$ Over Budget
66900 · Reconciliation Discrepancies	9.03	0.00	9.03
7000 · Educational Programs			
7100 · Academy Expenses			
7101 · Acad-Staff			
7101a · Acad-Ed Director	0.00	2,466.67	-2,466.67
7101g · After-School Program	75.00	0.00	75.00
7101j · InternStipend	500.00	0.00	500.00
7101k · AcadAdminCoordinator	0.00	740.00	-740.00
7101l · Acad-Schl- CurriculumInstructor	1,802.50	350.00	1,452.50
7101m · Acad-Schl-AfterSchoolInstructor	115.00	0.00	115.00
7101z · Acad-ExeDirector-Acad (20%)	834.00	1,295.00	-461.00
<b>Total 7101 · Acad-Staff</b>	<b>3,326.50</b>	<b>4,851.67</b>	<b>-1,525.17</b>
7102 · Acad-Supplies&Materials	0.00	1,000.00	-1,000.00
7103 · Meals-Academy	70.40	0.00	70.40
7104 · Promotional-Academy	0.00	500.00	-500.00
7105 · Acad-Rent (20%)	783.00	641.33	141.67
7107 · Acad Insurance	0.00	123.33	-123.33
7100 · Academy Expenses - Other	49.99	0.00	49.99
<b>Total 7100 · Academy Expenses</b>	<b>4,229.89</b>	<b>7,116.33</b>	<b>-2,886.44</b>
7300 · Acad - Prof Development	37.00	500.00	-463.00
<b>Total 7000 · Educational Programs</b>	<b>4,266.89</b>	<b>7,616.33</b>	<b>-3,349.44</b>
8000 · House Expenses			
8003 · Receptions			
8003-P · Reception Supplies	0.00	350.00	-350.00
8003-S · Opening Night Receptions	42.78	0.00	42.78
<b>Total 8003 · Receptions</b>	<b>42.78</b>	<b>350.00</b>	<b>-307.22</b>
8004 · Hse-Rent(20%)	783.00	641.33	141.67
8005 · Hse-Repairs&Maintenance	846.27	74.00	772.27
8006 · Sales Tax	0.00	49.33	-49.33
8009 · Concession Supplies	575.36	616.67	-41.31
8010 · Souvenir Cost	130.00	407.00	-277.00
8000 · House Expenses - Other	40.00	0.00	40.00
<b>Total 8000 · House Expenses</b>	<b>2,417.41</b>	<b>2,138.33</b>	<b>279.08</b>
9000 · Grant & Donations Expenses			
9005 · Development-Sal(20%)	1,390.00	1,233.33	156.67
9006 · Development-Rent(10%)	391.50	320.67	70.83
9007 · Grants-Expenses	0.00	500.00	-500.00
9010 · Development Intern	0.00	1,233.33	-1,233.33
<b>Total 9000 · Grant &amp; Donations Expenses</b>	<b>1,781.50</b>	<b>3,287.33</b>	<b>-1,505.83</b>
9500 · AHC Expenses			
9501 · AHC Advertising	175.00	0.00	175.00
9502 · AHC Catering	8,027.78	1,925.00	6,102.78
9503 · AHC Production	475.00	0.00	475.00
9504 · AHC Promotional Materials	599.00	296.67	302.33
<b>Total 9500 · AHC Expenses</b>	<b>9,276.78</b>	<b>2,221.67</b>	<b>7,055.11</b>
<b>Total Expense</b>	<b>41,581.50</b>	<b>40,581.77</b>	<b>999.73</b>
<b>Net Ordinary Income</b>	<b>5,778.63</b>	<b>17,786.57</b>	<b>-12,007.94</b>
<b>Net Income</b>	<b>5,778.63</b>	<b>17,786.57</b>	<b>-12,007.94</b>

Show Statistics - 15/16												
# Perf	Tkts	Ave Seats	Sales	Ave Tkt	Notes	CC Tkts \$	TT Fees	NET	Gross \$	% Fee of	Gross Tkts	% CC of
13	475	36.54	\$ 6,894.00	\$ 14.51	56.21%	\$ 5,776.00	\$ 264.05	\$ 6,629.95	\$ 3.83%	83.78%		
13	558	42.92	\$ 8,464.00	\$ 15.17	66.04%	\$ 7,328.00	\$ 313.20	\$ 8,150.80	\$ 3.70%	86.58%		
16	553	34.56	\$ 7,606.00	\$ 13.75	53.17%	\$ 6,459.00	\$ 297.80	\$ 7,308.20	\$ 3.92%	84.92%		
9	320	35.56	\$ 3,653.00	\$ 11.42	37.87%	\$ 3,291.00	\$ 155.20	\$ 3,497.80	\$ 4.25%	90.09%		
13	573	44.08	\$ 7,812.00	\$ 13.63	67.81%	\$ 7,024.00	\$ 287.50	\$ 7,524.50	\$ 3.68%	89.91%		
10	505	50.50	\$ 6,722.00	\$ 13.31	48.56%	\$ 6,322.00	\$ 270.55	\$ 6,451.45	\$ 4.02%	94.05%		
16	965	60.31	\$ 14,503.00	\$ 15.03	92.79%	\$ 12,783.00	\$ 563.45	\$ 13,939.55	\$ 3.89%	88.14%		
13	379	29.15	\$ 5,145.00	\$ 13.58	36.44%	\$ 4,495.00	\$ 194.85	\$ 4,950.15	\$ 3.79%	87.37%		
13	483	37.15	\$ 6,734.00	\$ 13.94	46.44%	\$ -	\$ -	\$ 6,734.00	\$ 0.00%	0.00%		
4	35	8.75	\$ 335.00	\$ 9.57	\$12	\$ -	\$ -	\$ 335.00	\$ 0.00%	0.00%		
2	84	42.00	\$ 946.00	\$ 11.26	\$12	\$ -	\$ -	\$ 946.00	\$ 0.00%	0.00%		
1	67	67.00	\$ 3,935.00	\$ 58.73	\$75 \$45	\$ 3,345.00	\$ 45.50	\$ 3,889.50	\$ 1.16%	85.01%		
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* Snow Closure												
<b>TOTAL (123)</b>												
	123	40.63	\$ 72,749.00	\$ 14.56	62.50%	\$ 56,823.00	\$ 2,392.10	\$ 70,356.90	\$ 3.29%	78.11%		
<b>MainStage Info (100)</b>												
	116	41.47	\$ 67,533.00	\$ 14.04	63.81%	\$ 53,478.00	\$ 2,346.60	\$ 65,186.40	\$ 3.47%	79.19%		

New Format with Production Costs												
# Perf	Tkts	Ave Seats	Sales	Ave Tkt	% Cap	Props	Production Costs	Ticket	NET	Income	Fees	Income
7	202	28.86	\$ 2,800.50	\$ 13.86	23.91%	\$ 1.98	\$ -	\$ 100.85	\$ 2,417.62	\$ 2,417.62	\$ 100.85	\$ 2,417.62
2	66	33.00	\$ 1,001.50	\$ 15.17	30.00%	\$ -	\$ -	\$ 32.25	\$ 969.25	\$ 969.25	\$ 32.25	\$ 969.25
13	476	36.62	\$ 6,694.90	\$ 14.06	56.33%	\$ -	\$ 119.78	\$ 253.05	\$ 3,482.07	\$ 3,482.07	\$ 253.05	\$ 3,482.07
0	0	#DIV/0!	\$ -	#DIV/0!	0.00%	\$ 242.06	\$ 199.34	\$ -	\$ (2,066.48)	\$ (2,066.48)	\$ -	\$ (2,066.48)
0	0	#DIV/0!	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ (900.00)	\$ (900.00)	\$ -	\$ (900.00)
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1	91	91.00	\$ 5,775.00	\$ 63.46	75.83%	\$ -	\$ -	\$ 50.70	\$ 5,724.30	\$ 5,724.30	\$ 50.70	\$ 5,724.30
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0	0	#DIV/0!	\$ -	#DIV/0!	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL (123)</b>												
	23	36.30	\$ 16,271.90	\$ 19.49	55.85%	\$ 244.04	\$ 319.12	\$ 125.08	\$ 6,840.05	\$ 6,840.05	\$ 436.85	\$ 8,306.76
<b>MainStage Info (100)</b>												
	22	33.82	\$ 10,496.90	\$ 14.11	52.03%	\$ 244.04	\$ 319.12	\$ 125.08	\$ 6,840.05	\$ 6,840.05	\$ 353.90	\$ 2,614.71

Spotlighters Theatre  
Education Programs

**Young Actors Academy Fall After-School Program:**

The class takes place on Thursdays from 4:00 P.M – 6:00 P.M at the Theatre. The Instructor for the class is Lance Bankerd. There are four students in the class. We are offering an Actors Tool Box class, which focuses on Shakespeare. There will be Shakespeare scenes incorporated into the performance.

**In School Programs:**

**North Bend Elementary School –** The class takes place on Tuesdays from 3:00 P.M – 4:30 P.M. Tavish Forsyth is the Lead Instructor for the class, and Charlotte Bent is the Teaching Assistant. The final performance is set for Tuesday, December 20<sup>th</sup> 5:00 P.M – 6:30 P.M. This is an Actors Tool Box class for 20 students in Grades 3-5.

**City Neighbors High School –** The class takes place on Mondays, Tuesday, Thursdays, and Fridays from 2:00 P.M – 3:00 P.M, and on Wednesdays from 11:00 A.M – 11:40 A.M. The class is an Actors Tool Box class for High School with workshops in stage combat, make-up, masks and movement, and improv. Lance Bankerd is the Lead Instructor for the class. Phillip Burgess is the stage combat workshop Instructor, Tara Cariaso is the masks and movement workshop Instructor, Siobhan Beckett is the make-up workshop Instructor. We are also going to offering Improv workshops, and I am currently looking for an Improv workshop Instructor. There are 25 students in the class in Grades 10, 11, and 12.

**Beth Tfiloh –** The class takes place on Tuesdays from 4:00 P.M – 5:00 P.M. Lance Bankerd is the lead Instructor for the class. There are 11 students in Grades 1 -4 in the class. This is an Actors Tool Box class. The performance for the class is scheduled for Tuesday, December 20<sup>th</sup> from 4:00 P.M – 5:00 P.M.

**Mount Royal Elementary School –** The class takes place on Tuesdays from 2:45 P.M – 3:45 P.M. This is a Musical Theatre class. There are 15 students in the class in Grades K-3. Billy Georg is the Instructor for the class. The performance of the class is scheduled for Tuesday, November 29<sup>th</sup> from 2:45 P.M – 3:45 P.M.

**Roland Park Country School – The class will start Monday, February 27<sup>th</sup> and will run for 8 weeks. This will be a Musical Theatre class for students in Pre –k. Kara Leonard will be the Lead Instructor for the class.**