

**Lyrical Opera Theater - Board of Directors Meeting Annual Meeting
July 13, 2025, Agenda**

Attended: Carly Schaub, Jessie Pugmire, Sydney Leavitt, Lynnette Owens, Sarah Seamons

Call to Order: Jessie Pugmire

Board of Directors and Officers business:

1. President's report:
 - a. We are well underway in terms of casting for our next two productions, Falstaff and The Magic Flute. We are well underway with costuming. We need some measurements.
2. Vice President's report:
 - a. Senior living centers have been really great.
3. Secretary's report:
 - a. _____
4. Treasurer's report: (Financial are listed in Executive Director's report)

Executive Director's report:

1. Business:

a. Past Business structure business:

- i. _____

b. New Business structure business:

- i. _____

2. Events:

a. Operas:

i. Falstaff:

1. Cast:
 - a. Fully cast except dancers, a Host and possibly two more pages. Carly is working on getting dancers.
2. Costumes: Deb has made a detailed plan. Costumes have been hung up and we are putting them together. They will be done soon.
3. Marketing:
 - a. We have two artist interviews that were posted in Facebook.
 - b. We have set up a Contact interview on PBS.
 - c. We have printed postcards for Falstaff and for our upcoming two productions.
4. Staging and production notes are done and have been distributed.
5. Scenery pieces are here but need to be fully put together. We have to build a window piece for the Alcove window.
6. Jessie is starting to set up singer evaluations and costume fittings.
7. Website: Falstaff page is put together.
8. Digital program will all be online and interactive now and is almost done.

ii. Magic Flute:

1. Cast: It is fully cast except the Chorus
2. Music: Tracks and scores have been distributed. We will sing it in German with English dialogue.

iii. Otello: This will probably be our Feb 2027 opera.

b. Classy Concerts:

- i. **Senior living centers:** We did three more senior living centers and have received checks from all.

ii. Miscellaneous:

1. Excellence in the Community: November 7th at 7:30pm in the Viridian Center in West Jordan. We have engaged 5 singers and they have all been sent the repertoire. Larry Gee will accompany us on the piano as this concert series insists on only live performers.

3. Educational Outreach:

a. Elementary:

- i. We will soon start reaching out to schools again. Crescent Elementary in the Canyons District already reached out to us and scheduled one.

b. Junior & Senior high: An Insider's Guide is still being produced for them.

4. Fundraising:

a. Donations: (See Financial spreadsheet)

- i. _____
- ii. Flowers fundraiser?: Carly approached Bailey Smalls, a local florist. She seemed to understand what we are going for and feels she can do it in September.
- iii. We need to ask the florist if we can have a bucket of single roses.

b. Business sponsorships:

- i. Walmart & Sam's Club sponsored us.
- ii. Tinder Box?: Jessie will contact them to see if they can sponsor us again. ??

c. Grants:

- i. Enbridge gas grant submitted 5/18/2025 asking for \$1,000.
- ii. Lawrence T and Janet T. Dee Foundation grant submitted 6/5/2025 asking for \$6,000
- iii. R. Harold Burton Foundation grant submitted on 6/21/2025 asking for \$5,000.
- iv. B.W. Bastien foundation grant submitted on 6/23/2025 asking for \$3,000
- v. UA&M: Grant submitted on 2/25/2025 asking for \$8,000. – Still don't know but we doubt we will get \$8,000 due to funding being once again eliminated by the State of Utah.
- vi. ZAP grant: submitted on 3/14/2025 – asked for \$12,000 and we submitted our ZAP evaluation. – We still don't know.
- vii. Rocky Mountain Power Foundation: submitted 7/12/2025 asking for \$3,000

5. Finances:

a. Q1 Financials:

- i. AUFCU: Starting balance \$29,799.09. Ending balance \$30,116.63
- ii. PayPal: Starting balance \$0.00. Ending balance \$0.00
- iii. **Total starting balance:** \$29,799.09
- iv. **Total Income:** \$4,559.05
- v. **Total Expenses:** \$4,241.51
- vi. **Total ending balance:** \$30,116.63

b. In kind service:

- i. **Service:** (See Financial Statement)
- ii. **Cost of goods:** (refer to Financial Statement)
- iii. **Rental in kind donation:** (refer to Financial Statement)
- iv. **Business donations:** (refer to Financial Statement)

6. Volunteer efforts:

a. Board of Directors:

- i. Q2 2025 newsletter was sent out. Lynnette did two artist interviews for it. We educated people about Falstaff.
- ii. Are helping with costuming, props, scenery pieces, scenery projections, directions, choreography, providing piano playing, grant writing, stage crew needs.
- iii. Finding sponsorship possibilities.
- iv. Maintained and updated the website.
- v. Administrated LOT
- vi. Marketed LOT
- vii. Generated new ideas:
- viii. Recruited new talent:
- ix. Coordinated the communication between all performers.
- x. Arranged meetings and coordinated schedules.
- xi. Created the programs for events.
- xii. Coordinated Stage Management.

xiii. Coordinated Social Media posts

7. Marketing:

- a. Social media:
 - i. Facebook: Not much as been done, but Sydney is ramping things up for promoting Falstaff in August.
 - ii. Instagram: Problems are getting resolved.
 - iii. Bluesky?: Sydney will sign us up for Bluesky.
- b. Email:
 - i. Q2 newsletter went out.
 - ii. We will do 4 email blasts for Falstaff.
 - iii. E-blast for SL County will go out on August 26th.
- c. Texting: Friends
- d. Postcards: We produced for Falstaff and one with upcoming operas.
- e. YouTube:
 - i. Artist interviews were posted.

8. Website:

- a. Falstaff page had all the cast members added.
- b. Website transfer?: It is going great! Jason has been doing some good work on it.

9. Goals:

a. Short term goals from our last agenda:

- i. Goal: Costumes mostly done and staging done and distributed. – Staging done, costumes are mostly done for Falstaff.
- ii. Goal: Contracts for Falstaff mostly sent out. - DONE
- iii. Goal: Cast stage crew for Falstaff. - DONE
- iv. Goal: Prepare Q2 newsletter. DONE
- v. Goal: Bigger presence on social media. Working on it.
- vi. Goal: Find another foundation to support us. – working on it.
- vii. Goal: Finish getting new website up.

b. Short-term goals to be accomplished before our next board meeting.

- i. Goal: Costumes done.
- ii. Goal: Have a great Falstaff.
- iii. Goal: Increase our audience size 15% over Die Fledermaus.
- iv. Goal: Prepare Q3 newsletter.
- v. Goal: Bigger presence on social media.
- vi. Goal: Weekly Facebook and Instagram posts
- vii. Goal: Find another foundation to support us.
- viii. Goal: Finish getting new website up.

c. Longer term goals:

- i. Goal: Get another Board member. – working on it.
- ii. Goal: Get enough funding in place to start paying our accountants for our quarterly reports
- iii. Goal: Get enough funding to start paying staff.
- iv. Goal: Get new talent from the various universities. – In progress

10. Other Business (President):

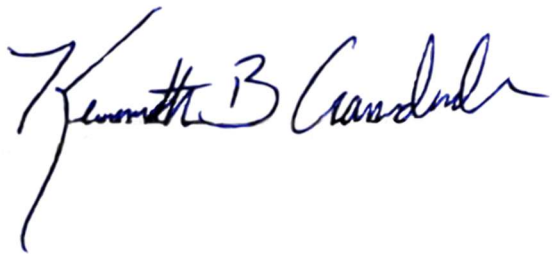
- a. _____

11. Next Meeting: Board of Directors meeting October 26, 6:30pm

12. Official Close of Meeting: We closed our meeting at 7:25pm

A handwritten signature in black ink, appearing to read 'Jessie Pugmire', written in a cursive style.

Jessie Pugmire, President

A handwritten signature in blue ink, appearing to read 'Kenneth B. Crandall', written in a cursive style.

Kenn Crandall, Secretary