

MEETING MINUTES

Title	Performing Arts Center Board of Trustees
Location	City Hall Room 208
Date	May 12, 2023

Time Meeting Called To Order	9:02 am
Members Present	Richard Lannan, Judith Carlson, Marylou Blaisdell, William Barry, Philip Scentsas, Jay Minkarah, Ian Buckley, Lindsay Rinaldi
Others Participating	Pete Lally and Dan Berube, Spectacle Management

General Meeting Highlights/Notes/Brief Description of Meeting

- **DRAFT** -

All members except Amber Logue, Patricia Klee and Gloria Timmons were present for roll call. Trustee Carlson moved to approve the minutes of the last Trustee meeting; it was second by Trustee Blaisdell and passed unanimously. The board established the Trustee meeting/Spectacle reporting cycle for the dates of August 11, 2023, November 10, 2023, February 9, 2024, and May 10, 2024. The Annual Report will be scheduled for the February meeting.

The board then reviewed the Trustees responsibilities and Spectacles responsibilities, as outlined in the contract. The board agreed to target the August 11 meeting to provide Spectacle with the list of FFE and all applicable maintenance and warranty info on equipment and services. Pete Lally agreed to target the August 11 meeting for a draft of the Operations Manual for review. Spectacle also agreed to provide the quarterly report on finances, operation, facility, and past and future bookings at the August 11 meeting.

Section 9.24 was discussed, clarifying that there is an ability to have each ticket purchaser opt to donate \$1 per ticket to go into the Advancement Reserve Fund. Spectacle will implement the option on shows they produce, but not on shows that rent the facility.

The Trustee established the following committees: Oversight/Advancement Fund; Community Benefits; Building/Facility. Members of the committees will be determined at the next meeting. The board also noted that Nashua Community Arts would work with Spectacle on the annual gala fundraising event. Trustee Barry will check to see if non-board members can serve on the committees.

Under general discussion Trustee Lannan reported that the Advancement Reserve Fund is being set up by the City. Pete Lally and Dan Berube gave an update on past and upcoming events at the Center and reported it has “taken off with a bang” with sold out and sold-out events. Pete also reported that they are continuing to hire with an emphasis on hiring locally when possible and are currently running with low staffing. Trustee Buckley offered leads on overnight cleaning services.

Respectfully submitted,
Judith Carlson

Motion To Adjourn By	Jay Minkarah, second Richard Lannan
Time	10:05 am
Next Meeting	August 11, 2023, 9:00 am

