

**Theatre Workshop of Nantucket**  
Board of Directors Meeting  
Friday, December 4, 2020  
(via Zoom)

**Directors present:** Susan Lucier, Kay Bernon, Beth English, Ellie Gottwald, Cecelia Johnson, Chris Mortenson, Helene Patterson, Maria Roach, Terry Schubach, Elaine Schwartz, Lisa Soeder, William Steele

**Council members present:** Amber Cantella, Kathy Garre-Ayars, Victoria Girvan, Jeff Lucier, Les Silverman

**Staff present:** Justin Cerne, Bethany Oliver, John Shea

**Welcome and Call to Order:** Board president Susan Lucier called the meeting to order at 9:05 a.m.

**Approval of Minutes from the October 9, 2020 Board Annual Meeting:** The minutes were distributed via email prior to the meeting. **MOTION:** Upon motion duly made and seconded, the minutes were approved by unanimous vote.

**Nominating & Governance:** Terry proposed electing David Southland as a Director. He was recommended by Ellie, who informed the board about his background and qualifications. **MOTION:** Upon motion duly made and seconded, David Southwell was elected by unanimous vote to serve as a Director for a 2-year term expiring in 2023.

Terry also recommended the appointment of Amber Cantella to the Theatre Council. Amber had previously served as a Director, and we are glad to welcome her back. **MOTION:** Upon motion duly made and seconded, Amber Cantella was appointed by unanimous vote to serve on the Theatre Council for a one-year term expiring at the end of 2021.

**President's remarks:** Susan reported that during our last Executive Committee meeting on November 20, we agreed to promote Bethany to Executive Director. Her work this year has been exemplary, and "Executive Director" better describes her current function. Likewise, Justin has begun using the title "Producing Artistic Director," which we gave him two years ago as part of his contract extension. Timing is everything, and "Producing Artistic Director" better describes his function. The board gave Bethany and Justin warm thanks and a well-deserved round of applause.

- *Home for the Holidays.* Congratulations to Justin, Bethany and everyone else involved in our beautiful Holiday Show. We accomplished our goals—to bring everyone together in our Bennett Hall home and, despite the pandemic, to celebrate the season and let everyone know that we are still strong and determined to make our future bright. Susan said, "I personally was moved by Emily Dunn's gift of a ghost light to the theater and to TWN."
- *Pine Grove.* A "huge thank you" to the people who came together to paint, decorate, and make our Pine Grove house ready for tenants—all in a very short time: Victoria Girvan, Andrew Graham, Cindy Cerne, Adam Cowell, Emily Dunn and, of course, Justin and Bethany.

- Facilities Committee. Susan proposed creating a Facilities Committee to oversee Pine Grove operations and maintenance, and adding it to the Bylaws as a standing committee with the following description:

*The purpose of the Facilities Committee is to oversee and ensure that TWN's property at 12 Pine Grove remains well equipped and maintained. The committee will work closely with the Executive Director, meeting at least twice a year to discuss requirements for managing the property, identify new needs, and make any changes that might be necessary. The committee will also review budget allocations for operations, maintenance, and any capital improvements to ensure that adequate funds are budgeted.*

**MOTION:** Upon motion duly made and seconded, a new Facilities Committee was approved by unanimous vote and will be added to the Bylaws as a standing committee.

- Strategic Plan. The Project Team met yesterday to discuss the status of the process, which was put on hold by COVID in March. At that time, we had established five strategic goals and formed task forces to define specific objectives around each one, complete with timelines and individual responsibilities. After reviewing the goals, we made a couple of changes, but overall, we decided that the goals are still appropriate, and we agreed to reactivate our work. Susan will provide a more detailed update in January.
- Sips & Sweets. This unique TWN holiday cookbook is now available for purchase on the website and at local merchants. Thanks to everyone who contributed recipes. Special thanks to Ellie, because it couldn't have happened without her. The book is beautifully done, and Ellie's illustrations are perfect. It's a great holiday gift. And thanks to Victoria for getting the word out and delivering copies to local stores. Ellie said the book has received "a robust response." Most of the original print run of 300 copies have been sold. Justin said it was a great way to keep TWN top of mind in the community.
- Committees. Susan is reviewing TWN's committees and reaching out to directors to make sure their committee assignments are agreeable. She will present the complete list in January.
- Duties & Responsibilities. Every director should sign their acknowledgement and acceptance of this document. Terry will follow up. Email acceptance is OK.
- Contact Sheet & 2021 Meeting Schedule. Bethany will send everyone an updated board and council contact sheet and a 2021 meeting schedule. **Please note all dates in your calendars.**
- We received a very generous donation from Bruce and Deborah Duncan. Does anyone know them personally?

**Producing Artistic Director's report:** Justin thanked Susan for guiding us through a difficult year. We should be proud of what we accomplished. We were especially successful in bringing professional actors together with local talent.

- Our Holiday special got over 800 views, equivalent to over 6 sellouts of Bennett Hall.

- Thanks to Andrew Cromartie of NCTV, who was instrumental in the success of both the Telethon and the Holiday Special.
- We are still working on various 2021 budget scenarios. Justin is optimistic about the possibility of producing a live show next year, whether on our stage or outside.
- During the winter, we will continue our tradition of sponsoring staged readings, possibly again in collaboration with the Atheneum. Stay tuned for more information.

**Executive Director's report:** Bethany said that although some categories underperformed, others did better than we anticipated and overall we surpassed our fundraising goals for the year.

- The Fall Appeal still out and should bring in more donations.
- We have two tenants in Pine Grove now and another coming in late December. Bruce Beni, who helped us acquire the property, also helped secure one of the tenants.
- Work on the exterior landscaping is still underway, and the reroofing project will start soon. Everything will be done before any actors replace our tenants.
- Something we did not expect: the property had a pool full of koi but we found someone to pick them up and take them away.
- We filed our 2019 tax return on time, but we are still waiting for the final audit report.

**Treasurer's Report:** Prior to the meeting, Directors received a P&L report for October and year-to-date.

- Chris explained how our house purchase is impacting our financial statements, both on an accrual and a cash basis.
- There will be new line items for rental income and expenses for mortgage interest and depreciation.
- Total expenses of \$47K for October included a one-time expense for furniture.
- Year-to-date net income was \$475K, but we will lose money in November and December. Still, our yearend net income should be around \$375K – an impressive result.
- Our cash position is strong. We should end the year with approximately \$300K.
- 2021 is still a mystery, but Chris expects to project the first quarter soon.
- Ellie mentioned “the cherry on the sundae”—income of \$7K from sales of the cookbook.

**New Business:** Susan said she would keep the board informed on developments during the winter months. She closed by wishing everyone a happy holiday season and a safe and healthy new year.

**Adjournment:** The meeting was adjourned at 10:07 a.m.

Respectfully submitted,  
Ellie Gottwald, Clerk