

**MINUTES (DRAFT)**  
**Board of Directors Meeting**  
Theo Ubique Cabaret Theatre  
3:00 p.m., Saturday, April 17, 2010  
7429 N. Greenview, Chicago, IL

**Board Members Attending:** Fred Anzevino, Beverle Bloch, Lorraine Dostal, Ald. Joe Moore, Richard Moran and Jeremy Trager.

**Others Attending:** Martha Hudak, Michael James

**Not Attending:** David Heimann

The meeting was convened by Chair Joe Moore at 3:30 p.m.

**1. MINUTES**

**Motion:** Approve the minutes of the March 20, 2010 Board of Directors meeting.

**Moved:** Lorraine Dostal

**Seconded:** Dick Moran

**Passed unanimously.**

**2. BYLAWS**

**Motion:** Approve revised Bylaws for Theo Ubique Theatre.

**Discussion:** Lorraine Dostal explained key changes made from the draft reviewed at the previous Board meeting, including:

- Deleting "Company" in the title since that is not in the legal name.
- Article 7.1 – changing Artistic Associates to Artistic Director
- Article 4 – biggest change by adding role of General Manager and administration and clarifying the roles and responsibilities.
- Folding Article 12 into Article 10 because both address amendments.

**Moved:** Dick Moran

**Second:** Beverle Bloch

**Passed unanimously.**

Martha Hudak will send a PDF of the Bylaws to all Board members and post it on the Board page. Approval of Bylaws also allows the theatre company to apply to the State of Illinois for a state tax exemption letter.

**3. VENUE AND RENT DISCUSSION**

Fred Anzevino provided background on the long history of him and Michael James doing theatre together. Business has been conducted with a "hand shake" and doing what was best for the space being used. Theo Ubique has grown, is established and now at a point of changing how business is conducted, while doing what's best for both Theo Ubique and No Exit Café. What is the best direction to move forward and provide the level of formality needed for various business activities, such as insurance and grant and foundation support.

Ideally, a permanent home is needed now that we are doing four shows a year, starting a youth education program and doing more outreach in the community. But, we don't have the financial stability to buy our own place and want to stay at No Exit since the place is equally associated with the Theo Ubique name. How do we collectively put together a legal partnership?

Michael James provided background about the No Exit Café, which originally started in Evanston by (another) Joe Moore. It later was brought to Rogers Park, and he bought it in its waning days but didn't have the capital to invest in the place. "Spoon River Anthology" was Fred's first production at No Exit, which tied to Michael's personal background since he knew author Edgar Lee Masters as a child, who was a friend of his father.

Scheduling conflicts are a major issue now that Theo Ubique needs more frequent use of the space. One option presented by Michael was Theo Ubique paying a monthly rent and the theatre company takes over scheduling other entertainment and work with Michael on the ongoing events he has there. Michael has the PPV and liquor licenses, so he would continue to sell food and drink, although we coordinate it.

Michael said he would need \$2,500 a month for rent to cover utilities and insurance. Currently, Theo Ubique is paying \$275 for Thursdays through Sundays, which allows Michael to schedule other entertainment on the remaining nights. Fred also needs more rehearsal time at No Exit. Michael said he was open to any kind of formal arrangement and would like theatre company to be more involved of who comes in and uses space.

Security and clutter issues also were brought up, including equipment, liquor and clean-up that need to be resolved. A new liquor law requires that liquor has to be delivered to the No Exit and cannot be brought in from another location.

#### NEXT STEPS:

- Michael will figure out his costs and get back to us.
- We discuss and come up with written proposal to Michael.
- Block out the time and dates we want for next year.

Joe Moore said the easiest, cleanest arrangement is a full-time lease and full control over place, and then we have control over who comes and goes. The issue is affordability. He agrees with Michael that he remains the exclusive food and beverage vendor, since he has the performance license and deals with all food inspections and deficiencies.

Joe will develop a general, written agreement of what we would like and can afford, including paying a site manager, and Martha will distribute to Board members. Lorraine will have lunch with Katy and fill her in to make sure she's involved at the end. A final contract will need to be handled by an attorney to make sure there is no misunderstanding.

#### **4. FINANCIALS**

Fred Anzevino and Martha Hudak presented a preliminary 2010 budget, emphasizing that it was a work in progress.

Estimated rent for the year is nearly \$15,000. Lorraine said we probably won't come to a formal agreement with Michael until July 1 or August 1, so we should plan to continue operating on a "hand shake" for the next two to three months. Any new costs won't kick in until August.

A \$25,000 deficit between revenues and expenses doesn't include grants and fundraising. Three grants are outstanding: Saints, City Arts and Target. About \$8,000 is anticipated from grants. The question is can we raise \$20,000 in donations?

## **5. FUNDRAISING**

The fundraising proposal submitted by Barbara Moore was generally well received, but more details will be reviewed with her at the next Board meeting.

Martha Hudak mentioned she is working on an annual giving campaign to go to current donors to renew for the 2010-2011 season. She plans to do the mailing in May when the season can be announced and if the mailing list can be cleaned sufficiently.

Several promotion suggestions for the Rogers Park area were mentioned, such as posters in windows, postcards at retail establishments and flyers at festivals. Martha explained that Theo Ubique hasn't had the printing budget for those kinds of activities in the past, but would like to do some of that this summer to promote the Youth Education Program.

Getting involved with local organizations also was suggested. Organizations to investigate are: Business Arts support group, where business and arts people meet for monthly breakfasts and evening events; Glenwood Arts Festival; Garden Group and Rogers Park Business Council.

A fundraiser suggestion was a fall prom.

## **6. 2010-2011 SEASON**

Fred Anzevino has 3 of 4 productions selected for the next season:

- *The Lady's Not for Burning*, September 17 – October 31, a comedy written in verse that can be marketed with a Halloween theme.
- *Cats*, November 19 – January 2, a family show good for the holiday season.
- People's Choice, March 11 – April 24, to be determined after ballots counted.
- *A Tribute to George M. Cohen*, June 17 – August 7, an uplifting summer musical revue of George M. Cohen songs, which do not require paying royalties if Fred puts together his own revue vs. doing the production *George M.* It can be marketed for the July 4 holiday.

## **7. OLD BUSINESS - none**

## **8. NEW BUSINESS**

Joe Moore mentioned the Jobs for Illinois Program, funded by federal funds where the government pays the salary for a low income person through September. It is administered by the Heartland Institute. Martha Hudak said she would attend the meeting Monday at Gale School to see about getting a person through this program to work the neighborhood and arts festivals throughout the summer.

## **NEXT MEETING:**

The next meeting is scheduled for 3:00 p.m., Saturday, May 15 in Lorraine's home. The focus will be on fundraising, and Barbara Moore will be invited to arrive at 3:30 p.m. to discuss her proposals.

The meeting was adjourned at 5:00 p.m.