

## Executive Committee Meeting Minutes November 9, 2023

Present: M.E. Emerson; S. Green; A. O'Neil; D. Reppert; J. Skundrich;  
Meeting called to order at 4:31 PM

### Last Meeting Minutes

- Correction - Gentleman's name is Gil Polk
  - Minutes to be accepted as amended

### Treasurer's Report

- 3 month into fiscal year; just shy of 50% of revenue
  - Meeting next week with NBT Bank; to discuss NBT's contribution for next year. Alecia & Denise to attend on 11/14 at 1PM
    - Will demonstrate ways NBT would support, ie. show clip of Christmas Show
  - Ticket sales down; BOD members to encourage friends and colleagues to buy tickets for shows.
    - Alecia reported ballet is selling well, but not reflected yet on these financials
  - Corporate donations addressed when talking w/NBT Bank
- Expenses – at over half of the expenses, 54% for year; running ahead. Much issues are timing related
  - Professional Services - Legal professional fees; not expected to continue to grow
  - Office expenses are above; discussed last meeting
  - Utilities to pick up
  - Rent – 3 month through the year and showing ½ of rent expense; rent payment made last fiscal year reflected in this year's expenses. November 2023 already paid.
  - Performances- Paid almost 50%; timing issue
  - Payroll – Right around planning
- Cash available
- ½ of line of credit is \$ to be reimbursed – Alecia has update:
  - Alecia received 1 more document; moving auto insurance which CAC does not have, back to State. Anticipates it back and to the bank likely early week of 11/13/2023
  - \$42,000 to be reimbursed; at least \$20,000 to go back into line of credit.
    - When we receive \$42,000, may try to pay down the line of credit, and be able to stop paying interest.
- (Joe may be unable to attend full board meeting on 11/16/2023)