

Friends of Berlin Performing Arts

Meeting Minutes

September 15, 2020

**Call to Order** by Melissa Hagerman, FBPA president

**Attendees:**

Board members: Melissa Hagerman (president), Denise Cambier (VP), Jessica Spelman (secretary), Joe Troxell (VP), Keith Rubadue (treasurer)

Directors: none

**President's Report**

- New board members Keith Rubadue as treasurer and Joe Troxell and second VP bring the FBPA board up to 5 voting members.
- Kariena Turner is now head of concessions. We need to vote to give her access to the bank account for deposits, etc. Vote was unanimous to give her access.
- Joe Troxell will be working on procedure manuals for signing in/out for working concessions. Will also do procedure manual for using/borrowing grill.
- One of our grills was borrowed by someone at the school and returned broken and unusable. Will need to purchase new grill. Melissa will look for one during post-Labor Day sales this weekend. Can spend up to \$200, but would prefer to keep under \$180
- In the future, will store the grills at the concession stand, but propane tanks and shelves/grill inserts will be stored at someone's home for safety and to decrease likelihood of grills being borrowed.
- We have 3 propane tanks.
- We have immersion heaters, which will help heat hot water for coffee/hot chocolate when the weather is cold.
- Discussed doing a "virtual" pride day. Will need to contact the directors RE possibly doing an online "concert" sometime in October and having a way for people to donate money
- Theater plans to do some one-act plays and a musical. Unclear what expenses will be at this time

**Treasurer's Report**

- Current balance is \$58,087.69
- Recent significant expenses have included \$1500 for masks for choir and band uniforms
- Recent band show made \$1090, which will go toward band expenses.
- Concessions have earned \$5554 so far this year, minus expenses.
- Need to request budget needs from the directors

Next FBPA meeting will be in October. Date TBA. Likely as a Zoom meeting