

## 2023/2024 Committee Reports, annual reports as written by committee chairs

### Building and Grounds Committee

Committee Members: David Bird, Chris Capron, Mike Chapman, Dave Deming, Joe Geiger, Dale Gilbert, John Grafton, Jill Judge, Jack Steele.

Items completed January thru October 2024:

- Used drain cleaner to open the drain in the men's lobby restroom urinal.
- Monthly roof drain inspection, done monthly.
- Cut up scrap metal and hauled to metal recycler.
- Installed/remove WV history panels in the Harris Gallery.
- Replace 2 4-ft fluorescent in Melanie's office.
- Replaced 2 outlets down front, house left and house right.
- Replaced all burned out lamps as necessary.
- Excess materials, insulation and carpeting scrapped, spare auditorium seats moved to storage, sound equipment to be moved the sound crew.
- Replaced burned out lamps as needed
- Stars & Stripes Plumbing repaired the leaking commode in the lobby women's restroom.
- Repaired damaged shelving units in the lobby coatroom.
- Repaired armrest on center seat M and the armrest and realigned seat on left K1.
- Replaced damaged ceiling tiles as needed.
- Replaced 8 4-ft fluorescent bulbs in the fixtures in the backstage hallway.
- The ramp between the Deitz and backstage was rebuilt, work completed.
- Replaced burned out lamp in the Admin Office entry.
- Removed tree debris from Playhouse tree lawn, as needed.
- Took scrap metal items to the metal recycler, proceeds given to Melanie for deposit.
- Demo'd the large round sheet metal object at the bottom of the basement stairs. To be taken to the metal recycler.
- Replaced an A31 HD fan belt on the air circulation unit located in the upper lobby storage room. Also ordered spare belts for future use.
- Repaired damaged handrail in the theatre lobby.
- Tightened loose handles on all 8 faucets in both dressing rooms.
- Replaced 4 badly worn electrical outlets on the west wall of the Green Room, circuit # 32.
- Took scrap metal to the metal recycler, as necessary.
- Auditorium seats A101 and A103 pulled loose from the floor, repaired.
- Removed dead wood and weeded around trees in front island needed.
- Inspected/vacuumed filters in the various air-purifier units.
- Replaced 8 8-foot fluorescent bulbs in the Deitz.
- Applied another treatment of Round Up on sidewalks and both parking lots to prevent grass and/or weeds from damaging the pavement, 3 or 4 times each year..
- ProDoor ordered parts and repaired the lock on the steel door next to the Box Office.
- Repaired the hot water faucet in the left sink in the library Women's room.
- Prepared annual vent cleaning schedule for 62 ventilation ducts in the Playhouse, work to be scheduled. Work to be scheduled.
- 54 fluorescent bulbs replaced in workshop.
- Worked with Thompson Electric to identify list of electrical issues that need addressed, including back stairwell lighting, north stairwell basement lighting, damaged switches in shop hallway, outdated fixtures above the main entrance, 3-foot fluorescent fixtures in the men's lobby restroom, re-lamping the 29 main lobby pot lights and converting to LEDs. All electrical work has been completed.
- Parking lot lights on the north side and south side converted to LEDs by Thompson Electric.
- Remove low-hanging tree limbs on west side of the main parking lot.

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- Remove lockset stage left exit door to back hallway. Replacement parts ordered, installation to follow.
- Thompson Electric estimated and repaired the setup for the new washer/dryer combo to be installed in the Costume Shop. Project completed.
- Remove garage door bottom seal, ProDoor built a new door seal, installation to follow.
- Ordered replacement 50" x 50" mirror to replace the broken one in the dressing room. North Hill Mirror and Glass installed.

WV B&G Year 2024 Completions for Annual Meeting.docx

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### **Annual Summary – Finance Committee**

#### Weathervane Community Playhouse Financial Summary – November 2024

**Audit:** 2022-2023 completed by Novogradac. 2023-2024 audit process beginning next month

**Line of Credit:** Full credit line available—no balance due.

**Endowment:** In very good shape with allocations recently tweaked. Annual draws have been allocated to reserve funds and maintained in endowment accounts for the past four years.

**Cash on Hand:** ~\$180,000 as of November 16<sup>th</sup>; individual contributions for October ~\$4,300

**Commentary:** Fundraising should be our top priority.

During the 2022-2023 fiscal year it was noted the board was behind in fund raising. Some board members and non-board members met to discuss an option. The Cuyahoga Valley Scenic Railroad fundraiser was born, and took place in the fall of 2023. The net of the event was about \$28,000 from a \$40,000 gross.

Fund raising for 2023-2024 fell short despite the CVSR fundraiser. The budget for 2023-2024 was set at \$90,000 to compensate for the prior four years. We are behind and this is now, or should be, the board's primary goal.

It's probably worth noting that board fundraising goals, while established at current levels with the understanding that fundraising asks have been very little post-pandemic, and shifts away from other sources of contributed revenues over that same time period have necessitated a shift of focus to Trustee-directed fundraising efforts.

If we did nothing else but fundraising we might begin to catch up.

Otherwise, we are in relatively good shape, but any headway we made during the pandemic is rapidly dwindling.

Respectfully submitted:

David L Bird

Treasurer, Board of Trustees

Weathervane Community Playhouse

November 2024

## 2023/2024 Committee Reports, annual reports as written by committee chairs

Weatherwane Playhouse – Governance Committee Annual Report  
November 10, 2024

### As presented by Aaron Sanders

#### Overview

#### Governance Committee Purpose

Is responsible for issues relating to governance documents, the By-Laws, and board Policies and Procedures. Prepares and submits all new and revised governance documents to the board for a majority vote. Composition: at least three participants, with the majority being trustees.

#### Members

Ian Haberman – Diane Geiger – Geraldine Hayes-Nelson – Melanie Pepe – Judy Holder – Deborah Shama-Davis – Kevin Lambes – Aaron Sanders

#### Deliverables

- a. The Governance Committee completed the following necessary updates to the By-Laws and Procedures:
  - Updated the Organizational Structure to reflect Weatherwane Playhouse being led by two Co-Directors and describing the title and responsibilities for each.
  - Added clarifying language for Playhouse Membership requirements
  - Added allowance for trustees to participate in board meetings remotely.
  - Added clarifying language in Duties for Officers for the President and Secretary
  - Added a requirement for committee activities needing approval from an Executive Director.
  - Added language including EAD and AD in Committee Roles section
  - Added requirement in Committee Roles section for trustees serving on multiple committees.
- b. Created a Summary of Standing Committees Roles and Responsibilities. This document clarified:
  - Rules for committees
  - Roles of all committees
  - Responsibilities of committee chairs
  - Summarized each committee purpose and responsibilities

The Governance Committee communicated and attempted consensus on updates to the BOT throughout the year.

Thank you  
Governance Committee

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Office Nominating Committee Annual Report  
2023-2024

As presented by Diane Geiger  
Committee: Diane Geiger, Michael Hairston, Debbie Shama-Davis

After months of repeated email and verbal requests for Trustees to express an interest in becoming a Board officer, the process finally came to its culmination. At the October 2024 meeting, the Officer Nominating Committee announced the process for nominating and electing officers for the year 2024-2025.

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It was proposed that, according to the Bylaws, interested trustees would nominate themselves or others. President Hairston reported that he had been asking for interest and had not yet received commitments. He asked again at the October meeting for anyone to express interest. Debbie Shama-Davis and David Bird were the only ones who said that they would serve as President and Treasurer, consecutively. President Hairston went around the room and asked every individual if they were interested. No one expressed interest. A request from the floor was made that a few more days be given for people to again think about it and express interest. It was agreed that an email would be sent, and people would respond if they were interested.

An email was sent the day following the meeting, asking all Trustees to express interest by November 4, the deadline. On November 4, there were no additional Trustees who expressed an interest in serving as an officer. Thus, Debbie Shama-Davis was elected by acclamation as the president; David Bird was elected as the treasurer. According to Ohio Law, we need at least one more officer: the secretary. The Officer Nominating Committee will discuss the next steps.

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### **Annual Report: Personnel Committee 2023/2024**

Chairperson: Debbie Shama-Davis

Members: Michael Hairston, Ian Haberman, Frank Castorena, Geraldine Hayes-Nelson, Diane Geiger

The Personnel Committee's primary focus was to examine and restructure the leadership organizational structure of Weathervane. We divided the position of Chief Executive/Artistic Director into two positions: Executive Artistic Director and Executive Director, with Melanie Pepe as Executive Artistic Director and Kevin Lambes as Executive Director. We wrote new job descriptions accordingly. The Board of Trustees passed these motions unanimously. The Personnel Committee suggested that this model is only for the two people nominated, that if either of them should resign, the model would be re-evaluated and a decision made at that time as to the best course to follow regarding the administrative structure. The charge was then made to the Governance Committee to include the new organizational structure in the Bylaws.

The second major accomplishment of the Personnel Committee was to review the salary structure of the two directors and determine their equity and fairness. After comparative research, the committee determined that Melanie's salary was not in an acceptable competitive range, but Kevin's was. Thus, the committee moved that Melanie receive a raise to be retroactive to August 1 of 2024, which was the beginning of the fiscal year. Unfortunately, due to extenuating circumstances, the Board was not able to vote on this motion. It is the hope and intention of the Personnel Committee that this issue be revisited soon with the new Board following the Annual Meeting.

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The Weathervane Community Playhouse's Resource Development Committee and Special Event Committee are composed of dedicated individuals who contribute to the advancement and sustainability of the Playhouse. All division members included Dr. Lalisa Anthony, V. Boyer, LeShun Collins, Frank Castorena, Darla Dunlap, Tiffany Edwards (Chair), Eartha Goodwin, Dr. Lathardus Goggins II, Michael Hairston, Kevin Chill Heard, Brett Kimmell, Chad Mason, Laura Lenke, Betty Smith, Joe Tennant, and Jeffrey Waterman. Their expertise and commitment widened Weathervane's geographic footprint to help drive Weathervane's mission, ensuring that the arts continue to enrich the community and create transformative experiences for future generations.

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**Endowment and Planned Giving** The Weathervane Community Playhouse made significant strides in endowment and planned giving in 2024, launching its first silent planned giving campaign in over a decade. This initiative aims to establish a sustainable financial foundation, empowering diverse groups of donors to support the Playhouse in both life and legacy. The campaign encourages several methods of planned giving, including bequests, charitable trusts, gifts of appreciated assets, retirement plan designations, and life insurance policies. Each option provides unique tax advantages, aligning with donors' financial planning goals while securing Weathervane's future. Five new and not previously known to Weathervane planned gifts were secured during this initial campaign phase, marking a substantial step forward in long-term funding strategies. A new group was discussed in 2023 after the death of Brandon Buckner, targeting new group of distinguished diverse donors. These individuals will recognize those who include Weathervane in their estate plans, exemplify the importance of legacy in sustaining Weathervane's mission and honoring former Board member Brandon Buckner. Contributions from these legacy gifts are directed toward the endowment, creating a lasting impact on the Playhouse's ability to inspire and engage audiences for generations to come.

**Special Event Planning and Contributions** Special events remain a vital component of Weathervane's fundraising strategy, generating unrestricted revenue to support operational needs and artistic endeavors. The annual "Dancing Through the Decades" (DTTD) event is a flagship fundraiser designed to build community support and raise funds. The Resource Development Committee secured \$9,500 in pledges for the event in 2024, setting ambitious sponsorship levels and ticket pricing to maximize engagement. In addition to securing financial contributions, the committee placed a significant focus on enhancing event visibility. A comprehensive media and marketing package was prepared, awaiting full implementation across social media, email newsletters, and the Playhouse's website. The committee also called for board members to increase personal and professional support, requesting promotional involvement and ad sales. These efforts demonstrate the committee's strategic alignment with Weathervane's broader goals of financial sustainability and community engagement.

**New Policies and Procedures for Gift Submission Suggestions:** In 2024, Weathervane's Resource Development Committee proposed several new policies and procedures aimed at enhancing transparency, accountability, and efficiency within the organization's development processes. These suggested policies and proposed updates, pending board approval, focus on board guidelines. Policy recommendations emphasize the importance of clear documentation, confidentiality, and donor recognition standards. Additionally, these guidelines outline enhanced protocols for managing restricted and unrestricted gifts, ensuring that all contributions are appropriately directed and utilized according to donor intent. The proposed procedures also include updates to budget review processes and protocols for regular auditing, underscoring Weathervane's commitment to fiscal responsibility and operational transparency. By reviewing and implementing robust policies, the Resource Development Committee seeks to create a structured framework that will support growth in fundraising efforts while maintaining high standards of integrity and professionalism.

**Strategies for Public Relations, Marketing, and Development:** The Resource Development and Special Event Committee(s) implemented an integrated strategy for public relations, marketing, and development to amplify Weathervane's visibility and strengthen community relationships. Key initiatives included a renewed focus on digital outreach, expanding Weathervane's presence on social media platforms to engage diverse audiences and reach potential patrons. Strategic partnerships with local media outlets were pursued to enhance coverage of events, donor stories, and community impact narratives. To increase marketing effectiveness, the committee crafted targeted campaigns highlighting Weathervane's mission and the personal stories of those impacted by its programs. These efforts were complemented by a robust email marketing plan, designed to keep supporters informed of upcoming events, giving opportunities, and volunteer initiatives. Recognizing the importance of inclusive marketing, Weathervane also expanded outreach to underrepresented groups, aiming to diversify its patron base and build long-term community partnerships. These strategies reflect Weathervane's commitment to fostering

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community engagement and broadening its support base, both locally and regionally, in alignment with the Playhouse's mission to inspire, challenge, and entertain audiences through the arts.