

# **2023 Annual Report**

**March 1, 2022 – February 28, 2023**

## **LEMON BAY PLAYHOUSE**



**96 W Dearborn St.  
Englewood, FL 34223  
(941) 475-6756  
[www.lemonbayplayhouse.com](http://www.lemonbayplayhouse.com)**

## **OUR BOARD**

President/Treasurer – Bob La Salle

Vice President – Jim Manns

Secretary – Melissa Mutkoski

Members at Large – Nicolette Mason, Mike Gilbert, Judy Tilley, and Pam Hayes

## **OUR MISSION**

It is the mission of Lemon Bay Playhouse to enrich Englewood and surrounding communities through theatrical productions, volunteer opportunities, education and training in the performing arts, and to provide a venue for other cultural activities.

## **OUR VISION**

The Lemon Bay Playhouse will become the recognized community destination for arts activities serving as a learning space to harness local talent and extend community cultural awareness through the performing arts.

**LEMON BAY PLAYHOUSE, INC.** is a 501(c)(3) not-for-profit Florida corporation founded in 1987 for the purpose of advancing the theatre arts by establishing a community theatre in the Englewood/Lemon Bay area. Membership is open to everyone, and management is handled by a board of trustees elected by the members. Volunteer workers are the key to all operations at the Playhouse. Participating in the various aspects of play production is challenging, educational, and fun, and new volunteers are always welcome. There are opportunities to learn and practice acting, stage managing, directing, technical operations, set design, and the essential support elements such as publicity, box office, and house managing. Getting involved is easy: just look in the theatre lobby for volunteer forms and information, or check with the box office. Interested in acting? Just show up for the open auditions on published dates. Lemon Bay Playhouse is YOUR community theatre.

### **Lemon Bay Playhouse is a member of:**

American Association of Community Theatre; Arts & Cultural Alliance;  
Arts & Humanities Council of Charlotte County; Charlotte County Chamber of Commerce;  
Englewood Florida Chamber of Commerce; Florida Theatre Conference;  
Sarasota County Arts Council

### **How To Contact Us**

Box Office: (941) 475-6756

Hours: 10:00 a.m. - 2:00 p.m. Weekdays

E-mail: [boxoffice@lemonbayplayhouse.com](mailto:boxoffice@lemonbayplayhouse.com)

Website: [www.lemonbayplayhouse.com](http://www.lemonbayplayhouse.com)

## MESSAGE FROM THE PRESIDENT

We had good year here at LBP. Although ticket sales were somewhat lower, due in part to the reluctance of some folks to venture out in public from a lingering fear of Covid. We saw attendance climb steadily as the year progressed. However, we did not meet our goal for the year falling, 8.9% short of expected income. This we can partially attribute to the necessity of canceling one production because of the hurricane. However, we managed to keep expenses down and we were able to overcome the loss of revenue from the canceled play and the added hurricane expenses, ending the year in the black. I expect that next year will be even better barring hurricanes and pandemics.

As you can see from the reports from the various committees, LBP functioned very well during this past year despite the hurricane. We set a new season, engaged Showcase entertainers, built all the sets, produced six plays, encouraged young people pursuing careers in performance art through scholarships, and continued to support ourselves through donations and ticket sales. But more than that, I have heard so often from actors and volunteers during the past year that LBP operates more like a family than a business. The friendliness we show towards each other and our patrons makes people feel that they want to continue to come here. And, that is worth a million bucks in my mind. Let's keep that up!

On top of that, during the numerous curtain speeches I have made, I always ask how many people are here for the first time. I have been astounded at the number of *new* people that are coming to our plays and Showcase performances. On speaking with many of them, I found that some have just moved into the area or are new snowbirds that are contemplating moving down. They found us through advertisements, social media and just plain old word of mouth. The future looks very bright for us.

As to our future expansion, it does not look like that will take place anytime in the foreseeable future. The cost of land in the area has skyrocketed and the price for existing facilities is way out of our reach. Instead, we will concentrate on improving the existing facilities that we have. For example, we plan to install an LED lighting system in place of the antiquated system we have now. Other improvements will also be made.

Respectfully submitted,

Bob La Salle, President/Treasurer

## ARTISTIC PRODUCTION MANAGER REPORT

- Maintained 22-23 Master Calendar for all theatre activities and created Master Calendar for 23-24 season.
- Worked on the coordination of the Lemondrops Summer program.
- Created email blast for all auditions for the 22-23 season
- Coordinated and attended all auditions for the 22-23 season.
- Coordinated and attended all productions meetings for the remaining 2022 season and the 22-23 season.
- Coordinated and attended all photo shoots and scene shot photography for the remaining 2022 season. Worked with the Publicity Manager to bring the headshot and scene shot photography in house. Worked with the Publicity Manager to create video promotions for the 22-23 season.
- Researched and submitted plays for consideration for the 2023-24 season.
- Participated in the Play Reading Committee.
- Ran tech for showcases in 2022 and 22-23 season
- Requisitioned payments for showcase talent after performance.
- Worked with showcase talents for prep prior to performance 2022 and 22-23 season.
- Attended Reader's Theatre for 2022 and part of 2023 until cancelled for the remaining 22-23 season.
- Created master copies of scripts for productions and copied sides for auditions.
- Contacted potential directors for the 23-24 season giving them a choice of three possible plays to direct.
- Assigned directors for the 23-24 season.
- Contacted and scheduled all showcases for the 23-24 season. Two new showcases will debut in the fall of 2023.
- Stage Managers were contacted and scheduled for the 23-24 season.
- Created and executed Director's Contracts for the 23-24 season.
- Created and executed Showcase Contracts for seven showcases in the 23-24 season.
- Obtained the licensing and scripts

Respectfully Submitted,

Lori Sigrist

## PUBLICITY, PUBLICATIONS, AND MEDIA REPORT

- Meetings with Artistic Production Manager and Business Manager
- Facebook managing for posts
- Playbill for You Know I Can't Hear You When The Water's Running, Dead Man's Cell Phone, Savannah Sipping Society, The Outsider, and Dinner at the Flemming's
- Emailed and submitted to Englewood Review & The Sun
- Photos for promotional use
- Flyer for You Know I Can't Hear You When The Water's Running, Dead Man's Cell Phone, Savannah Sipping Society, The Outsider, and Dinner at the Flemming's
- Checked theatre post lan
- Covered door to broken shed
- Put together Spotlight newsletter for September, December and started March
- Research for ads on Google and Facebook
- Promotion video and photos for You Know I Can't Hear You When The Water's Running, Dead Man's Cell Phone, Savannah Sipping Society, The Outsider, and Dinner at the Flemming's
- Canva use for LBP, ads for Ft. Meyer Magazine
- PowerPoint for lobby and continued updates
- Set up lobby TV system
- YouTube accessed data
- Made additions and correction on website using WordPress
- Filmed You Know I Can't Hear You When The Water's Running, Dead Man's Cell Phone, Savannah Sipping Society, and The Outsider preview
- Auditions posted on social media
- Made season 2023/2024 photos for promotional use
- Ticket changes in Arts People for change of show
- Edit and changes to Adult Acting classes on website
- Transition to mailer lite for all email communications
- Logo for mailer lite
- Developed Donor levels for Businesses
- Walked Dearborn for introduction and gave tickets to Monday Preview
- Meeting with President of Board
- Flyer for Dead Man's Cell Phone and Water's Running – dual advertising for placement in businesses
- Research for ads on Google and Facebook
- Canva use for LBP, ads for Venice Theatre
- YouTube accessed data
- Made additions and correction on website using WordPress
- Set up through Englewood Pioneer Days – no contact back, check unknown
- Auditions posted on social media
- Made season four-fold
- Tax deduction gained through Walmart.com
- Meeting at Chamber for learning to use to our advantage
- PDFs for Costumes developed with Costumer
- Lemondrops camp advertising at elementary and middle school
- Discussed ideas for Costume Designer paperwork

- Learned Arts People
- Facebook managing research (learning to use as a business)
- Meeting with videographer for promotional video
- Set up timelapse daily and developed a video of the days for promotional use
- Flyer for Savannah Sipping Society and The Psychic – dual advertising for placement in area
- Spoke with Johannes about Google Ads
- Redeveloped the donation and contribute pages for website
- Continued Facebook updates for shows and auditions
- Bio form revamped to include set email – [bio@lemonbayplayhouse.com](mailto:bio@lemonbayplayhouse.com)
- Revamped Friends of Lemon Bay Playhouse form
- Map for parking during construction
- PowerPoint with information on YouTube & Facebook
- Assisted in coordinating help and ads for Volunteer Party with Party lead
- Ribbon cutting ceremony
- Made sign and had printed for The Outsider and marquee
- 2023-2024 season brochure made for new season
- Quarterly Reports done

Respectfully submitted,

Henry Reisinger, Jr.

## **BUSINESS MANAGER REPORT**

### **SEASON TICKETS:**

Season ticket processing starts in April with current subscribers and then new season subscriptions are processed in June. Donna Hadley, our long time box office volunteer, continues to do an excellent job processing all the requests. Donna organizes the paperwork, updates Arts People with patron information, strives to meet our patron seat requests, and prints the tickets if needed. Season ticket holders for the 2022-2023 season totaled 352, a slight decrease from 2021-22 season of 369. The 4 Play Flex Passes have gone down to 174 from 212 last season.

### **BOX OFFICE:**

We have a great group of volunteers working in the box office. Some of the volunteers have stepped down and thankfully new volunteers have come on board. The box office continues to stay busy; however, there are many more patrons using the website to purchase tickets on-line. One change implemented this season is prior to performances the focus is getting patrons their tickets for that night's performance. We are asking patrons to contact the box office during regular daily business hours to purchase tickets.

Patrons have commented on the friendly service they receive when they call or drop by the box office. All the box office volunteer's time and patience is truly appreciated.

### **DATABASE:**

Arts People is our ticketing software. In addition to ticket sales, AP tracks donations, financial summaries, and many reports. Through the Marketing system, lists of various types of volunteers and patrons can be generated. This is very helpful as we email notices about auditions, upcoming events, and general news about the Playhouse. It is very important for those who want to stay informed to make sure we have your current email address.

### **SUPPLIES:**

A variety of items are required for the facility and to ensure satisfied patrons who come to enjoy our performances. This includes general maintenance supplies, refreshments and drinks for performances and rehearsals, office and kitchen supplies and many other miscellaneous items. This season we have changed the intermission refreshments to pre-packaged snacks and also offering soda and water in small bottles. The donations are definitely higher than previous years and many positive comments have been received. Most items are purchased locally from Publix, Winn Dixie, Wal-Mart, Beach Liquors and Sam's Club. Expenses are tracked and kept at a minimum.

Respectfully Submitted,  
Deb Poling, Business Manager  
LBP Business Manager

## **PLAY READING COMMITTEE**

The play reading committee completed the 23-24 season and is now in the process of choosing the 2024-25 season. This includes seven plays and two alternates. At the moment we have 30 scripts for perusal. Our small stage is always a concern, making it impossible to consider many productions. We also are limited in availability of young actors and children. We welcome all suggestions. A suggestion box is backstage for any scripts that might be submitted for consideration.

Respectfully submitted,

Marion Barnes, Chair.

## **COSTUMES**

- Coordinated costumes for each Production at Lemon Bay Playhouse.
- Contacted local theatre's and borrowed costumes as needed.
- Shopped for costumes at Goodwill and other places.
- Performed Alterations, mending, sewing on costumes.
- Cleaned and sanitized dressing rooms after each production .
- Prepared dressing room with costumes prior to each production.
- Laundered costumes after productions as necessary.
- Met with each cast member for measurements and costume fittings.
- Costume Parade for Directors.
- Hung costumes and Organized Wardrobe.
- Created Costume Plots.
- Attended Production meetings.
- Met with Directors and Stage Managers of each Production.
- Submitted time sheets, quarterly reports, and expense reports.
- Corresponded with Stage Managers, Stage Directors, Production Manager, and Staff of Lemon Bay Playhouse.

Respectfully Submitted,

Carolyn Robinette, Costume Manager



## Lemon Bay Playhouse Balance Sheet as of February 25 2023

### ASSETS

#### Current Asstes:

Cash & Cash Equivilents	76,836.71
Savings Accts.	
Scholarship	39,951.25
BP Fund	34,645.56
Savings	50,537.81
Investments	320,878.84
Endowment Fund	57,655.94
Accounts Receivable	
Deposits	100.00

Total Current Assets 580,606.11

#### Fixed Assets:

Furniture & Equipment	82,279.26
Land & Buildings	561,936.16
Accumulated Depreciation	-97,930.49

Total Fixed Assets 546,284.93

#### Other Assets

Prepaid Insurance	7,450.92
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**Total Assets** 1,134,341.96

### LIABILITIES AND EQUITY

#### Current Liabilities

Accounts Payable	1,250.00
Unearned Ticket Sales	28,134.00
Gift Certificates	3,072.00
Credit Cards	311.79
Outside Prod. Payable	-600.84

Total Current Liabilities 32,166.95

#### Equity

Retained Earnings	1,051,321.48
Temporarily Restricted	40,410.25
Net Income	10,443.28
<b>Total Equity</b>	1,102,175.01

**Total Liabilities & Equity** 1,134,341.96

**Lemon Bay Playhouse**  
**Statement of Functional Income and Expense**  
**This Fiscal Year**

<b>Income:</b>	Restricted	Unrestricted	Total	% Bud
Ticket Sales			196,284.49	85.0%
Advertising			0.00	
Donations	8,905.00	29,711.90	38,616.90	90.7%
Education			3,265.00	163.3%
Misc.	Insurance &			
	Grants		13,780.03	
Other Income	Admin Fee - Discounts - Invest		306.79	
Ref & Allow			0.00	
<b>Total Income:</b>			<b>252,253.21</b>	<b>91.1%</b>
 <b>Expenses:</b>				
General				
Payroll			79,950.49	74.2%
Administrative			32,227.25	78.9%
Occupancy	Hurricane Exp		53,275.32	123.2%
Education			11,357.41	101.4%
Theater			64,114.32	87.2%
Other Expenses	Sign - Comm Support		885.14	
<b>Total Expenses</b>			<b>241,809.93</b>	<b>87.2%</b>
 <b>Net Gain/Loss</b>			<b>10,443.28</b>	