

The Audrey Herman Spotlighters Theater, Inc.
Special Meeting of the Board of Directors
Wednesday, August 29, 2007
Minutes

Call to Order: Meeting commenced at 6:30 p.m. In attendance were Susan Luchey, Michael Sullivan, Michael Tan, Fuzz Roark, Jonathan Claiborne, Sherrionne Brown, and Roy Hammond.

Renovation Discussion: The theater has been having difficulty finding a contractor to do the backstage renovation work for the budgeted amount. Roy Hammond has found Spacecraft, Inc., run by David Orozco, who bid \$15,000 for the renovation (a potential savings of \$8,780 from the next lowest bid). He is not licensed in Maryland, however, which led to a question as to whether the grant money can be used to pay him. He will bring in a licensed electrician to do the electrical work. Fuzz called the grantor about the situation and received approval to hire an unlicensed contractor. Fuzz also noted that the grantor specified that the money be spent on removable projects and not on fixtures and built-ins that must stay with the space. The board members present unanimously approved hiring Spacecraft, Inc. to do the backstage renovation.

The board discussed payment of Spacecraft, Inc. and authorized Roy to offer 1/3rd upfront, 1/3rd at the halfway point, and 1/3rd upon completion, but that he could also approve 1/2 and 1/2, with completion clearly defined. Roy was authorized to give Spacecraft, Inc. a check (signed by CJ Crowe) at the signing the contract.

Jonathan Claiborne has approached a foundation that has donated anonymously to the theater in the past and may be able to get us a \$2,500 to \$7,500 donation towards the renovation.

Fuzz also noted that Got Junk was engaged to haul away old materials. The theater has incurred \$1,600 in hauling costs to date with 1/2 a load left to take away (approximately \$2,150 total cost).

Adjournment: At 7:30 p.m., motion by Michael Tan, seconded by Fuzz Roark, unanimously approved.

Respectfully submitted,

Michael Tan, Secretary