

Lyrical Opera Theater - Board of Directors Meeting Annual Meeting
January 18, 2026, Agenda

Attended: Lynnette Owens, Carly Schaub, Jessie Pubmire, Sarah Seamons, Sydney Leavitt, Kenn Crandall

Call to Order: Jessie Pugmire

Board of Directors and Officers business:

1. President's report:
 - a. _____
2. Vice President's report:
 - a. Excited about The Magic Flute and thinks it will be wonderful.
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. 1099s are done and have been distributed.
 - b. **New Business structure business:**
 - i. _____
- 2. Events:**
 - a. **Operas:**
 - i. **Magic Flute:**
 1. Cast: It is fully cast.
 2. Programs: Digital and printed programs are done. The program projection is in progress.
 3. Scenery: Done except sewing the tops of some of the scenery pieces.
 4. Dancing: Carly is working on it.
 5. Props: Water fabric is still being worked on but otherwise all props are done.
 6. Music: Tracks and scores have been distributed and the videos have been created and put into PowerPoint
 7. Insider's Guide still must be created.
 8. Musical evaluations have been completed.
 9. Costumes: Just have a few chorus singers to fit.
 10. Marketing:
 - a. CONTACT interview was completed. Lynnette will post and distribute it.
 - b. Postcards are being distributed.
 11. Tickets: Ticket sales are going VERY well!
 - ii. **La Traviata:**
 1. Auditions have been completed and the primary roles have been cast.
 - 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 did three Christmas concerts all of which went well. Olympus Ranch immediately scheduled us for one in March.
 - ii. **Miscellaneous:**
 1. Excellence in the Community: This was an excellent concert. Our singers sang well and the audience was packed. We would love to do this again. We sold a lot of merchandise and got a lot of donations.
 - 3. Educational Outreach:**
 - a. **Elementary:**
 - i. We performed the LRRH assembly for 8 schools. It is going really well!
 - b. **Junior & Senior high:** An Insider's Guide is still being produced.

4. Fundraising:

- a. **Donations:** (See Financial spreadsheet)
 - i. Giving Tuesday brought in \$570
- b. **Business sponsorships:**
 - i. _____
- c. **Grants:**
 - i. Sorenson grant asking for \$9,000 was submitted 11/4/2025.
 - ii. Crocker Catalyst Foundation grant submitted asking for \$4,500 11/6/2025
 - 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. Received an email rejecting the grant request on 11/19/2025.
 - v. Florence J. Gillmore Foundation – submitted printed letter of inquiry 9/8/2025 asking for \$7,000. – No response so far.
 - vi. Joan and Tim Fenton Foundation – submitted on website asking for \$5,000 on 9/11/2025. – No response so far.
 - vii. American United Federal Credit Union – grant request for \$950 submitted 9/15/2025. – Grant request denied 12/16/2025
 - viii. The Price Family Foundation – submitted a hard copy grant request asking for \$7,000 on 9/22/2025. – No response so far.
 - ix. R. Harold Burton Foundation grant submitted on 6/21/2025 asking for \$5,000. We receive \$2,500.
 - x. Rocky Mountain Power Foundation: submitted 7/12/2025 asking for \$3,000. We have been granted \$2,000 and are still waiting for the check to show up in the mail.

5. Finances:

- a. **Q1 Financials:**
 - i. AUFCU: Starting balance \$16,777.06. Ending balance \$18,269.13
 - ii. PayPal: Starting balance \$0.00. Ending balance \$6.74
 - iii. **Total starting balance:** \$16,777.06
 - iv. **Total Income:** \$7,405.48
 - v. **Total Expenses:** \$5,906.67
 - vi. **Total ending balance:** \$18,269.13 + PayPal \$6.74
- 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. Q4 2025 newsletter was sent out. We educated people about The Magic Flute and did two artist interviews.
 - 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:
 - 1. Magic Flute and La Traviata are being promoted.
 - 2. CONTACT interview was posted
 - 3. Sydney is planning on scheduling things out today for the next month.
 - ii. Instagram: Sydney has been locked out.
 - iii. Bluesky: It is hard to advertise here.
- b. Email:
 - i. Q4 newsletter went out.
 - ii. We did 1 email blasts so far for The Magic Flute.
 - iii. E-blast for SL County will go out on January 20th.
- c. Texting: Friends
- d. Postcards: We printed them for The Magic Flute and they are being distributed
- e. YouTube:
 - i. Insider's Guide still needs to be created and posted.
 - ii. Falstaff videos still need to be received and posted.
 - iii. Artist Interviews were posted.
- f. Contact interview for The Magic Flute

8. Website:

- a. Right now we are still doing a lot of layout changes. It will be more manageable. We will have to talk about the future of it and discuss how it will be paid for.

9. Goals:

- a. **Short term goals from our last agenda:**
 - i. Goal: Get enough funding to pay for The Magic Flute – should get enough for it and are still hoping to get the Sorenson Legacy Foundation grant to secure funding for La Traviata
 - ii. Goals: Get enough funding to pay for our Educational Outreach – Bastien Foundation has given us permission to apply which will happen in the next few days.
 - iii. Goal: Costumes for The Magic Flute done - DONE
 - iv. Goal: Increase our audience size 15% over Carmen for The Magic Flute – we might
 - v. Goal: Prepare Q4 newsletter. - Done
 - vi. Goal: Bigger presence on social media. – This is working on facebook.
 - vii. Goal: Weekly Facebook and Instagram posts – This is working.
 - viii. Goal: Find another foundation to support us. – We have submitted many grants but no new ones have accepted yet.
 - ix. Goal: Finish getting new website up.
- b. **Short-term goals to be accomplished before our next board meeting.**
 - i. Goal: Get enough funding to pay for La Traviata
 - ii. Goals: Get enough funding to pay for our Educational Outreach
 - iii. Goal: Otello tracks well underway
 - iv. Goal: Production of La Traviata underway.
 - v. Goal: Increase our audience size 15% over The Magic Flute
 - vi. Goal: Prepare Q1 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 April 19, 2026 at 6:30pm

12. Official Close of Meeting: We closed our meeting at 7:11pm



Jessie Pugmire, President



Kenn Crandall, Secretary