

## Minutes

Schenectady Civic Players

Company Meeting

Monday, June 17, 2019

Meeting was called to order at 7:30pm.

The calling of the roll was done by the company Secretary.

Secretary read the meeting notice.

Joel Katz made a motion to dispense with the reading of the previous meeting minutes. Linda Mizeur seconded the motion. MOTION APPROVED.

Reports of Officers and Committees:

**Business Manager Report-** The Profit and Loss document was distributed to the members. Marcia Thomas went through it and, discussed the current state of the company's finances. She stated that the good news is that our ticket sales were up this year but emphasized that they need to continue to go up to meet our expenses. She then explained some items on the expense portion of the report. ON the positive side, Marcia stated that all productions came in under budget and that the change in the playbill format saved half the previous cost.

Marcia also stressed that the day-to-day cost of running the theater continues to go up. Some unexpected/new expenses included the elevator maintenance contract, city mandated inspections, new mandates related to fire safety and equipment and sewer clean-up. There were facility improvements included in the P&L, including 5 new headsets for the hearing impaired, chairs for the new lobby, and new green room lighting. Professional fees – we are required to do an audit review every year, and we needed to hire a CPA to so our taxes and all tax-exempt and budget related activities.

Our income has gone down. This is partially due to the fact we had no new grants this year and that the Centennial Fund income has become stagnant. We need to make an effort to get more centennial donations. Members were asked to let the board know if they or anyone they know has experience in grant writing who may be willing to help us. She also mentioned that this is the first year we have added a July production as a “subscriber bonus” and hopes that individual ticket sales will be good. A Saturday matinee has been added as a “test.”

Our current debt is \$300,000. We have cut costs as much as possible. In summary, we need to increase our income.

**Production-** Donald Mealy reported. The staged readings are now all being done in the Green Room, cabaret style. Donald thanked the directors of these readings, John Quinan, Patti Noble, Sara Paupini, and Evan Jones. One of our newer volunteers, Al Singer will be directing a staged reading of “the Odd Couple” on February 9, 2020. Al has a lot of theater experience but is fairly new to the area. Because of

this, he doesn't know many of the local actors and asked for assistance in casting it. Names were collected during the break of those interested in the reading. In discussing main stage productions, Donald mentioned that Brian Sheldon was a first time at SCP director and that this year, our productions 25% of the actors were new to the SCP stage. In the upcoming year, we will have four first time SCP main stage production directors, Cristine Loffredo, Sara Paupini, Evan Jones, and Patti Noble. *Be Scene* was a smashing hit this year. There were 27 actors in 17 scenes. With about 80 people in the audience, we made over \$450 in donations. Thank you again to Colleen Lovett and David Rook for taking on the co-Producer roles again. The event, including the party afterward was enjoyed by all. Opera Saratoga was well attended again this year. There was a question from the floor regarding the casting of the staged readings. Donald explained that there are no auditions for the staged readings. Casting is completely up to the individual directors without holding auditions. He suggested that anyone interested in appearing in a staged reading should contact that director.

**Volunteer Services/Operations-** Beth Ruman thanked all the volunteers we had this year, particularly John Quinan (house manager coordinator), Marge MacDougal (usher coordinator) and Joanne Westervelt (hospitality coordinator). With so many people now using the new entrance via elevator and stairs we generally closed one stairway at the front door. While we managed to have front of house coverage at every performance, we are still in need of volunteers. The coverage was often due to others "stepping in" and helping out, even though they were there in other capacities.

**PR/Marketing-** Mark Stephens started out by thanking the committee, Sara Paupini, Bill Hickman, Jen Van Iderstyn, Marcia Thomas, Cristine Loffredo, and Joel Katz for their work over the last season. updates have been made to the monthly Prompter, email blasts and the website. The website continues to contain current information, but The Prompter and email blasts contain information on things like project nights. We are still in need of someone to coordinate the Instagram account. SCP has a digital scheduling calendar. Mark can give a link to anyone interested in seeing what is on the calendar. If you need to schedule something, contact Mark directly.

**Facilities-** John Fowler started out by thanking Co-chair Doug Peek, as well as all the folks who volunteered each month for project nights and the two annual clean up days. He then listed the various projects done by the facilities committee with a special thanks to Gina Kornrumpf who continuously cleans up the flower bed in front of the playhouse, and to Joel Katz for installing the new overhead lights in the Green Room, new lights in the dressing rooms, and new emergency exit fixtures. John also thanked Matthew Moross for organizing the library and Doug Peek for building shelves in the library and wig room. We will need to replace the steps in front of the annex, as well as the soffits on the south side of the playhouse and annex. Donald mentioned that we need a committee to change the marquee throughout the year. A sign-up sheet was made available for anyone interested. John concluded by announcing that the end of season cleanup day will take place on Saturday, June 22 starting at 9:30. The cleanup will be followed by a set building afternoon for anyone able and willing to help.

**Fundraising-** Cristine Loffredo distributed a financial report and thanked the committee for the work they have done on all our fundraising events. This included information on the two murder mystery dinner theater events, as well as the other events run by the committee. This includes everything for the Appraisers Road Show to Boscov's Friends Helping Friends to the game boards. Fundraising efforts for the 2018-2019 season have raised almost \$26,000 for SCP. Cristine also pointed out that our earnings

from the Boscov's event have steadily declined. We need all our members to help in these efforts by selling tickets. The committee is always looking for new ideas, so please let them know your thoughts. The committee currently meets during the day but would be happy to change to evening if needed. Upcoming events include: The Appraisers Road Show (Sept 14 and 15) ,Murder Mystery "Murder at the Tony Lou Awards (Oct 25),The Marriage of Two Minds" Performed by Rita Russell and Bill Hickman (Feb 16, 2020), and Murder Mystery TBD (April 17, 2020). The Centennial campaign has morphed into fundraising. They are developing a letter to send to the "high end" donors asking for additional contributions. This will contain photos shoeing the work that was done.

**Elections** Beth Ruman presented information on those people who are eligible and interested in membership. They are Jason Biszick, Brigitta Giulianelli, Gina Kornrumpf, Laura Graver, Evan Jones, David Quinones, and Linda Veraska. Mike Silvia and Kathy Friscic were appointed tellers.

Joseph Fava introduced the candidates for the Board of Directors. They are Elise Charlebois, Cristine Loffredo, Stephen King, Marty O'Connor, Patti Noble, and Sara Paupini. Joseph asked for nominations from the floor. None were made. Motion to close nominations was made by Susan Katz, seconded by John Quinan, and nominations were closed. Bob Farquharson and Melissa Putterman-Hoffmann appointed tellers.

**Old Business**- Nothing to report.

Election Results:

All eight candidates eligible for membership were elected.

Announced information for the election of Board Members. Voted in for three-year term were Cristine Loffredo, Marty O'Connor and Sara Paupini.

**New Business**- There was a question regarding our total assets. Marcia explained that we currently have about \$143,00 cash (in two banks) and \$90,000 in our Fidelity account.

Any plan to mask the door upstairs. Because of fire code, we are not able to mask it while there are people in the house. A suggestion was made that we include a statement in the curtain speech asking folks to use the back stairways to exit if needed during a performance unless impossible. This is something the new board should address.

Have we gotten rid of our postal permit? Notices regular stamps on the mailing. We do still use the postal permit for the large mailings.

Motion to adjourn by Jean Carney, 2<sup>nd</sup> by John Quinan. Meeting Adjourned at 9:23.