

Theatre Workshop of Nantucket
Board of Directors Annual Meeting
Monday, October 7, 2019
Nantucket Police Department, 4 Fairgrounds Road

Directors present: Amber Cantella, Beth English, Jane Forman, Ellie Gottwald, Susan Lucier, Linda Mason, Chris Mortenson, Maria Roach

Directors on the phone: Kay Bernon, Nina Duchaine, Helene Patterson, Terry Schubach, Elaine Schwartz

Council members present: Victoria Girvan, Jeff Lucier, Lisa Soeder

Council members on the phone: Kathy Garre-Ayars, Les Silverman

Staff present: Justin Cerne, Bethany Oliver

Welcome and Call to Order: Board President Susan Lucier called the meeting to order at 9:04 a.m. Roll call was taken by Clerk Ellie Gottwald, and a quorum was confirmed.

Approval of Minutes of the September 9, 2019 board meeting: Upon motion duly made and seconded, the minutes were approved by unanimous vote.

President's Remarks

- Susan thanked everyone for a successful season thus far for TWN.
- Board packets are being prepared and will be mailed soon. They will include committee lists, updated contact sheet, schedule of 2020 meetings and Board and Council duties & responsibilities to be signed and returned.
- A Housing Committee is being formed to identify TWN's needs and make a plan to solve our housing issues, which is our biggest expense.
- Fall Appeal letters need to be returned with personal notes asap.
- The Strategic Planning Project Team (Amber, Susan, Chris, Ellie, Jeff, Justin and Bethany) meets with David Mallette again today to formulate strategic goals and set up task forces around each of them. Task Forces will draft specific and measureable objectives under each goal. All directors will be asked to participate in a Task Force.
- The ARTISTIC ADVISORY COUNCIL is being renamed FRIENDS OF THE THEATRE to better reflect the needs of the organization and how the group actually functions. This year, we moved previous Theatre Council members Ambassador Elizabeth Bagley, Jim Bennett and Kate Brosnan to the FRIENDS group.

Nominating and Governance

Terry Schubach presented the following slate of nominees for election to the Board of Directors, appointments to the Theatre Council, and election of officers. Upon motions duly made and seconded, the following individuals were elected/appointed by unanimous vote:

- Directors for 3-year terms expiring in 2022: Jane Forman, Helene Patterson, Terry Schubach, Elaine Schwartz, and Lisa Soeder
- Members of the Theatre Council appointed for a one-year term expiring in 2020: Bruce Beni, Chris Bloom, Anne Fitzpatrick, Kathryn Garre-Ayars, Victoria Girvan, Susan Hostetler, Jill Karp, Peggy Kauffman, Jeff Lucier, Jan Purdy Metcalf, Les Silverman, and Calista West
- Officers of the Corporation elected for a 1-year term expiring in 2020: Susan Lucier (President), Maria Roach (First Vice President), Kay Bernon (Second Vice President), Chris Mortenson (Treasurer), and Ellie Gottwald (Clerk)

Susan welcomed Lisa back to the board and thanked outgoing board members for their service: Marianne Moscicki (3 years service); John Copenhaver (9 years service and former Treasurer); and Judy Seinfeld (at least 12 years service and a devoted advocate and producer). Susan also thanked the Executive Committee for all of their hard work all year long.

Artistic Director's report

- Justin said the production of *Terms of Endearment* and the stage reading of John Shea's *The Trouble with the Truth* were artistic risks well-taken. *Terms* was sold out almost every night.
- *Matilda*, directed by Sara Brians, will be TWN's biggest show ever.
- Emily Stott has resigned as Production Stage Manager.
- Eoghan Hartley is returning as Production Stage Manager for *Matilda*.

Managing Director's report

- 2018 audit is final.
- 2020 budget will be ready to be presented and voted on at the December board meeting.
- Fall Appeal packets going out in early November.

Development report

- Jeff distributed copies of a Development Scorecard showing results through September 30 in each category of contributed revenue—Producer Appeal, Annual Appeals (Spring & Fall), Grants, Business Sponsorships, Board Dues, Benefit & Other Events, and Miscellaneous.
- Our 2019 9-month total exceeds our full year goal, and we are on track for a good year, though Business Sponsorships lagged and the 4th quarter is historically low in contributed revenue.
- \$78K is needed to hit our goal for the Fall Appeal.
- No cabaret is planned for 2020.
- Kay Bernon will take over as chair of the Development Committee.

Benefit Committee report

- Maria reported that the 2020 Benefit is scheduled for July 12 at the White Elephant.
- Will Steele will again underwrite the decorations.
- We are looking to grow our Host Committee so we need Board members to give us names of potential members. Host Committee members will talk up the Benefit and purchase tickets.

Treasurer's report

- Chris distributed copies of the P&L through August. Ticket sales were slightly below budget because *Grease* fell short. But fundraising revenue was over budget.
- Total expenses were over budget due to higher than expected *Grease* royalties and the omission of strategic planning expense from the budget.
- Net operating income of \$218K was 7.6% over budget.
- In future we will separate out "MusACKal" from our budget expense report.
- We ended August with \$400K in the bank, but September was a bad cash outflow month; Chris urged everyone to prepay their 2020 dues or pay early in the year.
- Next year, Amber will work with Chris as Assistant Treasurer, and we will document more financial and accounting procedures.

Adjournment

Upon motion duly made and seconded, the meeting was adjourned at 10:04 a.m.

The board then convened in executive session.

Respectfully submitted,
Ellie Gottwald, Clerk