

# Board of Directors Meeting Minutes

Wednesday, July 22, 2020

## Agenda

7/22/20 Zoom and In-person at The Forst Inn

Attendance: Ben Peters, Vicki Scavina, Michael Sheeks, Jim Stangel, Bill Fricke, Alicia Harris, Ann Larson, Phil Jindra, Brian Van Ells

Absent: Chris Honzik

Meeting called to order at 6:07pm

Approval of Minutes for May 27, 2020

### Financial Review

- Tax Return for 2019
- SBA Disaster Recovery Loan

Michael requested \$40,000 and may submit another request for the remainder for the winter season. 2.75% interest that does not start until summer 2021. \$40,000 came in and a good chunk was used to pay all the bills. 10-12k was used to put some cushion in short term credit card debt. Review BalanceSheetJune2020.doc for more details.

### Fundraising and Grants

- Grant Team Initiated

Alicia, Michael, and Monica Stangel (Jim's daughter in law) met to create an outline for a master grant application. Goal to have sources identified and applications submitted by September 2020. What will grants be applied for?

- Funding projects around the inn
  - Operating costs for specific series of shows that appeal to specific funders, art projects outside, art gallery
  - Alicia will also look into COVID relief fund for local energy relief (possibly MPU, WPS, etc.)
- Fundraising Needs
  - 1000/mo donors solicitation

- What we need at this point is fairly modest
- Be aware that when you go into your conversation with people and they ask if the Forst Inn is open, introduce to the conversation, "Are you a 'patron' yet?" These patrons are monthly recurring donors and they make a big difference.

## 2020 Season Update

We are noticing a trend toward patrons wearing masks. Ordering a drink and then unmasking when they get to their table.

- "Layne Yost (Cancelled for 2020)

Not enough tickets sold to support running the show this year. Scheduled for May 2021, about 1yr from when originally scheduled. About 55 tickets sold so far.

- Dixie Swim Club (August)

Preview 7, 8 of August. Opening night 8/14. We had originally arranged for an outside director for this, but the chemistry of the ensemble with Monty wasn't very comfortable, rehearsals not very effective, he has been asked to step aside, and Michael has stepped in to finish directing. Ticket sales are light so far, but that is not unexpected. Can have no reservations on Tuesday and then 17 by Saturday. Would be satisfied expecting 15 - 25 people per show. This still feels comfortable and is financially viable.

- Miracle on South Division Street (Sept.)

Directed by Claire Ann. Rehearsing independently in Manitowoc. Also a small cast show, 5 ppl.

- October?

Nothing on the calendar for October at this point. Probably won't decide on running shows until the end of August. May send an email to the board in August asking for input.

- Planning on doing
- November 14/15 possible outside rental from the symphony orchestra. Michael in contact with Peggy Pitz.

How did Tuesday's with Morrie go with reduced turnout? Bill - felt different with a smaller crowd, about 15 ppl. Michael - expenses were relatively limited, several cast members donated stipends back, a couple of new patrons out of it. Good review from back in March 2020.

## Maintenance and Organizing Projects

Curb appeal of the building has gone through a positive transformation. Phil and Nan have been working on gardening, landscaping, and planter planting.

- Gardening & Landscaping
- Painting, much painting done and will resume when the temperature cools down. First coat on a lot of stuff and a second coat on about ½. On the agenda to fix and paint the soffit.

- Awnings

Will take a professional to fix and repair the awnings. Michael plans to take to a company for repair. Needs to be re-seamed and some new trim. Alicia will send Michael a message about a possible marine company that may be able to do this work more cheaply.

- Building Envelope/Roof

Jim and Michael went on the roof on Monday with the intent on executing the repair recommended by the expert. Upon investigation the leak didn't appear to be coming from where the expert identified. A downspout was discovered that was sealed in with foam and tar. The bottom of the downspout had rotted out the roof underneath and the tar. This was repaired by a local man named Virgil, and Jim Stangel. There are other places in the building envelope that need to be sealed to keep the birds out and water.

- East Wall Mural

Erin LaBonte stated for a project this size, cost is about 5k. A high level artist mural on that wall will bring people into town.

- A/C and Ventilation // Lounge Ceiling Fan

Scott Retzak was at Becky's New Car last fall and it was hot. And they looked at the units out back and speculated they could be recharged. This morning Michael received a call from Larry Shulak (sp?) and they investigated units. Fan motors are shot but they will hold their refrigerant. Larry believes this can be fixed before opening "Dixie."

- Memento Display (Silent Auction)

Selling off old props and weird curiosities. There is a link to this on our website.

## **New Business**

Phil - if anyone is feeling adventurous, would like to go back up to the loft space, clean it, so some behind the stage stuff can be moved to that space. We want to clear that out before the snow flies.

Michael - plated meals have been a success so far.

**Upcoming Dates** August 14 - Dixie Opening Night

Meeting adjourned at 6:51 pm.

Respectfully submitted,

Ben Peters  
Secretary