

CAC EXECUTIVE COMMITTEE MEETING MINUTES

Denise Reppert Presiding

Thursday, August 14, 2025 at 4:30pm

Zoom Meeting

Present: R. Fuller; S. Green; M. McKown; A. O'Neil; D. Reppert

I. Call to order at 4:33PM by D. Reppert.

II. Review Minutes – July 2025 Executive Committee Minutes are accepted as presented.

III. Treasurer's Report – Presented by R. Fuller

- Income – R. Fuller pointed out that the budget being viewed is the budget from the prior year, not the new budget; just a miscommunication that will be rectified.
 - \$3500 in Corporate donations received
 - \$3200 received from Annual Appeal
 - Account 5200; received the Endowment payment

Revenue for the Month is: \$27,759; biggest portion of that is from the Endowment

- Expenses – Everything within reason. Total Expenses is at: \$13,510
- Net Revenue is \$14,200; would have had a deficit with the funds from the endowment.
 - R. Fuller Reviewed the Account Balances:
 - General Checking is at \$21K
 - Line of Credit: Have not used
 - Endowment is at \$416,480; the \$20K is out of this amount
 - Still have \$62K due to NBT

IV. Committees

a. Committees of the Board

i. Executive

ii. Audit / Finance – R. Fuller sent Exec. Committee & J. Skundrich the amended budget with changes made highlighted; R. Fuller will redo and share before next Executive Committee Meeting to be reviewed before presenting to the full board. Next month's Financials will have the adopted budget to compare. Highlights of changes:

- Income:
 - Program & workshop fees adjusted to last year's
 - Advertising income adjusted a little
- Expenses:
 - Adjusted credit card fees
 - Added interest

- Deficit would be about \$20K
 - o R. Fuller changed NBT loan payments to reflect the month extension; if CAC needs to pay that, deficit would be \$28K. Would need to take another draw of \$28K from the endowment.

b. Committees of the Corporation

i. Board Development – All BOD Members must sign confidentiality/conflict of interest forms; will encourage members to attend in person if possible.

i. Membership – R. Fuller & G. LaMonica looked over A. O’Neil’s recommendation; want to get Thundertix up and running, especially with Beatle Mania coming up. Will have two platforms:

- Will have Square instead of Authorized.net; will save \$ long-term. Will be able to use the square slider to process cards; will speed the process. M. McKown asked about using Square for the Gala auction items. A. O’Neil explained that if we switch everything over to Square, we could use.

- The other platform is between Give Butter & Zeffy; Give Butter has a 2.9% fee. Zeffy pays for itself with donations. Thundertix change-over from Excel; require stripe or square

- A. O’Neil will just add current members, then have it go live when ready

iii. Performance – No Report

iv. Gallery – No Report

v. Facilities – July 25, 26, 27, 2025 NTCl “Nunsense”; Saturday, 2:00PM Matinee. A. O’Neil assisting NTCl Board.

c. CAC Ad Hoc Committees

i. Fundraising – Will meet again after Dinner & a Show.

- Had the bus trip to the Metropolitan Museum of Art; went well. Next time will get a bigger bus with a restroom and will figure out food situation. Made \$1700. D. Reppert has had questions about when CAC will have next bus trip. The Museum Mile in Manhattan on the Eastside was suggested for a future possible trip. Another suggestion was a matinee for a Broadway show. A lot of interest. Want to keep bus trip going and Dinner & a Show.

- Dinner & a Show

- Book Sale in CAC conference room during Colorscape

iii. Grants for Teachers

Awards Ceremony is on August 20, 2025 at 5:00PM in the Theater; all recipients will be in attendance and some students. August for the Awards Ceremony

V. Executive Director's Report

a. DRI – Only one letter is still a hang-up. A. O'Neil reported that one issue was about the City of Norwich wanting to get the County of Chenango in on whether CAC needs a permit. It is a 10 year old issue the City has with Principle Design. A. O'Neil had reached out to Amy in Code office asking if CAC needed a permit. One clarification was needed; A. O'Neil asked for a letter itemizing what was needed. Eric received that information.

The other letter is the gentleman who did the hazardous waste study needs to list on a letter with letter head write that there is no issue in the language of NYS. Once received, will submit to Katherine at the state. Then should be a quick turn-around with notice to proceed.

c. Arts in the Community Grant – Oxford Farmer's Market also declined Barb Gregson's project. Must spend money before 2025. A. O'Neil spoke with member of the NTCL; Barb Gregson will be giving a Theater 101 workshop for the Theater Company

c. R. Fuller & A. O'Neil met with F. Doller last week. Florence asked what % of performances NBT support; it is about \$10,000 or ~31%

- A. O'Neil shared her proposal for Florence of specifically how CAC would send \$19K. \$10K is what would be spent on performances; NBT did inquire about CAC's credit card fees. NBT offered to look at the fees if CAC would like. Currently use Authorize.net. New feature on that is subscriptions. Brian asked about CAC's average ticket price; he thought the ticket price was too low. Need to fill seats at current price.

M. McKown asked about the follow-up process with Florence. A. O'Neil will send the letter and % described above. Then wait for the allocation of the check.

Doing general seating again this year for Beatlemania. Christmas show is \$25/ticket

VI. Continuing Business- M. McKown spoke with Whitney; still wants to be involved. Just scheduling issue. Mary Beth saw Jim Baldwin and he still wants to be involved. D. Reppert will try to contact Jim to remind him of meetings.

VII. New Business- None

VIII. Adjourned at 5:11PM

Next Exec Meeting: Thursday, September 11, 2025 at 4:30 via Zoom

Next Full Board Meeting: Thursday, September 18, 2025 at 4:30 at CAC

[Minutes Submitted by S. Green, CAC Secretary]