

*Lyric Music Theater*  
**Board of Directors**  
**Annual Meeting Minutes**  
 June 25, 2019

Board Members Present: Patty Sprague, Whitney Brown, Joshua Chard, Justin Gifford, Donna Levi, Sean Senior, Mandela Gardner, Sue Finch, Bruce Gray, Bob Gauthier, Bruce Merrill  
 Excused: Betty Gravelle

Agenda Item	Discussion
<b>Call to order</b>	Bruce Merrill called the meeting to order at 6:30pm.
<b>Secretary's report</b>	Donna Levi read the minutes of the 2018 Annual Meeting. Sue moved to accept the minutes as written. Joshua seconded the motion. The motion passed unanimously.
<b>Treasurer's report</b>	Justin Gifford briefly reported in Betty's Gravelle's absence. Our final show, The Hunchback of Notre Dame just closed so we don't have no financials yet for the show. We have had diversified income revenue this year which has been successful. We are looking at better ways to limit spending so that we can update our building. We hope to bring in money through grants and adopt a seat. ASL and sensory friendly have been supported by donations. Candy Jamerson said that the Linwood Dyer Fund has been very important to supporting our theater.
<b>President's report</b>	<p>Bruce Merrill said that the theme for this annual meeting is how our volunteers have kept this theater running. He expressed sympathy to family and friends of Lois Matthews, Sally Hadley, and Patty Flaherty who we lost this year in the Lyric family.</p> <p>Bruce thanked our season sponsors: Coffee By Design, Saco &amp; Biddeford Savings Institution, the forecaster, The Sentry, and Marc Gup Group at Keller Williams Realty.</p> <p>And our show sponsors: Bath Savings, The Robbie Foundation in partnership with Movement Mortgage and Law Offices of Bruce M. Merrill</p> <p>The season:</p> <ul style="list-style-type: none"> <li>○ Putnam County Spelling Bee</li> <li>○ Irving Berlin's White Christmas</li> <li>○ The Mousetrap</li> <li>○ The Bridges of Madison County</li> <li>○ The Hunchback of Notre Dame</li> </ul> <p>was successful artistically and financially although the market in Portland has become very competitive. The annual fundraiser, Lyric's Greatest Show was a huge success this year. It brought in new patrons and raised \$4,000.</p> <p>Bruce said it has been a pleasure being president because every board member goes all out. He introduced this year's Board of Director's – Sean Senior – Vice President and Director of Governance, Donna Levi and Bob Gauthier – Co-Directors of Performance Operations, Donna - Secretary, Mandela Gardner – Director of Administration, Bruce Gray - Director of Facilities, Betty Gravelle – Director of Finance, Justin Gifford – Director of Marketing and also managing our ASL, Whitney Brown – Director of Development, Sue Finch – Director of Technical Operations, Patty Sprague and Joshua Chard who stepped back onto the Board to fill seats that were vacated earlier in the season.</p> <p>Bruce thanked Louise Keezer for his curtain speech costume and her dedication to managing the wardrobe. Bruce announced next season's line up:</p> <p style="text-align: center;">Roal Dahl's MATILDA        1776 with All FEMALE CAST!</p>

	<p>Love/Sick Fun Home GRUMPY OLD MEN</p>
<b>Director's Reports</b>	<p>Directors provided the following reports:</p> <p><u>Administration</u></p> <ul style="list-style-type: none"> <li>• Mandela Gardner thanked the over 100 volunteers who gave 1200 hours of their time. And to Carolyn Graney for managing the volunteer ushers.</li> <li>• He reported that new this year are: a water cooler for cast and crew, new concessions items, and Lyric Music Theater beverage cups so that patrons can take their wine and soda into the auditorium.</li> </ul> <p><u>Development</u></p> <ul style="list-style-type: none"> <li>• Whitney Brown thanked everyone for their donations and to those who volunteered their time to support the development events.</li> <li>• She thanked to Patty Sprague and Joshua Chard for putting together the fundraiser at Scratch. It was a huge success.</li> <li>• The Adopt a seat continued to raise money.</li> <li>• The Robbie Foundation supported the sensory friendly performance of White Christmas.</li> <li>• Thanks to Jonathan Carr for donating proceeds from the Swan Hall Christmas event to Lyric.</li> <li>• In April, Lyric's Greatest Show raised money through ticket sales and a 50/50 raffle which began during the run of The Bridges of Madison County.</li> <li>• A big thank you to Lupien Swenson family for making Alice in Wonderland Jr a success for children and as a fundraising event. 27 children participated.</li> <li>• There is GoFundMe campaign going on to raise money for a projector. There is another Scratch Bakery event on Aug 22 /rain date Aug 29. Scratch Bakery provides the food and pays the servers. All proceeds go to Lyric.</li> </ul> <p><u>Facilities</u></p> <ul style="list-style-type: none"> <li>• The auditorium renovation and carpeting and paint in the lobby was a huge project done by volunteers and spearheaded by Don Smith.</li> <li>• Bruce Gray thanked Steve Lupien for all of his work.</li> <li>• The basement renovation is next. There will be a sign up sheet in the lobby this summer with the schedule. We will need volunteers to help with projects.</li> </ul> <p><u>Marketing/Promotions</u></p> <p>Justin Gifford said it was a team effort. Mary and Candy do the email blasts. Mary does the website. Whitney helps with social media, and Joshua with print. We used the same marketing plan as last year. We are looking for new ways to market shows to keep it fresh.</p> <p><u>Performance Operations</u></p> <p>Bob Gauthier reported that Performance Operations oversaw the play selection committee, reviewed Director submissions, and worked with licensing agencies to get the contracts set for the shows for next year.</p> <p><u>Technical Operations</u></p> <ul style="list-style-type: none"> <li>• Sue Finch reported that she is very proud of people behind the scenes that she supervises. They put in so many hours that no one sees. Sue thanked the following people for their work: Barn/sets - Ken Hutchins; Lights and sound – Don Smith and Bruce Gray; Wardrobe – Louise Keezer, Cindy Kerr and Julie Phipps; Puppets rentals and repair - Mary Meserve; Props – Zoe Njaa, Shop - Steve Lupien</li> <li>• Sue spent money on performance mikes and new LED pods. We are looking to get a new special projector to use in a few shows next year.</li> </ul>
<b>New Business</b>	<p>Amendment to the By-laws</p>

	<p>The Board recommended changes to the Bylaws to bring them up to date with current theater procedures. The word term will be changed to years to make bylaws more clear. In the Notice section, there has been a change to reflect the board meeting dates. The notice to members of the Board meetings will be deleted. Sean Senior made a motion to accept the By Laws changes. Sue Finch seconded the motion. The motion passed unanimously to adopt the changes.</p> <p><u>Nominations for new Board Members</u></p> <p>The following slate for a 3 year term was presented by the Board:</p> <p>Don Smith  Randy Libby  Mary Meserve  David Heath</p> <p>Joshua Chard and Patty Sprague are nominated to serve the remaining 2 year term. Nominations were requested from the floor. Hearing none, Sue Finch made a motion to accept the nominees. Bruce Gray seconded the motion. All voted in favor of the slate as present by the board. None were opposed.</p> <p><u>Volunteer of the Year Award</u></p> <p>Bruce Merrill presented with the Volunteer of the Year Award to Don smith for his tireless and outstanding work on the auditorium and lobby renovation and the overall facility.</p> <p><u>Lifetime Achievement Award</u></p> <p>Candy Jamerson presented the Lifetime Achievement Award to Pat Davis for her many years of dedication to Lyric working on the Board, development, performing and whatever task needed to be done. Pat shared some highlights of her history with Lyric.</p> <p><u>Shining Star Awards</u></p> <p>Awards were given to: Bill McCue, Meaghan Wakefield, Dave Health, Nancy Lupien, Steve Lupien, Jamie Lupien Swenson, Joe Swenson, Lucretia Romano, John Romano, Jim Romano, Julie Phipps, Louise Keezer, Wayne Russell, Candy Jameson, Mary Meserve, Jeanna Tudor, Cindy Kerr</p> <p><u>Scholarships</u></p> <p>Scholarships are open to all, not just college students for theater related arts. This year the awardees were:</p> <p>Lyric Scholarship Fund awardee:</p> <ul style="list-style-type: none"> <li>• Macey Downs</li> </ul> <p>Sadie Nissen and Helena Jackson Scholarship:</p> <ul style="list-style-type: none"> <li>• Isabella Phillips</li> </ul> <p>Linwood Dyer Scholarship:</p> <ul style="list-style-type: none"> <li>• Emily Thompson</li> <li>• Aislynn Travis</li> </ul> <p>Lois Matthews Scholarship – this year the family of Lois Matthews established a scholarship in her memory. The first recipient of the scholarship was Hayden Jones</p> <p><u>Thank you to Outgoing Board Members</u></p> <p>Bruce thanked the outgoing Board members:  Justin Gifford, Mandela Gardner, Whitney Brown, Donna Levi</p>
<b>Adjourn</b>	<p>Patty made a motion to adjourn the meeting. Sue seconded the motion. The meeting was adjourned at 8:09 pm. Reception following in the lobby.</p> <p>Respectfully submitted, Donna Levi, Secretary</p>