

TO: Amy Driscoll, Executive Director  
Greater Grand Forks Community Theatre

FROM: Pamela Kalbfleisch, President  
Greater Grand Forks Community Theatre Board of Directors

DATE: May 25, 2022

RE: Official activities conducted for the previous year

This year has been an exciting one as we have been able to once again present a live season of theatrical productions for the 2021-2022 year. I have worked with you and with the GGFCT Executive Committee of the Board of Directors, and the full GGFCT Board of Directors to guide the forward momentum of the Greater Grand Forks Community Theatre.

This year we needed to replace Greater Grand Forks Community Theatre Board Member Michelle Senger during the last year of her second term on the Board. Her seat on the Board was replaced with Alexander "Blue" Webber for a one year appointed term. Michelle continued to work as our Bookkeeper, until we were able to find a replacement. Shelly Silletto, C.P.A., was able to step in as a temporary replacement for GGFCT Bookkeeper. Shelly has prepared our books for the last part of our year, overseen by the Executive Director and our Board Treasurer, Alan Silletto.

I appointed a Teller's Committee, composed of Alex Johnson, Alan Silletto, and Brenna Skallet, to vet and construct a ballot for three seats on the Board. This election of Board members will occur at our regular general membership meeting of the Greater Grand Forks Community Theatre occurring June 29, 2022.

In addition to this work, I have promoted our theatre and theatrical events in our community and have brought a guest from our community to each of the Greater Grand Forks Community Theatre performances that I have attended.

This year has been full of challenges as we move forward as a theatre during the pandemic that continues in our community, state, nation and world. I am proud that we have increased our revenue from last year and that we have been able to hire an Executive Director to give our theatre stability and increased community visibility. I have great hope for the future of the Greater Grand Forks Community Theatre and I look forward to the theatre's continued success.

TO: Amy Driscoll, Executive Director  
Greater Grand Forks Community Theatre

FROM: Alex Johnson, Vice President  
Greater Grand Forks Community Theatre Board of Directors

DATE: June 09, 2022

RE: Official activities conducted for the previous year

Looking back on the previous year it is with great pride that I say it was a resounding success. After nearly two years with a dark stage, it was a welcomed return to normalcy to present an incredible line up of live entertainment for the Grand Forks community. I have had the privilege to serve with you, the GGFCT Executive Committee, the Board of Directors as a whole, the Finance Committee, the Tellers Committee and as Chair of the Season Selection Committee in pursuit of our goal of serving the greater Grand Forks area with unmatched community theatrical productions.

I as chair, along with the rest of the Season Selection Committee, curated a slate of shows starting with the small, "soft-reopening" production of "Proof" and ending with the blockbuster hit "Mama Mia". Each show was a success in its own right and together made for not only a great re-opening, but for one of the best slates in recent memory. As a member of the Finance Committee I, along with the committee, used our collective business acumen to successfully guide the finances of the GGFCT, increasing our profits month over month throughout the year. I was recently appointed to the Teller's Committee to fill our three remaining board seats and we are currently evaluating and narrowing our list of candidates for a vote at our annual shareholder's meeting.

In addition to this work, I have done my utmost to promote our community theatre throughout our greater Grand Forks community. I continue to strive to make the Firehall theatre fiscally sustainable in hopes of continuing the legacy of providing quality productions as the premier community theatre in the region for another 75 years.

It is with great pleasure that I look back on the past year and see just how successful the efforts of you, the Board, and those who share our convictions have been. After weathering a global pandemic in which many small business and community theatres did not survive, we have not only survived but thrived in our encore. Having increased our revenue, hired an Executive Director, and presented a full live season, I have every confidence in the short- and long-term success of the Greater Grand Forks Community Theatre and I look forward to seeing all that is to come.

Sincerely,  
Alex Johnson  
-Vice President GGFCT

TO: Amy Driscoll, Executive Director  
Greater Grand Forks Community Theatre

FROM: Brenna Skallet, Secretary  
Greater Grand Forks Community Theatre Board of Directors

DATE: June 15, 2022

RE: Official Activities conducted for the previous year

Greetings from the desk of the Secretary!

This has been an exciting year for our little theater! We have enjoyed a full, successful season as we return from a previous dark year. It has been a privilege to work with the Board of Directors and several committees to ensure the continuing success of our wonderful community theatre and make sure the lights stay on for years to come.

Since being voted by the Board of Directors last year, my duties as Secretary have included documenting meeting minutes with accuracy, noting important action items, keeping time of meetings, along with maintaining appropriate pacing. Along with assisting in letter dictation, I will also have the privilege of counting votes as we appoint new members to the board in June.

Throughout the year, I participated within the board as a whole, as well as within the Executive Committee. Within the Tellers Committee, fellow members and I took action to appoint prospective candidates to fill our open board positions before our upcoming Annual Meeting. Along with the Programming Committee, we diligently curated shows that would entertain our patrons and bring them much needed comfort and entertainment after a challenging shutdown. We opened our season with "Proof" and ended with the knockout success of "Mamma Mia". How exciting it was to see our patrons return to our building!

In addition to board business, I have continued to promote our theater and events with the same passion I have always held toward our GGFCT community. With new developments continuing in our facilities and expert management, we were able to see our theater flourish with one of our most profitable seasons in recent years. An exciting year on the board indeed!

Since my move to Grand Forks in 2016, the Greater Grand Forks Community Theater has been a second home for me. Whether on the stage, in the tech booth, teaching, or within the Board of Directors, it has truly been a privilege to be able to participate in the continued success of our shining ruby on 2<sup>nd</sup> Avenue. The community we have fostered in our almost 75 seasons is a testament to our mission of inclusion, entertainment, and community. Our resilience speaks volumes to the wonderful people who keep the gears turning along with the patrons who fill our building with joy and laughter. I can't wait to see what our 75<sup>th</sup> season has in store for us.

Sincerely,  
Brenna Skallet  
Secretary of the GGFCT Board of Directors

TO: Amy Driscoll, Executive Director – Greater Grand Forks Community Theatre

FROM: Alan Silletto, Treasurer – Greater Grand Forks Community Theatre Board of Directors

DATE: 6/12/2022

RE: Treasurer’s Report for 2021-22 Year

As Treasurer for fiscal year starting 7/1/2021, much has happened over the past year that has helped strengthen the financial condition of GGFCT. Fall 2021 marked the first time having patrons inside our newly renovated theatre for performances since February 2020. With another year of attractive shows we were able to pull in just short of \$50,000 gross revenue from the Box Office from 9/1/21 – 5/31/22 for Season 74. Compare the figures below for historical gross revenue, and to illustrate how this was certainly a bounce back year.

**Box Office Gross Revenue**

- 2016-17 \$43,451.71
- 2017-18 \$64,886.01 (\$25k from Fiddler)
- 2018-19 \$46,356.00
- 2019-20 \$19,457.21
- 2020-21 \$8,280.05
- **2021-22 \$49,944.50 (\$15,268 from Mamma Mia)**

**Net Income**

- 2017-18 \$10,630.45
- 2018-19 -\$12,174.39
- **2021-22 \$16,020.50 (YTD 5/31/22)**

**Cash Balance**

- 5/31/2018 \$42,194.41
- 5/31/2019 \$53,529.90
- 5/31/2020 \$47,979.64
- 5/31/2021 \$27,685.79
- **5/31/2022 \$75,126.60 (\$32,849.98 from 4/13/22 Community Foundation Grant)**

It has been a pleasure to serve alongside this talented Board of the Greater Grand Forks Community Theatre in the capacity of Treasurer, as Chair of the Finance Committee, on the Executive Committee, and also currently on the Tellers Committee.

During the fall, the Finance Committee was able to review the current season ticket and single ticket pricing for the GGFCT. After conducting a regional review of community theater pricing, we decided to move ticket pricing up from 10-15% depending on the ticket group. This will help on gross revenue to help cover rising production costs, and keep our theater on par with the other community theaters in our region.

This Fiscal year we were also able to re-establish a salary for a Full Time (half time) Executive Director. We had not had this salary level in place since May 2020. This new salary went into effect March 2022.

Also during this year we said goodbye to our long term bookkeeper, Michelle Senger, who served for many years. We were also able to find an interim bookkeeper that is actually my mother, Shelly Silletto. She is retired, and worked as a bookkeeper for nearly 40 years. She has donated her time to the firehall, and was happy to help when we had the need in January. As our new fiscal year approaches, I look forward to finding more cost efficiencies, ways to generate new revenue and exposure for the theater, and to re-establish the Producers funding to our bottom line. We are in a great position to excel for 2022-23.

Sincerely,

Alan Silletto - Treasurer GGFCT