

**Lyrical Opera Theater - Board of Directors Meeting Annual Meeting
October 19, 2025, Agenda**

Attended: Lynnette Owens, Jessie Pugmire, Sarah Seamons, Carly Schaub and Kenn Crandall

Call to Order:

Board of Directors and Officers business:

1. President's report:
 - a. We had an incredibly successful Falstaff except for ticket sales.
 - b. Are auditioning for La Traviata.
 - c. We are recruiting new singers.
2. Vice President's report:
 - a. Falstaff was great! It went really well. Merchandise sales were not great due to low ticket sales.
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. Non-employee complaint form was created by Deborah Siddoway.
- ii. We bought 1,000 names and emails from Exact Data of people that live along the Wasatch Front and donate aggressively to the arts. We sent out our Q3 newsletter to them.

2. Events:

a. Operas:

i. Falstaff: Best production yet!

1. Cast: We had a fantastic cast
2. Costumes: They looked excellent!
3. Marketing: We did 4 e-blasts and one SL County Arts E-blast. We printed out postcards for upcoming productions and forgot to bring them.
4. Ticket sales: 441 – We attributed this to the fact that Falstaff is just not a well-known opera...people don't recognize the name...but it is a great opera and needs to be done. It has put us in a precarious financial position though.

ii. Magic Flute:

1. Cast: It is fully cast except the Chorus, stagehands, sound engineer and lighting which we are working on
2. Scenery: It has been designed and the road-map created for where we are going.
3. Dancing:
4. Music: Tracks and scores have been distributed.
5. Coachings have been started
6. Costumes: Deb is working on the costumes. We have ordered some things and will use costumes we bought from Utah Opera for much of it.

- iii. **Otello:** The music tracks have been started and we have been talking to tenors to find some that could possibly sing it.

b. Classy Concerts:

- i. **Senior living centers:** We have scheduled two for Christmas shows and are working to schedule two more. Capitol Hill Senior Living Center – Carly suggests this and will send me the information.
- ii. **Miscellaneous:**

1. Excellence in the Community: November 7th at 7:30pm in the Viridian Event Center in West Jordan. We will rehearse on November 2nd. Jeff Whiteley, their founder, died but they are still moving forward.
3. **Educational Outreach:**
 - a. **Elementary:**
 - i. We easily scheduled 20 schools due to offering it for free and have 9 more schools wanting it that we could not schedule. Daniel Tuutau is back and we have already performed it three times. We just have to find a way to fund it. We have not heard back from the B.W. Bastien Foundation yet but are still hoping to.
 - b. **Junior & Senior high:** An Insider's Guide is still being produced for them.
4. **Fundraising:**
 - a. **Donations:** (See Financial spreadsheet)
 - i. We bought prospecting leads from Exact Data hoping to increase our donations. We will see if this works.
 - b. **Business sponsorships:**
 - i. Tinder Box: Contact them October 31st.
 - c. **Grants:**
 - i. Enbridge gas grant submitted 5/18/2025 asking for \$1,000. 7/25/2026 we received notice we did not get it.
 - ii. Sorenson grant asking for \$8,000 was rejected. 😞 8/21/2026. I found out we can request a grant again and will resubmit it before Dec. 1
 - iii. UA&M: Grant submitted on 2/25/2025 asking for \$8,000. 8/17/2025 we received an email saying we will only be granted \$3,400. We received most of that.
 - iv. Larry H. Miller Foundation grant submitted 8/22/2025 asking for \$8,500.
 - v. Dolores Eccles letter of inquiry submitted on 8/20/2025 – they turned us down on 8/26/2025.
 - vi. Florence J. Gillmore Foundation – submitted printed letter of inquiry 9/8/2025 asking for \$7,000.
 - vii. Joan and Tim Fenton Foundation – submitted on website asking for \$5,000 on 9/11/2025.
 - viii. American United Federal Credit Union – grant request for \$950 submitted 9/15/2025.
 - ix. The Price Family Foundation – submitted a hard copy grant request asking for \$7,000 on 9/22/2025.
 - x. Lawrence T and Janet T. Dee Foundation grant submitted 6/5/2025 asking for \$6,000
 - xi. R. Harold Burton Foundation grant submitted on 6/21/2025 asking for \$5,000.
 - xii. B.W. Bastien foundation grant submitted on 6/23/2025 asking for \$3,000
 - xiii. ZAP grant: submitted on 3/14/2025 – asked for \$12,000 and we submitted our ZAP evaluation. – 9/25/2025 – WE GOT \$12,000!!!
 - xiv. Rocky Mountain Power Foundation: submitted 7/12/2025 asking for \$3,000
5. **Finances:**
 - a. **Q1 Financials:**
 - i. AUFCU: Starting balance \$30,116.63. Ending balance \$16,738.02
 - ii. PayPal: Starting balance \$0.00. Ending balance \$0.00
 - iii. **Total starting balance:** \$30,116.63
 - iv. **Total Income:** \$9,720.61
 - v. **Total Expenses:** \$23,099.22
 - vi. **Total ending balance:** \$16,738.02
 - 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. Q3 2025 newsletter was sent out. We educated people about The Magic Flute.

- 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: Nov 7th concert is being promoted.
 - ii. Instagram: Problems are getting resolved.
 - iii. Bluesky?: Sydney will sign us up for Bluesky.
- b. Email:
 - i. Q3 newsletter went out.
 - ii. We did 4 email blasts for Falstaff.
 - iii. E-blast for SL County went on August 26th.
- c. Texting: Friends
- d. Postcards: We will print them for The Magic Flute
- e. YouTube:
 - i. Insider's Guide was posted
- f. Contact interview for Falstaff

8. **Website:**

- a. Jason is making progress on the new site. We met with him and he showed us where he is going with it.

9. **Goals:**

- a. **Short term goals from our last agenda:**
 - i. Goal: Costumes done. - DONE
 - ii. Goal: Have a great Falstaff. - DONE
 - iii. Goal: Increase our audience size 15% over Die Fledermaus. – Not done.
 - iv. Goal: Prepare Q3 newsletter. - DONE
 - v. Goal: Bigger presence on social media. - DONE
 - vi. Goal: Weekly Facebook and Instagram posts
 - vii. Goal: Find another foundation to support us. – WORKING on it.
 - viii. Goal: Finish getting new website up. – WORKING on it.
- b. **Short-term goals to be accomplished before our next board meeting.**
 - i. Goal: Get enough funding to pay for The Magic Flute
 - ii. Goals: Get enough funding to pay for our Educational Outreach
 - iii. Goal: Costumes for The Magic Flute done
 - iv. Goal: Production of The Magic Flute mostly done.
 - v. Goal: Increase our audience size 15% over Carmen
 - vi. Goal: Prepare Q4 newsletter.
 - vii. Goal: Bigger presence on social media.
 - viii. Goal: Weekly Facebook and Instagram posts
 - ix. Goal: Find another foundation to support us.

x. 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 enough to pay for storage – Carly goes through Box & Lock – get one with a drive up to the garage – 10X10 was \$111 per month. Kenn Crandall will start looking for storage.
- v. Goal: Get new talent from the various universities. – In progress

10. Other Business (President):

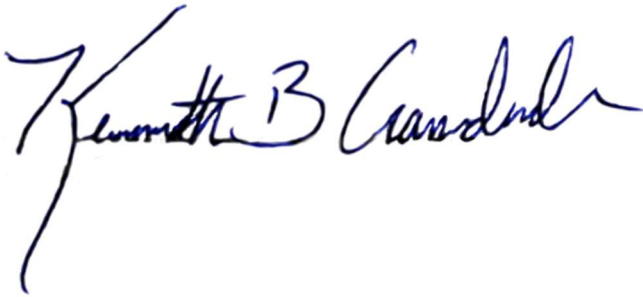
a. _____

11. Next Meeting: Board of Directors meeting January 18, 2026 at 6:30pm

12. Official Close of Meeting: We closed our meeting at 7:33pm

A handwritten signature in black ink, appearing to read 'Jessie Pugmire'.

Jessie Pugmire, President

A handwritten signature in blue ink, appearing to read 'Kenn B Crandall'.

Kenn Crandall, Secretary