

**Lyrical Opera Theater - Board of Directors Meeting Annual Meeting
January 14, 2024, Agenda**

Attended: Lynnette Owens, Jessie Pugmire, Deborah Siddoway, Kenn Crandall, Sarah Seamons – Joined late Carly Schaub, Marc Navez

Call to Order: Jessie Pugmire

Board of Directors and Officers business:

1. President's report:
 - a. Audition many new singers including singers that think they're above us. Fitting and role checks are underway.
2. Vice President's report:
 - a. Q1 newsletter went out and looks really good with the new format. The articles Deb is writing for the newsletter are helping to fulfill out educational goals. Deb will start reaching out to Senior Centers for March, April & May bookings. Will continue to work on props.
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. W9s were collected and submitted for 1099s to be distributed.
 - ii. Renewed Utah Nonprofits Association membership
 - iii. Submitted dates for operas through September 2026
 - b. **New Business structure business:**
 - i. Election of new officers.
 1. We nominated and voted Deborah Siddoway to be our President.
 2. We nominated and voted Sarah Seamons to be Vice President.
 3. We nominated and voted Kenn Crandall to be Secretary.
 4. We nominated and voted Lynnette Owens to be the Treasurer.
 - ii. Confirmation of new Board members elected during the past year.
 1. We nominated and voted for Sydney Leavitt to be a permanent Board member.
 2. We nominated and voted for Marc Navez to be a permanent Board member.
 - iii. Sign-in policy: We'll just have people sign in now and drop the COVID questions and temperature checks.
 1. We need to remind them in their contracts that if they're sick, they need to wear masks.
2. **Events:**
 - a. **Operas:**
 - i. **The Barber of Seville:**
 1. We finished casting all parts
 2. Did singer coachings
 3. Finished the projections for the opera
 4. Costumes mostly completed
 5. Props are underway and will be completed this week.
 6. Scenery pieces printed, but still need to be sewn. Deb is doing the doors.
 7. Physical program was printed and we have it.
 8. Started creating the digital program.
 9. Started created the projection program
 10. Marketing
 - a. postcards created
 - b. Contact interview was done
 - c. Posted on Now-Playing-Utah

11. Stage crew put into place.
12. Sound person engaged.
13. Wigs & makeup person engaged and went over what we need.
14. "Insider's Guide" has been barely started.
- ii. **Carmen**
 1. Auditions were done and primary and comprimario roles were cast.
- b. **Classy Concerts:**
 - i. **Senior living centers:** We performed at six! 😊
 - ii. **Miscellaneous:**
3. **Educational Outreach:**
 - a. **Elementary:** We performed at six schools.
 - b. **Junior & Senior high:** We'll keep trying to perfect "Night at the Opera."
4. **Fundraising:**
 - a. **Donations:** (See Financial spreadsheet)
 - b. **Business sponsorships:**
 - i. _____
 - c. **Grants:**
 - i. Pacificorp Foundation (Rocky Mountain Power) grant submitted 7/29/2023 asking for \$2,000. 12/19/2023 we received a grant of \$1,000.
 - ii. B.W. Bastien Foundation: Grant submitted on 6/24/2023 asking for \$2,970. 12/19/2023 we received a grant of \$2,000.
 - iii. ZAP grant asking for \$6,000. Received an email saying we will be granted \$6,000!!! – Signed the contract.
 - iv. Utah Division of Arts & Museums: Grant submitted 3/8/2023 for \$8,000. We were granted \$4,000 on 11/14/2023.
 - v. R. Harold Burton grant submitted asking for \$5,000 on 7/6/2023. Did an interview on 8/21/2023. Grant report for 2022 was submitted. 12/7/2023 we received \$2,500.
5. **Finances:**
 - a. **Q4 Financials:**
 - i. AUFCU: Starting balance \$18,231.68. Ending balance \$24,357.72
 - ii. PayPal: Starting balance \$0.00. Ending balance \$0.00
 - iii. Gift visa from HR Services: \$100.00
 - iv. **Total starting balance: \$18,331.68**
 - v. **Total Income: \$10,110.31**
 - vi. **Total Expenses: \$3,984.27**
 - vii. **Total ending balance: \$24,457.72 (We still have the \$100 gift card)**
 - 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. **Opera Guild:**
 - i. Cover subjects in the newsletters
 1. Opera Performer Challenges
 2. Voice types
 3. Stage techniques – acting techniques
 4. Opera – history of
 5. Backstage Techniques – Stage management, costume design, sound.
 6. Types of opera songs, arias, famous duets (same gender, opposite gender, quartets, choruses, ensembles, Trios, and more – difference between Broadway and opera, what is technically difficult
 - ii. Quarterly newsletter: We reformatted the newsletter

b. Board of Directors:

- i. Are helping with costuming, props, scenery pieces, scenery projections, directions, choreography, providing piano playing, grant writing, stage crew needs.
- ii. Finding sponsorship possibilities. – We need to work more on this.
- iii. Maintained and updated the website.
- iv. Administrated LOT
- v. Marketed LOT
- vi. Generated new ideas:
- vii. Recruited new talent:
- viii. Coordinated the communication between all performers.
- ix. Arranged meetings and coordinated schedules.
- x. Created the programs for events.
- xi. Coordinating Stage Management.

7. Marketing:

- a. Social media:
 - i. Facebook: We will post our Contact interview.
 - 1. We had a problem with the Facebook group in that we got spammed by porn-bots. We had to make it private.
- b. Email: Are preparing to do three email blasts.
- c. Texting: Friends
- d. Postcards: Barber postcards are being distributed.

8. Website:

- a. Updated for The Barber of Seville.

9. Goals:

a. Short term goals from our last agenda:

- i. Goal: Do some video interviews for the Q1 newsletter. Would still like to.
- ii. Goal: Q4 newsletter for 2023. – Done as well as Q1 for 2024.
- iii. Goal: Lynnette will schedule 2 more senior living centers - DONE
- iv. Goal: Work out choreography for The Barber of Seville – DONE
- v. Goal: Bigger presence on social media. – Keep this goal

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

- i. Goal: Have a fabulous The Barber of Seville
- ii. Goal: Update contracts with the health notification requirements.
- iii. Goal: Schedule more Senior Living Centers when Barber is done.
- iv. Goal: Connect Facebook to our Instagram account. – Sydney would be good.
- v. Goal: Kenn will get us three better swords.

c. Longer term goals:

- i. Goal: We need to get the racial slurs out of Carmen and all future shows.
- ii. Goal: Make Opera Guild something that more people want to participate in.
- iii. Goal: Maintain long-term relationships with Senior Living Centers – in process – going well.
- iv. Goal: Sarah will get information on the Emma Jones Eccles Foundation. Sarah got some information. Melissa said to keep trying so they know we are serious.

10. Other Business (President):

- a. _____
- b. _____

11. Next Meeting: Board of Directors meeting April 14, 2024, at 6:30pm.

12. Official Close of Meeting: We closed our meeting at 7:20 pm

Deborah Siddoway

Deborah Siddoway, President



A stylized, handwritten signature in black ink, appearing to read 'Kenn Crandall', written over a horizontal line.

Kenn Crandall, Secretary