

Theatre Workshop of Nantucket

Board of Directors Meeting

Thursday, March 12, 2020

Via teleconference

Directors present: Kay Bernon, Nina Duchaine, Beth English, Jane Forman, Ellie Gottwald, Susan Lucier, Linda Mason, Chris Mortenson, Maria Roach, Terry Schubach, Lisa Soeder,

Council members present: Kathy Garre-Ayars, Victoria Girvan, Susan Hostetler, Jeff Lucier

Staff present: Justin Cerne, Bethany Oliver

Welcome and Call to Order: Board President Susan Lucier called the meeting to order at 10:06 a.m. Roll call was taken by Clerk Ellie Gottwald. Quorum was reached.

Approval of Minutes of the December 6, 2019 regular board meeting and the January 20, 2020 special board meeting to approve the 2020 budget. MOTION: Upon motion duly made and seconded, both sets of minutes were approved by unanimous vote.

President's Remarks: Susan Lucier

- Susan thanked everyone for attending during a challenging time.
- She reported that Amber Cantella has resigned from the Board for personal reasons., and Jan Metcalf has resigned from the Theatre Council.
- Susan thanked Bethany for the comprehensive Board Resource Packets, which Board and Council members have received. 2020 meeting locations are TBD.
- The TWN Bylaws are being revised by one of the Strategic Planning Task Forces. The board will have ample opportunity to review them before a vote.
- The new website looks great, a huge improvement, and the Board portal is still under construction. Stay tuned. New website has the same URL: www.theatrenantucket.org.
- Season subscriptions are available on the website. Susan urged the directors to purchase them in advance.
- Reports from the Strategic Planning Task Force leaders. Justin, Bethany, Susan, Chris and Ellie gave summaries of the objectives the task forces have been drafting under each strategic goal.

Nominating and Governance: Terry Schubach

- **Election of new Board and Council members:** Terry nominated Will Steele to serve a 3-year term as a director and Mary Bennett to serve a 1-year term as a member of the Theatre Council. **MOTION:** Upon motion duly made and seconded, Will and Mary were elected/appointed by unanimous vote.

Artistic Director's report: Justin Cerne

- Justin reported that his primary focus this winter has been the Producer Appeal, and he has secured pledges for \$260k, over half of the budget target of \$460k. To refresh our list of PA prospects, we need new referrals from the board.
- He is excited about how the season is coming together and "all the creativity that lies ahead." Auditions will be held in NYC on April 15, and Justin is cautiously optimistic about a strong season, despite the uncertain COVID19 situation.
- Bethany and Emily have secured most of our housing, but we still need accommodations for a musical director from June 15 to August 24. They will send an email outlining our remaining needs. Please let them know if you have any ideas or options that can help.
- On March 23, Maria and George Roach will host a dinner party in Palm Beach with the goal of securing additional producer commitments. The invitees have a clear understanding that there will be a hard ask. So far Maria has had a good response. Any questions should be directed to Justin or Bethany.

Development & Benefit report: Kay Bernon

- Kay reported on money brought in through producer asks and the annual fund. A spring appeal letter/brochure will go out soon. It will also promote subscription purchases.
- There will be a Benefit Gala Meeting on March 24th at 9am. Location in Palm Beach with others calling in.
- We are looking to grow our Benefit Host Committee, and we need the board to give us names of potential members. Host Committee members will talk up the Benefit and purchase tickets. A few names were mentioned. Please submit names to Bethany asap. Kay noted that this is a lovely way to get people more involved with TWN.
- Kay encouraged board members to consider being on the committee. Their names mean a lot. Hosts can commit at any price level. Send responses to Bethany.
- Kay thanked Bethany for the attractive Save-the-Date announcement that went out in February.
- The Development Committee will work on the invitations mailing list in May.
- Will Steele & Chris Drake offered to host a kickoff cocktail party. Maria working on confirming a date, hopefully June 24th.

Managing Director's Report: Bethany Oliver

- Bethany reiterated that subscriptions are now on sale and that this year there are 4 different options: Individual Pass, Islander Pass, Play Only (excludes musicals) and 40 Under 40. Read more about them on the website.
- She and our bookkeeper Adam Berman will meet with the auditor Jeff Swanberg this weekend to start working on the 2019 audit. Year-end financials are preliminary. Shifting will occur, especially as they make their way through the audit.
- The benefit save the date is out. Ticket sales are starting.
- It's too early to talk about changes and/or cancellations to our season due to the COVID19 virus. Meanwhile, Chris, Justin and Bethany are working on some backup financial models if something drastic needs to happen.

Treasurer's report: Chris Mortenson

- Chris reported at \$31k loss in 2019 vs. a breakeven budget. Ticket sales for Grease and Matilda fell short and G&A expenses exceeded budget. He will do a deeper dive into the reasons why and report back.
- 2020 results through two months look OK. Cash receipts for Jan/Feb are a little behind budget, but ahead of last year. Shortfall in grants should pick up in Feb/March.
- Chris will meet with Justin and Bethany to track the 2020 budget and discuss contingency plans.
- Investment account. Chris's goal is to preserve and protect the assets without undue risk. Value was \$244,600 as of March 10, mostly in money market funds.

New Business

In closing, Susan she had been approached by the Dreamland's Board President, Charley Polachi, about a concept that came out of their strategic plan. A future meeting has been scheduled for April 13th.

Adjournment

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Ellie Gottwald, Clerk