

# **HARTLAND PLAYER'S BOARD OF DIRECTORS ANNUAL MEETING**

**June 24, 2020**

**TBD, Hartland, MI**

- I. CALL TO ORDER:**
- II. APPROVAL OF AGENDA:**
- III. APPROVAL OF MEETING MINUTES:**
- IV. PRESIDENT'S REPORT:**
- V. VICE PRESIDENT'S REPORT:**
- VI. TREASURER'S REPORT:**
- VII. RECORDING SECRETARY'S REPORT:**
- VIII. CORRESPONDING SECRETARY'S REPORT:**
- IX. ENCORE COMMITTEE REPORT:**
- X. HOUSE REPORT:**
- XI. TICKET MANAGER REPORT:**
- XII. TECH REPORT:**
- XIII. OLD/NEW BUSINESS: A) Vote for Board Members**
- XIV. GOOD AND WELFARE:**
- XV. ADJOURMENT**

# HARTLAND PLAYER'S BOARD OF DIRECTORS ANNUAL MEETING MINUTES

May 29, 2019

Performing Art Center, Hartland, MI

- I. **CALL TO ORDER:** 7:37 pm by President Jenifer Thomas. Present:, Janet and Gary Winn, Savannah and Connie Lee, MaryJo Bell, Kevin Whitehead, Kyle Switala, Jen Ross, Cary and Michael Kalowick.
- II. **APPROVAL OF AGENDA:** Motion to approve agenda made by Savannah, Gary sec. Passed.
- III. **APPROVAL OF MEETING MINUTES:** Motion to approve minutes made by Connie, Savannah sec. Passed.
- IV. **PRESIDENT'S REPORT:** Reported that the new "custodian" of the Music Hall will be the Cromain Library (Ms. Rentola) as of July 1, 2019. Michele Otis will remain in charge of reserving the Performing Arts Center.
- V. **VICE PRESIDENT'S REPORT:** None
- VI. **TREASURER'S REPORT:** The following reports were presented for approval: Administrative Budget – Mainstage & Encore – 2019-2020 (June 2019 thru May 2020) and Profit & Loss – Mainstage & Encore -2018-2019 (June 2018 thru May 2019.) Savannah made motion to approve, Janet sec. Passed.
- VII. **RECORDING SECRETARY'S REPORT:** None
- VIII. **CORRESPONDING SECRETARY'S REPORT:** Our "Facebook" profile is gaining attention and Encore is doing their own posts successfully. Many forms (including Season Ticket forms) are now available online and are continually improving.
- IX. **ENCORE COMMITTEE REPORT:** None
- X. **HOUSE REPORT:** None
- XI. **TICKET MANAGER REPORT:** Absent
- XII. **TECH REPORT:** Absent
- XIII. **OLD/NEW BUSINESS: A) Vote for Board Members:** The following slate was presented by Bailey Winn as nominations for the 2019-2020 Board of Directors: MaryJo Bell, Cary Kalowick, Michael Kalowick, Savannah Lee, Kelly McIntyre, Kyle Switala, Jenifer Thomas, Gary Winn and Janet Winn.

A vote was taken among membership present and the slate was approved as the official Hartland Players Board of Directors. Congratulations and welcome all!

**B) Dr. Jeckell and Mr. Hyde:** Auditions are scheduled for June 10 and 11 2019 for the summer show.

XIV. **GOOD AND WELFARE:** Next Annual Board meeting May 27, 2020 @ 7:30pm, venue to be determined.

XV. **ADJOURNMENT:** Motion to adjourn @8:15 made by Gary, Connie sec. Passed.

**The Hartland Players**  
**Profit & Loss - Mainstage & Encore - 2019-2020**  
 June 2019 through May 2020

	Jun '19 - May 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Bootcamp income	16,380.00
Donations received	815.90
Member dues	1,290.00
Program ad sales	1,925.00
Spiritwear sales	437.50
<b>Ticket Sales</b>	
General sales	3,057.48
On-line sales	13,231.02
School sales	10,025.00
Season tickets sales	60.00
<b>Total Ticket Sales</b>	26,373.50
<b>Total Income</b>	47,221.90
<b>Gross Profit</b>	47,221.90
<b>Expense</b>	
<b>Actual Show expenses</b>	
Cast Party	256.59
Choreographer	800.00
Costumes	1,971.27
Directors/Instructors	8,300.00
House/Social	-1,942.46
Make up	793.85
Miscellaneous	9.38
Musical director	400.00
Petty Cash	90.00
Producer	900.00
Programs/tickets/misc printing	3,339.55
Props	626.53
Publicity	1,657.01
Royalties	6,023.50
Scripts	551.55
Set	1,522.34
Set manager	200.00
Shirts/Spiritwear	1,291.00
Show rights	680.00
Transportation	1,304.80
<b>Total Actual Show expenses</b>	28,774.91
Advertising and Promotion	280.00
Bank Service Charges	24.50
Communal Use Items	0.00
Computer and Internet Expenses	29.63
Dues and Subscriptions	275.00
Insurance Expense	1,776.00
Licenses & fees	20.00
Meals and Entertainment	60.00
Office Supplies	14.83
Rental expense	3,456.00
Repairs and Maintenance	421.99
Sponsorships/donations given	400.00
Stipend - treasurer	500.00
Telephone Expense	44.18
<b>Total Expense</b>	36,077.04
<b>Net Ordinary Income</b>	11,144.86

11:06 PM  
06/15/20  
Cash Basis

The Hartland Players  
**Profit & Loss - Mainstage & Encore - 2019-2020**  
June 2019 through May 2020

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	<u>Jun '19 - May 20</u>
Other Income/Expense	
Other Expense	
Profit contr to bldg fund	1,491.27
Profit contr to capital fund	1,491.27
Uncategorized expenses	195.64
Total Other Expense	<u>3,178.18</u>
Net Other Income	<u>-3,178.18</u>
Net Income	<u><u>7,966.68</u></u>

**The Hartland Players**  
**Profit & Loss - Mainstage - 2019-2020**  
 June 2019 through May 2020

	Jun '19 - May 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donations received	192.56
Member dues	440.00
Spiritwear sales	437.50
<b>Ticket Sales</b>	
General sales	2,807.48
On-line sales	9,609.35
Season tickets sales	60.00
<b>Total Ticket Sales</b>	12,476.83
<b>Total Income</b>	13,546.89
<b>Gross Profit</b>	13,546.89
<b>Expense</b>	
<b>Actual Show expenses</b>	
Choreographer	400.00
Costumes	452.90
Directors/Instructors	900.00
House/Social	122.18
Make up	84.49
Musical director	400.00
Producer	450.00
Programs/tickets/misc printing	1,608.30
Props	308.96
Publicity	158.74
Royalties	1,940.00
Scripts	220.55
Set	309.14
Set manager	200.00
Shirts/Spiritwear	459.50
Show rights	-480.00
<b>Total Actual Show expenses</b>	7,534.76
Advertising and Promotion	280.00
Bank Service Charges	24.50
Communal Use Items	0.00
Computer and Internet Expenses	14.82
Dues and Subscriptions	137.50
Insurance Expense	888.00
Licenses & fees	20.00
Meals and Entertainment	30.00
Office Supplies	14.83
Rental expense	1,728.00
Repairs and Maintenance	11.00
Sponsorships/donations given	300.00
Telephone Expense	22.09
<b>Total Expense</b>	11,005.50
<b>Net Ordinary Income</b>	2,541.39
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
Profit contr to bldg fund	332.78
Profit contr to capital fund	893.88
Uncategorized expenses	195.64
<b>Total Other Expense</b>	1,422.30
<b>Net Other Income</b>	-1,422.30
<b>Net Income</b>	1,119.09

**The Hartland Players**  
**Profit & Loss - Encore - 2019-2020**  
 June 2019 through May 2020

	Jun '19 - May 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Bootcamp income	16,380.00
Donations received	623.34
Member dues	850.00
Program ad sales	1,925.00
<b>Ticket Sales</b>	
General sales	250.00
On-line sales	3,621.67
School sales	10,025.00
	13,896.67
<b>Total Ticket Sales</b>	13,896.67
<b>Total Income</b>	33,675.01
<b>Gross Profit</b>	33,675.01
<b>Expense</b>	
<b>Actual Show expenses</b>	
Cast Party	256.59
Choreographer	400.00
Costumes	1,518.37
Directors/Instructors	7,400.00
House/Social	-2,064.64
Make up	709.36
Miscellaneous	9.38
Petty Cash	90.00
Producer	450.00
Programs/tickets/misc printing	1,731.25
Props	317.57
Publicity	1,498.27
Royalties	4,083.50
Scripts	331.00
Set	1,213.20
Shirts/Spiritwear	831.50
Show rights	1,160.00
Transportation	1,304.80
	21,240.15
<b>Total Actual Show expenses</b>	21,240.15
<b>Computer and Internet Expenses</b>	14.81
<b>Dues and Subscriptions</b>	137.50
<b>Insurance Expense</b>	888.00
<b>Meals and Entertainment</b>	30.00
<b>Rental expense</b>	1,728.00
<b>Repairs and Maintenance</b>	410.99
<b>Sponsorships/donations given</b>	100.00
<b>Stipend - treasurer</b>	500.00
<b>Telephone Expense</b>	22.09
	25,071.54
<b>Total Expense</b>	25,071.54
<b>Net Ordinary Income</b>	8,603.47
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
Profit contr to bldg fund	1,158.49
Profit contr to capital fund	597.39
	1,755.88
<b>Total Other Expense</b>	1,755.88
<b>Net Other Income</b>	-1,755.88
<b>Net Income</b>	6,847.59

**The Hartland Players**  
**Profit & Loss - Mainstage & Encore - 2019-2020**  
 June 2019 through May 2020

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Miscellaneous	9.38
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Publicity	1,498.27
Royalties	4,083.50
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<b>Net Income</b>	6,847.59

The Hartland Players  
**Carrie Budget**  
August 2020

	<b>BUDGET</b>
Show rights	\$ 550.00
Scripts	\$ 920.16
Director	\$ 250.00
Producer	\$ 150.00
Choreographer	\$ 200.00
Set	\$ 50.00
Orchestration tracks	\$ 311.63
Costumes/makeup	\$ 50.00
Props	\$ 100.00
Publicity	\$ 150.00
Programs	\$ 200.00
House	\$ 100.00
Misc.	\$ 50.00
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	\$3,081.79

**HARTLAND PLAYER'S BOARD OF DIRECTORS MEETING AGENDA  
JUNE 24, 2020  
TBD Hartland, MI**

- I. CALL TO ORDER:**
- II. APPROVAL OF AGENDA:**
- III. APPROVAL OF MEETING MINUTES:**
- IV. PRESIDENT'S REPORT:**
- V. VICE PRESIDENT'S REPORT:**
- VI. TREASURER'S REPORT:**
- VII. RECORDING SECRETARY'S REPORT:**
- VIII. CORRESPONDING SECRETARY'S REPORT:**
- IX. ENCORE COMMITTEE REPORT:**
- X. HOUSE REPORT:**
- XI. TICKET MANAGER REPORT:**
- XII. TECH REPORT:**
  
- XIII. OLD/NEW BUSINESS:**
  - A. New board position selections
  
- XIV. GOOD AND WELFARE:**
- XV. ADJOURNMENT:**

## HARTLAND PLAYERS' BOARD OF DIRECTORS MEETING MINUTES

April 1, 2020

Via "ZOOM" Internet Meeting

- I. CALL TO ORDER: @ 7:04pm by President Kelly. Present: Kyle Switala, Janet and Gary Winn, Cary and Michael Kalowick, MaryJo Bell and Savannah Lee.
- II. APPROVAL OF AGENDA: Motion to approve agenda made by Janet, Gary sec. Passed.
- III. APPROVAL OF MEETING MINUTES: Motion to approve minutes made by Gary, Savannah sec.
- IV. PRESIDENT'S REPORT: Thanks all for being so flexible with this meeting
- V. VICE PRESIDENT'S REPORT: Absent
- VI. TREASURER'S REPORT: Janet motioned to approve "Apartment 3A" P&L Statement, and Hartland Players' P&L Mainstage and Encore June 1, 2019 through March 5, 2020, Cary sec. Passed.
- VII. RECORDING SECRETARY'S REPORT: Will forward the Annual Meeting Minutes from 2019 to Savannah for posting on website with the Annual Meeting 2020 information.
- VIII. CORRESPONDING SECRETARY'S REPORT: Please keep all information flowing in a timely manner.
- IX. ENCORE COMMITTEE REPORT: Summer Boot Camp will open registration to all current members Apr. 1, 2020 and then to public. Camp will proceed as scheduled. All submitted registration fees will not be banked until Camp is guaranteed to commence due to current conditions (COVID 19.)
- X. HOUSE REPORT: None
- XI. TICKET MANAGER REPORT: A portion of "Willy Wonka" tickets were deposited as a donation into the Encore account. A minimal fee was charged for the credit card refunds. All refunds have been dispersed to recipients.
- XII. TECH REPORT: Reported a pending meeting with Ms. Jennie Ross to readjust the lights at the Hall.
- XIII. OLD/NEW BUSINESS: 1) "Willy Wonda, Jr." Cancellation – So unfortunate that Encore had to cancel all public performances. School shows were able to perform. A refund for the printing of programs will not be solicited. 2) *Status Update: "Last of the Red-Hot Lovers"* – Show has been permanently cancelled. 3) *Summer Schedule: Boot Camps, Carrie* – Boot Camp info above. MaryJo would like to move forward with the summer show "Carrie." Due to COVID 19

restraints, the intended auditions will not be held. A cast has been recruited and Producer/Asst Director Karen Ellis and Director MaryJo will discuss how to proceed with the schedule for the summer show. 4) *2020/2021 Season* – The following slate was voted on and approved by the Board:

Fall Show: **Hallelujah Girls** by Jessie Jones, Nicholas Hope and Jamie Wooten.

Auditions: August 17 and 18, 2020; show October 10, 11, 16 and 17. Director and Producer to be determined.

Winter Show: **Curious Incident of the Dog in the Nighttime** by Abella Danger.

Auditions: December 14 and 15, 2020; show February 26, 27, March 6, 7, 2021. Director, Kyle Switala, Producer TBD.

Spring Show: **County Spelling Bee** by William Finn

Auditions: March 23 and 24; show May 9, 10, 15 and 16 2021; Director MaryJo Bell

- XIV. GOOD AND WELFARE: Next Board of Directors meeting scheduled for May 27, 2020, 7:00 p.m. followed by the Annual Board meeting at 7:30 p.m.; location to be determined. Nominations to be submitted to Matt Turbett @ Turbett.M.D@gmail.com.

- XV. ADJOURNMENT: MaryJo motioned to adjourn @ 8:19 p.m., Janet sec. Passed.

The Hartland Players  
**The Curious Incident of the Dog in the Night-Time**  
March 2021

	<b>BUDGET</b>	
Show rights	\$	480.00
Scripts	\$	134.55
Director/ producer	\$	400.00
Assistant director	\$	200.00
Set Manager	\$	100.00
Set	\$	200.00
Costumes/makeup	\$	50.00
Props	\$	50.00
Publicity	\$	200.00
Programs	\$	175.00
House	\$	50.00
Misc.	\$	50.00
		<hr/>
	\$	2,089.55



The Hartland Players  
**Hallelujah Girls**  
October 2020

	<b>BUDGET</b>
Show rights	\$ 400.00
Scripts	\$ 102.70
Director	\$ 400.00
Producer	\$ 200.00
Set Manager	\$ 100.00
Set	\$ 100.00
Costumes/makeup	\$ 50.00
Props	\$ 50.00
Publicity	\$ 150.00
Programs	\$ 150.00
House	\$ 50.00
Misc.	<u>\$ 50.00</u>
	\$1,802.70

The Hartland Players  
**The 25th Annual Putnam County Spelling Bee Budget**  
May 2021

	<b>BUDGET</b>	
Show rights	\$	600.00
Scripts (incl. \$400 deposit)	\$	1,240.00
Director	\$	500.00
Producer	\$	250.00
Choreographer	\$	400.00
Set manager	\$	100.00
Set	\$	50.00
Orchestration cd	\$	750.00
Costumes/makeup	\$	50.00
Props	\$	100.00
Publicity	\$	150.00
Programs	\$	200.00
House	\$	100.00
Misc.	\$	50.00
		<hr/>
	\$	4,540.00