

CITY OF ELKHART LERNER BOARD MEETING AGENDA

Common Council Chambers

10:00 a.m., Wednesday, November 9, 2022

<https://coei.webex.com/coei/j.php?MTID=mf35c570a402a45ceaa007dcec883d727>

Meeting Number: 2300 041 8711, Meeting Password: Lerner22

1-415-655-0001

- 1. ROLL CALL**
- 2. APPROVE AGENDA**
- 3. MINUTES Regular Meeting October 12, 2022**
- 4. TREASURER'S REPORT**
 - **Financial Report September 30, 2022- Michelle Adams (Kruggel, Lawton, and Co.)**
 - **Claims and Allowance Docket**
- 5. PRESIDENT'S REPORT**
- 6. FRIENDS OF THE LERNER**
- 7. CRYSTAL BALLROOM CATERING REPORT**
 - **Contract Review**
- 8. PREMIER ARTS REPORT**
- 9. GENERAL MANAGER'S REPORT**
- 10. NEW BUSINESS**
- 11. PUBLIC PARTICIPATION**
- 12. ADJOURNMENT**

LERNER THEATRE BOARD
Wednesday, October 12, 2022

President Gary Boyn called the Regular Meeting of the Lerner Theatre Board to order at 10:00 a.m. on Wednesday, October 12, 2022. The Clerk of the Board, Nancy Wilson called the roll. Gary Boyn, Dallas Bergl, Jamie Arce, Diana Lawson, and Dina Harris and attended in-person. Ashley Martin was absent. Carrie Berghoff attended on WebEx.

1. AGENDA

On motion by Dina Harris, seconded by Dallas Bergl and carried 6-0, the agenda was adopted as presented.

2. MINUTES: Regular Meeting September 14, 2022

On motion by Diana Lawson, seconded by Dina Harris and carried 6-0, the Board approved the minutes from September 14, 2022.

3. TREASURER'S REPORT

Financials-July 31, 2022

Michelle Adams of Kruggel, Lawton and Co. attended the meeting on WebEx. The August 31, 2022 financial report was submitted to the Board for review. Total operational expenses of \$839,074 were covered by a City contribution of \$283,438 (34%) and a Lerner contribution of \$555,636 (66%). This compared with 2021 City's contribution of 82% and the Lerner's contribution of 18%. The net income from Theatre operations only (shown as Gross Profit) at the end of the period was \$506,143 which was an increase of \$394,615 from 2021. The YTD net income for all Lerner operations (including City expenses) at the end of the period was \$833,612 which was an increase of \$765,948 from the net income on last year's statement of \$67,664. On budgeted City Operational Expenses alone we were under-budget by \$211,599 year to date. On motion by Dina Harris, seconded by Jamie Arce and carried 6-0, the Board approved the August 31, 2022 financials.

Claims

On motion by Dallas Bergl, seconded by Jamie Arce and carried 6-0, the Board approved the claims and allowance docket totaling \$93,805.31 as listed on the register consisting of 6 pages as prepared on October 7, 2022 at 3:35 p.m.

4. CRYSTAL BALLROOM CATERING

Kurt Janowsky attended in-person and said September was a great month in the Ballroom. October looks very busy. Leah said she forecasts \$350,000 this year. They are strong until the end of the year. Kurt spoke about some of the challenges they face when they are sharing spaces with the theatre and the patrons are all arriving at the same time. The Board, Kurt, and Michelle Frank and Corinne Straight discussed the issue and are creating a sub-committee to meet and talk about creating a new policy.

5. GENERAL MANAGER'S REPORT

The General Managers report has been inserted in the minutes as presented.

PREPARED BY: MICHELLE FRANK

Activity (October-December)	As % of 90 days	
65 Events	72%	Activity in theatre
25 Ticketed Events	29%	Ticketed events
17 Non-Ticketed Events	19%	Non-Ticketed events

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23 Rehearsal Dates

26% Rehearsal Space

Compare to 2021 Board Report Ticketed Events: 25

Compare to 2021 Board Report Non-Ticketed Events +Rehearsals: 27

- We are continuing to have a tremendous year with shows and events in the theatre. We welcomed our 12th sold out show on Thursday, October 6th for Toby Mac. This was an exceptionally special show for The Lerner. The artist Toby Mac is an arena artist typically, however, this 10 city tour was established in order to bring intimacy to the performance and allow Toby to connect more personally with the fans. The Lerner was chosen as one of ten theatres across the country. It was an incredible night and the artist and promoter were pleased with the day from start to finish. Great work by all!
- The final read of the 2023 City Budget Hearings will take place on October 17. An addition to The Lerner's budget for 2023 included retrofitting 2/3 of the main floors existing seats onto movable bases in order to accommodate requests and programming for standing room only shows. This flexibility of seating will allow for expanded programming options for the theatre, with the intention of incorporating shows for a younger, diverse audience, but will also allow for routing opportunities for standing room only shows with Indianapolis, Fort Wayne and Grand Rapids. The staff is being thoughtful in protective steps for flooring and walls inside the theatre to maintain the integrity of The Lerner. The goal is to ensure that if a Thursday show is a standing room only show, the audience attending a Symphony performance the next night, will never know the theatre was transformed into a different set-up.

OPERATIONS MANAGER REPORT PREPARED BY: SARAH MACER

Accomplished in September:

- Show Manager, the Lerner Show Folders, and the Lerner Google calendar have been updated with all of the shows, tours and other events that are coming up. I have also updated the October Facility Occupancy numbers so other departments are aware of what's going on in our building for safety purposes.
- I worked with Michelle and KL on closing all of the shows and writing checks. We're starting to pick up so I'm making sure to work ahead since we're only going to be getting busier!
- I've held the Annual Emergency Preparedness training for full time staff, part time staff and volunteers. Andrew graciously gave of his time to assist with this important meeting where we made sure to requalify everyone on our safety procedures in the building.
- Celebrated our Volunteers at the Annual Banquet – We had two Volunteers of the Year that we honored for all of their service; Jim LaBelle for 2020 and Marilyn Marchand for 2021. All of our Volunteers are amazing, but it was nice to honor and recognize those two for everything they've done.

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Goals for October:

Work on Show Closings:

I am working on learning how to close larger shows (National Tours) with the help of Michelle. These have a lot of moving pieces so Michelle and I will work on creating a show-closing sheet to help create a check and balance for internal controls and to make it easier for the two of us to be on the same page.

Ordering pins, badges and other items for the Volunteers:

We've revamped parts of the Volunteer Corp and part of this is our Peer Committee members. I want to start bringing in the new members to train and learn the ropes with the elected past members. They will be in charge of ordering items for the group and being the liaison between staff and the Volunteer Corp.

Prism:

I want to dive into Prism to see if there's a way to put my notes in for everyone to see. I create a Front of House Advance for every show for the staff working the show including Crystal Ballroom staff and Facilities. I would love to find time to see if there's a way to input this in Prism so everyone would have access and see the items ahead of time. I'll still create a FOH Advance, but this may help answer some questions before the shows happen.

MEDIA SPECIALIST REPORT PREPARED BY: SONNY LISI
E-Blast Reporting – September 2022

Email Statistics		
Campaigns Sent		10
Total Emails Sent		79,917
Emails Opened		34,801
Emails Clicked Through		817
Starting Subscribers		22,769
Ending Subscribers		24,003
Average	Emails	Per
Campaign		7,992

Tickets Purchased by City

City	Tickets
Elkhart	1,152
Goshen	431
South Bend	325
Mishawaka	270
Granger	233
Bristol	157

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Osceola	123
NAPPANEE	104
Middlebury	96
Niles	86
Edwardsburg	69
Columbus	64

September Achievements

- Created new internal documents for incident reports and other forms for use by staff during regular business hours and during events.
- Continued populating an event history document that contains all information related to all historical events in the theatre, including days, dates, and times; genres and promoters; sold, comp, and available seats; ticket pricing; and other information.
- Designed and ordered water bottles and tumblers customized with The Lerner 95th Anniversary logo.
- Ordered large canvas prints from photographs of more recent shows to be hung in our dressing rooms and hallways for our artists and crew members to see when they visit the theatre.

October Goals

- Begin the process of changing our lobby displays to a more robust, reliable, and full-featured solution that is fully cloud-based accessible from any device. This will lighten the load on our website, keep all our content on a reliable server, and provide us with more functionality and support if needed.
- Audit the Lerner website, change and update information as needed, and streamline the content and presentation of all pages.
- Continue populating the event history document that contains all information related to all historical events in the theatre.

BOX OFFICE MANAGER PREPARED BY: TRISTIN PAUFF

Accomplishments for September 2022

- Continued to update the contacts list in our ticketing software, Patron Manager, from erroneous attempts to convert our Patron Contact List from Vendini to Patron Manager - this was due to the software not being compatible with each other when transferring the list
- Hired 1 new person who is going through the on-boarding process and soon to be trained
- Worked with Sarah Macer and Sonny Lisi to create a new Incident Report, Bomb Threat Report, and Suspect Report for the Box Office

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Goals for October 2022

- Utilize Tango to create procedures for the different learning styles of my Team
- Update the Box Office Employee Handbook and Operations Manual as it is has been a year since any updates have been made
- Continue to update all Box Office SOP's

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
9/9/2022	7:30 PM	Premier Arts: The Odd Couple (9/9/2022 - 9/11/2022 - 3 performances at Goshen Theatre)	1/7/2022	180	\$4,236.00	\$540.00	\$4,776.00
9/11/2022	4:00 PM	Elkhart County Symphony Season tickets 2022-2023 (5 Performances)	7/10/2022	7	\$575.00	\$21.00	\$596.00
9/11/2022	4:00 PM	Elkhart County Symphony Season tickets 2022-2023 (4 Performances)	9/11/2022	2	\$146.00	\$6.00	\$152.00
9/11/2022	4:00 PM	Elkhart County Symphony - Broadway in the Gardens	8/15/2022	198	\$1,611.00	\$594.00	\$2,205.00
9/15/2022	7:00 PM	Kimball Organ Silent Film Series: Girl Shy	4/4/2022	62	\$474.00	\$186.00	\$660.00
9/27/2022	7:30 PM	Menopause The Musical	5/17/2022	409	\$23,034.25	\$1,227.00	\$24,261.25
10/1/2022	8:00 PM	Napoleon Dynamite: A Conversation with Jen Heder, Efrén Ramírez, and Jon Gries	12/2/2021	190	\$6,120.25	\$570.00	\$6,690.25
10/6/2022	7:00 PM	TobyMac The Theatre Tour	6/16/2022	208	\$11,420.10	\$624.00	\$12,044.10
10/8/2022	7:30 PM	Three Dog Night	8/11/2022	318	\$21,817.00	\$954.00	\$22,771.00
10/14/2022	7:30 PM	Premier Arts: Little House on the Prairie (10/14/22 - 10/16/22 - 3 performances)	1/7/2022	224	\$4,277.25	\$672.00	\$4,949.25
10/23/2022	3:30 PM	A Choral Tapestry (Consignment Tickets - Cash not taken in yet)	9/14/2022	500	\$0.00	\$0.00	\$0.00
10/29/2022	7:00 PM	We The Kingdom	6/23/2022	271	\$13,225.75	\$813.00	\$14,038.75
11/4/2022	7:30 PM	LINDSEY BUCKINGHAM	4/4/2022	132	\$12,001.75	\$396.00	\$12,397.75
11/11/2022	8:00 PM	Whose Live Anyway	5/12/2022	53	\$2,882.25	\$159.00	\$3,041.25
11/17/2022	7:00 PM	Kimball Organ Silent Film Series: Gold Rush	4/4/2022	0	\$0.00	\$0.00	\$0.00
11/18/2022	7:00 PM	Joe Gatto's Night of Comedy	9/7/2022	1686	\$98,660.00	\$5,058.00	\$103,718.00
11/20/2022	4:00 PM	Elkhart County Symphony - Ode to Joy	8/15/2022	21	\$774.50	\$63.00	\$837.50
11/26/2022	7:00 PM	The Nutcracker	9/26/2022	4	\$103.00	\$12.00	\$115.00
12/3/2022	8:00 PM	Jordan Feliz - Feliz Navidad Tour	9/29/2022	19	\$903.50	\$57.00	\$960.50
12/7/2022	7:30 PM	A Motown Christmas	7/12/2022	36	\$2,411.75	\$108.00	\$2,519.75
12/8/2022	7:30 PM	Travis Tritt	8/23/2022	203	\$17,932.00	\$609.00	\$18,541.00
12/16/2022	7:30 PM	Premier Arts: Elf The Musical (12/16/22 - 12/18/2022 - 3 performances)	1/7/2022	165	\$3,894.75	\$495.00	\$4,389.75
1/27/2023	8:00 PM	TUSK: The World's #1 Tribute to Fleetwood Mac	9/15/2022	185	\$9,568.00	\$555.00	\$10,123.00
2/5/2023	4:00 PM	Elkhart County Symphony - Legends	8/15/2022	2	\$207.00	\$6.00	\$213.00
3/3/2023	8:00 PM	MI Live	9/29/2022	126	\$7,670.95	\$378.00	\$8,048.95
3/26/2023	4:00 PM	Elkhart County Symphony - 75th Anniversary Jubilee Celebration	8/15/2022	2	\$135.00	\$6.00	\$141.00
5/14/2023	4:00 PM	Elkhart County Symphony - Music of our Home, Elkhart County	8/15/2022	4	\$335.00	\$12.00	\$347.00
Total Ticket Revenue					\$258,537.05		

TECHNICAL THEATRE MANAGER PREPARED BY: ANDREW KREIDER

Overview:

The stage is now re-assembled and ready for a busy fall. All the soft goods were returned from Chicago in the early part of the month, cleaned, repaired and treated with flame-retardant. The tech department has now put the theater through its paces, notably with our hosting of the City Budget Hearings on Saturday 24th. New network switches are providing faster connection for devices across the network, as well as providing a backbone for the security cameras which will be arriving in the coming months. October and November will be busy with shows, so our time for behind-the-scenes work is over until 2023.

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Accomplished in September:

- Re-hanging of all stage curtains.
- Network switch upgrades.
- Cable runs between balcony rail and stage.

Upcoming tasks:

- Support for multiple shows in ballroom and theater.
- Cable runs for security camera upgrades.
- Interaction with designers working on HVAC installation and flex-seating proposals.

ASSISTANT TECHNICAL COORDINATOR PREPARED BY: DEEN TUGGLE

Overview:

September was a fairly quiet month around the theatre until the last week. We received the stage curtains back and I was able to get a bit of maintenance in. At the end of the month, we had a plethora of shows. We started with the load-in and rehearsal of Menopause the Musical in which I assisted in programming our lighting console for the tour and making sure everything was how they wanted. The next day we had the actual performance of Menopause, which was a great success and went on without any problems. The next day we had double duty in the building with Celia in the theatre and Cancer Resources in the ballroom. Andrew and I handled Cancer Resources in which I was able to use new lighting fixtures for the runway fashion show lights. It looked better than it ever has and the clients were very happy. To wrap the month up, we hosted Breaching the Barricade, a law enforcement summit. I spent the day helping speakers connect their computers to our systems and getting them all set up. They were all very pleased with the ease of the day and the client was happy with how the day went as well. Though it was a quiet month, it took off very quickly and is leading to an even busier fall.

Accomplished in September:

- Performed rigging inspection of over stage line sets.
- Cleaned organ chambers.
- Performed annual test of theatre fire curtain.

Upcoming tasks:

- Perform a check on all exterior lighting of the building.
- Provide technical support for upcoming shows.
- Provide lighting for Choral Tapestry.

FACILITIES MANAGER PREPARED BY: DAN GOULD

I had been looking forward to September this year, with only two events in the theater, and one Lerner On the lawn performance. I was hoping to continue the progress we had made repairing all the little things that occur during events, things like a broken toilet or a whole bottle of wine on the carpet. The Lerner Services team has seen it all...at least we hope so. In my six years working at the Lerner, this year has been the busiest year yet. Motivation to keep up is easy to find when we see our management team working so hard to keep us busy. We announced three new

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events just last week, with more to come. As usual, downtown Elkhart is going to be rockin and rollin courtesy of the City of Elkhart and your Lerner Theatre Team. September was a slow month when it came to events, with only a silent movie, a Broadway play, and a Lerner On the Lawn performance by our favorite country performer Derek Jones - he even brought his band along this time. But, that isn't all we did. As always, we cleaned, and cleaned, and cleaned some more. Then we sanded the stage floor to prep it for a new coat of paint, we even ground the paint on the concrete section of the stage floor down to the original coat of paint they applied 98 years ago and applied not one but two new coats of paint. It looked so good, I hurt my arm, patting myself on the back. Then the Broadway show Menopause arrived. It didn't take long to put new scuffs and scratches on the floor, but it still looks great and we are ready for the next show, which is Toby Mac on Thursday Oct. 6th (another sold out show). Another issue that was addressed was a bad printed circuit board in HVAC unit 1B. Every HVAC unit has at least one printed circuit board that helps our computer control the temperature and airflow in every room. Due to the age of our system, these boards started going out three years ago. The new pc board for unit 1B arrived last week and has been installed just in time for the system to transition from summer to winter. We also did some troubleshooting to the return fan on HVAC unit 3 and returned that unit to normal operation. Then we power washed the exterior one more time while the weather allowed. We did not wash the truck pit, due to a light fixture that was broken by a delivery driver back in March. The new light finally arrived and we installed it right away, so now we can power wash the truck pit. Lastly, in between events in the ballroom, we were able to finish up the repairs to the first section of the ballroom kitchen floor. That project will need to be finished in sections due to the ballroom's busy calendar. We also found time to touch up the paint on our walls and trim in the lobbies and hallways. And not to forget getting the fire alarms their yearly inspection. In October we are back to doing live performances. Meanwhile we will be preparing for the cold weather by searching for any burned-out bulbs or bad fixtures to get them replaced before it is too cold to work outside. While all this is going on, the first thing on our minds will be keeping our patrons and performers smiling. Ultimately, you are the reason all this is being done. One thing we all know here at the Lerner Theatre is we work for the people of Elkhart. Without you, we would not be here. I have always considered myself lucky to have found this job. And I know the only way I can keep it is through hard work and your satisfaction. That is what you can expect from the Lerner Theatre Team. Thank you, we hope to see your smiling face in our lobby soon.

LERNER SERVICES COORDINATOR PREPARED BY: DANIEL REECER

In the month of September, we accomplished some impressive and necessary feats for the betterment of the building. The main stage was meticulously prepped, grinding down layers of old paint to rough the surface for better paint adhesion. After laying down fresh paint on the main stage we then had to clean up some dust leftover. The brass railing on the grand staircase and small accompanying flight of stairs to the balcony got polished as well in similar efforts of restoring original integrity. The services team also spent some time touching up imperfections in the paint around the building, namely the main lobby baseboards and walls of the

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ballroom. With September behind us and cold nights ahead, we now look for improvements to be made in handling winter weather. The entry doors have draft guard strips along the seam of each door to help create a snug seal when the door is shut. Over time those guards fray and wear down, allowing unpleasant draft. In October we will identify and potentially execute a plan to replace all exterior door weather stripping.

Accomplished:

- Brass Polished
- Baseboard+ Touchup
- Repainted Stage

Upcoming:

- Replace Draft Guards
- Install Replacement Toilet

6. NEW BUSINESS

Revised Rates

Michelle Frank presented revised user rate sheets for Premier Arts, Friends of the Lerner, Commercial Users, and Not-for-Profit Users to increase the rates paid for Police Officer Protection rates. On motion by Dallas Bergl, seconded by Dina Harris and carried 6-0, the Board approved the revised rate sheets as presented.

Ratify Johnson Controls

On motion by Dallas Bergl, seconded by Jamie Arce and carried 6-0, the Board ratified the Johnson Controls Contract for repairs.

7. ADJOURNMENT

On motion by Dina Harris, seconded by Jamie Arce and carried 6-0, the Lerner Theatre Governing Board was adjourned at 11:01 a.m.

_____ Gary Boyn, President

Attest: _____ Nancy Wilson, Clerk of the Board

The Lerner Theatre

To: The Lerner Governing Board

From: Michelle Adams (Kruggel, Lawton and Co)

Subject: Notes regarding the September 30, 2022 Financial Statements

Attached are the year-to-date financial statements for The Lerner for the period ending September 30, 2022.

The net income from theatre operations only (shown as Gross Profit) at the end of the period is \$536,491, which is an increase of \$393,083 from the Gross profit on last year's statement of \$143,408.

The year-to-date net income for all Lerner operations (including city expenses) at the end of the period is \$845,075 which is an increase of \$676,781 from the net income on last year's statement of \$168,294.

On budgeted city Operational Expenses alone were under-budget by \$238,592 year-to-date.

Total Operational Expenses of \$940,229 were covered by a City contribution of \$351,141 (37%) and a Lerner contribution of \$589,088 (63%). This compares with last year's City contribution of 77% and the Lerner's contribution of 23%.

There were 5 shows and events during September that generated the following profit:

- Broadway in the Gardens: \$1,310.93
- The Odd Couple: \$3,457.16
- Girl Shy: \$541.35
- Menopause the Musical: \$17,104.76
- Breaching the Barricade: \$718.16

The Lerner Theatre

Financial Analysis Through September 30, 2022

	<u>2022</u>		<u>2021</u>		<u>Diff</u>
<i>City Operational Expenses</i>					
Staff & Related	551,855		443,528		108,327
Other	<u>388,374</u>		<u>263,252</u>		<u>125,122</u>
Total Expenses to be Covered	940,229		706,780		233,449
Less: City Subsidy (Budgeted)	<u>712,500</u>		<u>712,500</u>		<u>-</u>
Net City Operational Expenses	227,729		(5,720)		233,449
<i>Lerner Box Office Operations</i>					
Income	701,418		217,095		484,323
COGS	<u>164,927</u>		<u>73,687</u>		<u>91,240</u>
Gross Profit (Loss)	536,491		143,408		393,082
Lerner Labor Expense	<u>52,597</u>		<u>19,346</u>		<u>33,251</u>
Lerner Contribution from Operations	589,088		162,754		426,334
<i>Additional Subsidy Sources</i>					
City Subsidy (Un-Budgeted)	(361,359)		-		
Lerner Excess Contribution	-		168,474		
How the Operational Expenses Are Covered:					
City Contribution	351,141	37%	544,026	77%	
Lerner Contribution	<u>589,088</u>	63%	<u>162,754</u>	23%	
Total Expenses to be Covered	940,229	100.0%	706,780	100%	

The Lerner Theatre

P&L - Total Theatre - Summary Comparison

January - September, 2022

	TOTAL			
	JAN - SEP, 2022	JAN - SEP, 2021 (PY)	CHANGE	% CHANGE
Income				
Theatre Income	701,417.60	217,095.05	484,322.55	223.09 %
Total Income	\$701,417.60	\$217,095.05	\$484,322.55	223.09 %
Cost of Goods Sold				
Cost of Sales	164,926.81	73,686.65	91,240.16	123.82 %
Total Cost of Goods Sold	\$164,926.81	\$73,686.65	\$91,240.16	123.82 %
GROSS PROFIT	\$536,490.79	\$143,408.40	\$393,082.39	274.10 %
Expenses				
City Accts by Submission Date	227,729.02	-5,720.29	233,449.31	4,081.07 %
Total Expenses	\$227,729.02	\$ -5,720.29	\$233,449.31	4,081.07 %
NET OPERATING INCOME	\$308,761.77	\$149,128.69	\$159,633.08	107.04 %
Other Expenses				
99990 Shuttered Venue Grant	-483,716.22		-483,716.22	
99998 Show Labor Exp Incl In Budget	-52,596.88	-19,165.64	-33,431.24	-174.43 %
Total Other Expenses	\$ -536,313.10	\$ -19,165.64	\$ -517,147.46	-2,698.31 %
NET OTHER INCOME	\$536,313.10	\$19,165.64	\$517,147.46	2,698.31 %
NET INCOME	\$845,074.87	\$168,294.33	\$676,780.54	402.14 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - September, 2022

	TOTAL			
	JAN - SEP, 2022	JAN - SEP, 2021 (PY)	CHANGE	% CHANGE
Income				
Theatre Income				
4000 Ticket Sales Collected	1,299,926.60	310,063.20	989,863.40	319.25 %
4001 Ticket Sales Due/Paid	-1,299,926.60	-310,063.20	-989,863.40	-319.25 %
4010 Facility Rental - Theatre	59,413.31	23,929.61	35,483.70	148.28 %
40200 Ticket Processing Fees	5,541.04	4,477.89	1,063.15	23.74 %
40201 Mailing Fee	1,436.25	520.00	916.25	176.20 %
40202 Phone Order Convenience Fee	1,306.00	1,067.00	239.00	22.40 %
40203 Historical Facility Fee	99,174.00	39,880.00	59,294.00	148.68 %
40204 Box Office Fee	55,972.25	15,601.21	40,371.04	258.77 %
40205 Blended Ticket Transaction Fee	55,954.68	13,513.48	42,441.20	314.07 %
40206 Web Ticket Fees	140,343.50	29,961.50	110,382.00	368.41 %
40208 Convenience Fees	92,450.00	14,404.50	78,045.50	541.81 %
Total 40200 Ticket Processing Fees	452,177.72	119,425.58	332,752.14	278.63 %
4050 Equipment Rental	17,990.00	7,025.00	10,965.00	156.09 %
4060 Outside Lighting & Advertising	2,701.50		2,701.50	
4070 Catering	479.00	0.00	479.00	
4090 Merchandise Commissions	7,623.50		7,623.50	
4100 Merchandise Sales	8,370.57		8,370.57	
4140 Miscellaneous Income	4,086.05	3,277.60	808.45	24.67 %
Event Labor				
4030 Stagehands, Etc.	23,926.14	9,706.10	14,220.04	146.51 %
4040 Front of House	23,050.04	11,078.94	11,971.10	108.05 %
Total Event Labor	46,976.18	20,785.04	26,191.14	126.01 %
Non-Ticketed Event Revenue				
41314 Crystal Ballroom Events	101,599.77	42,652.22	58,947.55	138.21 %
Total Non-Ticketed Event Revenue	101,599.77	42,652.22	58,947.55	138.21 %
Total Theatre Income	701,417.60	217,095.05	484,322.55	223.09 %
Total Income	\$701,417.60	\$217,095.05	\$484,322.55	223.09 %
Cost of Goods Sold				
Cost of Sales				
5025 Patron Manager Ticket Fees	63,067.00	37,311.25	25,755.75	69.03 %
5030 Ticket CC Processing Expense	63,773.57	14,355.82	49,417.75	344.23 %
5035 Merchant Account Fees	-15,559.27	2,673.94	-18,233.21	-681.89 %
5080 Advertising Expense	765.00		765.00	

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - September, 2022

	TOTAL			
	JAN - SEP, 2022	JAN - SEP, 2021 (PY)	CHANGE	% CHANGE
5110 Merchandise Expense	261.08		261.08	
5140 Misc Income Expenses	22.50		22.50	
Direct Labor - Events				
5050 Stage Labor	32,744.38	10,636.07	22,108.31	207.86 %
5060 Front of House Labor	19,852.55	8,709.57	11,142.98	127.94 %
Total Direct Labor - Events	52,596.93	19,345.64	33,251.29	171.88 %
Total Cost of Sales	164,926.81	73,886.65	91,240.16	123.82 %
Total Cost of Goods Sold	\$164,926.81	\$73,886.65	\$91,240.16	123.82 %
GROSS PROFIT	\$536,490.79	\$143,408.40	\$393,082.39	274.10 %
Expenses				
City Accts by Submission Date				
5000000 City Contribution Toward Budget	-712,500.03	-712,500.03	0.00	0.00 %
Capital Outlay				
4440100 Furniture & Fixtures	29,408.19		29,408.19	
Total Capital Outlay	29,408.19		29,408.19	
Other Services/Charges				
3472100 Patron Ticket Refunds	630.50	0.00	630.50	
4310400 Professional Services	33,915.35	14,302.76	19,612.59	137.12 %
4320300 Travel	135.55	220.05	-84.50	-38.40 %
4320400 Telephone/Communications	10,569.61	12,139.36	-1,569.75	-12.93 %
4330300 Advertising/Marketing	45,087.24	26,574.87	18,512.37	69.66 %
4330301 Promotions		277.34	-277.34	-100.00 %
4350100 Electricity	88,926.19	81,100.95	7,825.24	9.65 %
4350200 Natural Gas	14,270.22	11,596.50	2,673.72	23.06 %
4350400 Water & Sewer	1,432.53	1,205.19	227.34	18.86 %
4360100 Repairs & Maintenance-Building	125,467.61	40,286.60	85,181.01	211.44 %
4360200 Equipment Repair	553.95	3,279.45	-2,725.50	-83.11 %
4370200 Equipment Leases	783.59	1,773.28	-989.69	-55.81 %
4390200 Postage	355.81	94.58	261.23	276.20 %
4390300 Subscriptions	1,698.00	2,713.00	-1,015.00	-37.41 %
4390800 Memberships & Dues	779.00	1,108.00	-329.00	-29.69 %
4390900 Donation Dispersement	1,122.32	0.00	1,122.32	
4390910 Education	8,724.80	15,166.32	-6,441.52	-42.47 %
4390930 Processing Fees		38,589.06	-38,589.06	-100.00 %
4391000 Minor Misc Small Capital		35.00	-35.00	-100.00 %
Total Other Services/Charges	334,452.27	250,462.31	83,989.96	33.53 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - September, 2022

	TOTAL			
	JAN - SEP, 2022	JAN - SEP, 2021 (PY)	CHANGE	% CHANGE
Personnel Services				
4110110 Department Head	50,152.80	45,411.75	4,741.05	10.44 %
4110130 Full Time	303,548.99	244,274.89	59,274.10	24.27 %
4110150 Part Time	59,498.79	44,832.68	14,666.11	32.71 %
4110160 Overtime Wages	3,129.08	660.39	2,468.69	373.82 %
4130100 Employer's Social Security	22,652.20	19,910.72	2,741.48	13.77 %
4130200 Employer's Medicare	7,064.52	4,656.57	2,407.95	51.71 %
4130300 Employer's PERF	42,720.91	35,275.29	7,445.62	21.11 %
4130500 Employer's Group & Life	63,088.03	48,505.76	14,582.27	30.06 %
Total Personnel Services	551,855.32	443,528.05	108,327.27	24.42 %
Supplies				
4210200 Stationary & Print	404.81	523.74	-118.93	-22.71 %
4210500 Office Supplies	1,162.39	1,065.88	96.51	9.05 %
4220150 Operating Supplies	5,640.15	5,100.25	539.90	10.59 %
4220310 Household, Laundry	3,615.46	2,102.20	1,513.26	71.98 %
4230200 Repair Parts	2,726.39	362.84	2,363.55	651.40 %
4230300 Small Tools/Minor Equipment	10,964.07	3,634.47	7,329.60	201.67 %
Total Supplies	24,513.27	12,789.38	11,723.89	91.67 %
Total City Accts by Submission Date	227,729.02	-5,720.29	233,449.31	4,081.07 %
Total Expenses	\$227,729.02	\$ -5,720.29	\$233,449.31	4,081.07 %
NET OPERATING INCOME	\$308,761.77	\$149,128.69	\$159,633.08	107.04 %
Other Expenses				
99990 Shuttered Venue Grant	-483,716.22		-483,716.22	
99998 Show Labor Exp Incl in Budget	-52,596.88	-19,165.64	-33,431.24	-174.43 %
Total Other Expenses	\$ -536,313.10	\$ -19,165.64	\$ -517,147.46	-2,698.31 %
NET OTHER INCOME	\$536,313.10	\$19,165.64	\$517,147.46	2,698.31 %
NET INCOME	\$845,074.87	\$168,294.33	\$676,780.54	402.14 %

The Lerner Theatre

Budget vs. Actuals: FY_2022 - FY22 P&L

January - September, 2022

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Total Income			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenses			
City Accts by Submission Date			
5000000 City Contribution Toward Budget	-712,500.03	-712,500.03	0.00
Capital Outlay			
4420400 Building & Structure		23,249.97	-23,249.97
Total Capital Outlay		23,249.97	-23,249.97
Other Services/Charges			
4310400 Professional Services	33,915.35	26,624.97	7,290.38
4320300 Travel	135.55	1,275.03	-1,139.48
4320400 Telephone/Communications	10,569.61	17,145.00	-6,575.39
4330300 Advertising/Marketing	45,087.24	43,125.03	1,962.21
4330301 Promotions		3,750.03	-3,750.03
4340200 Liability Insurance		38,360.97	-38,360.97
4350100 Electricity	88,926.19	92,700.00	-3,773.81
4350200 Natural Gas	14,270.22	13,875.03	395.19
4350400 Water & Sewer	1,432.53	2,400.03	-967.50
4360100 Repairs & Maintenance-Building	125,467.61	36,375.03	89,092.58
4360200 Equipment Repair	553.95	1,500.03	-946.08
4370200 Equipment Leases	783.59	2,400.03	-1,616.44
4390200 Postage	355.81	2,549.97	-2,194.16
4390300 Subscriptions	1,698.00	1,902.78	-204.78
4390800 Memberships & Dues	779.00	1,301.22	-522.22
4390910 Education	8,724.80	17,062.47	-8,337.67
4390930 Processing Fees		38,250.00	-38,250.00
Total Other Services/Charges	332,699.45	340,597.62	-7,898.17
Personnel Services			
4110110 Department Head	50,152.80	58,751.28	-8,598.48
4110130 Full Time	303,548.99	385,780.50	-82,231.51
4110150 Part Time	59,498.79	97,352.28	-37,853.49
4110160 Overtime Wages	3,129.08	2,052.00	1,077.08
4110170 Longevity		675.00	-675.00
4130100 Employer's Social Security	22,652.20	33,597.00	-10,944.80
4130200 Employer's Medicare	7,064.52	7,857.00	-792.48
4130300 Employer's PERF	42,720.91	64,457.28	-21,736.37
4130500 Employer's Group & Life	63,088.03	102,082.50	-38,994.47
Total Personnel Services	551,855.32	752,604.84	-200,749.52
Supplies			
4210200 Stationary & Print	404.81	712.53	-307.72
4210500 Office Supplies	1,162.39	3,375.00	-2,212.61

The Lerner Theatre

Budget vs. Actuals: FY_2022 - FY22 P&L

January - September, 2022

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
4220150 Operating Supplies	5,640.15	15,869.97	-10,229.82
4220310 Household, Laundry	3,615.46	4,124.97	-509.51
4230200 Repair Parts	2,726.39	3,150.00	-423.61
4230300 Small Tools/Minor Equipment	10,964.07	3,975.03	6,989.04
Total Supplies	24,513.27	31,207.50	-6,694.23
Total City Accts by Submission Date	196,568.01	435,159.90	-238,591.89
Total Expenses	\$196,568.01	\$435,159.90	\$ -238,591.89
NET OPERATING INCOME	\$ -196,568.01	\$ -435,159.90	\$238,591.89
NET INCOME	\$ -196,568.01	\$ -435,159.90	\$238,591.89

The Lerner Theatre

Elkhart County Symphony: Broadway in the Gardens

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	3,439.00
4001 Ticket Sales Due/Paid	-3,439.00
40200 Ticket Processing Fees	65.45
40203 Historical Facility Fee	561.00
40204 Box Office Fee	171.95
40205 Blended Ticket Transaction Fee	153.59
40206 Web Ticket Fees	196.00
40208 Convenience Fees	220.00
Total 40200 Ticket Processing Fees	1,367.99
4140 Miscellaneous Income	226.70
Total Theatre Income	1,594.69
Total Income	\$1,594.69
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	119.50
5030 Ticket CC Processing Expense	164.26
Total Cost of Sales	283.76
Total Cost of Goods Sold	\$283.76
GROSS PROFIT	\$1,310.93
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$1,310.93
NET INCOME	\$1,310.93

The Lerner Theatre

Premier Arts: The Odd Couple

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	13,225.00
4001 Ticket Sales Due/Paid	-13,225.00
40200 Ticket Processing Fees	241.50
40203 Historical Facility Fee	2,070.00
40204 Box Office Fee	661.25
40205 Blended Ticket Transaction Fee	550.62
40206 Web Ticket Fees	665.00
Total 40200 Ticket Processing Fees	4,188.37
4140 Miscellaneous Income	201.65
Total Theatre Income	4,390.02
Total Income	\$4,390.02
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	344.00
5030 Ticket CC Processing Expense	588.86
Total Cost of Sales	932.86
Total Cost of Goods Sold	\$932.86
GROSS PROFIT	\$3,457.16
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$3,457.16
NET INCOME	\$3,457.16

The Lerner Theatre

Friends of the Lerner: Girl Shy

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	500.00
4001 Ticket Sales Due/Paid	-500.00
4010 Facility Rental - Theatre	300.00
40200 Ticket Processing Fees	22.75
40203 Historical Facility Fee	195.00
40204 Box Office Fee	15.00
40205 Blended Ticket Transaction Fee	26.28
40206 Web Ticket Fees	30.00
40208 Convenience Fees	162.50
Total 40200 Ticket Processing Fees	451.53
4140 Miscellaneous Income	7.20
Event Labor	
4030 Stagehands, Etc.	80.33
4040 Front of House	161.88
Total Event Labor	242.21
Total Theatre Income	1,000.94
Total Income	\$1,000.94
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	53.00
5030 Ticket CC Processing Expense	28.11
Direct Labor - Events	
5050 Stage Labor	204.21
5060 Front of House Labor	174.27
Total Direct Labor - Events	378.48
Total Cost of Sales	459.59
Total Cost of Goods Sold	\$459.59
GROSS PROFIT	\$541.35
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$541.35
NET INCOME	\$541.35

The Lerner Theatre

The Robert's Group: Menopause the Musical

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	51,293.00
4001 Ticket Sales Due/Paid	-51,293.00
4010 Facility Rental - Theatre	3,397.55
40200 Ticket Processing Fees	376.95
40203 Historical Facility Fee	3,231.00
40204 Box Office Fee	2,564.65
40205 Blended Ticket Transaction Fee	2,345.69
40206 Web Ticket Fees	4,376.00
40208 Convenience Fees	5,385.00
Total 40200 Ticket Processing Fees	10,279.29
4050 Equipment Rental	400.00
4060 Outside Lighting & Advertising	99.00
4140 Miscellaneous Income	3.90
Event Labor	
4030 Stagehands, Etc.	1,211.00
4040 Front of House	653.00
Total Event Labor	1,864.00
Total Theatre Income	24,043.74
Total Income	\$24,043.74
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	2,391.75
5030 Ticket CC Processing Expense	2,508.58
Direct Labor - Events	
5050 Stage Labor	1,670.49
5060 Front of House Labor	368.16
Total Direct Labor - Events	2,038.65
Total Cost of Sales	6,938.98
Total Cost of Goods Sold	\$6,938.98
GROSS PROFIT	\$17,104.76
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$17,104.76
NET INCOME	\$17,104.76

The Lerner Theatre

Elkhart Police Department: Breaching the Barricade

All Dates

	TOTAL
Income	
Theatre Income	
4050 Equipment Rental	850.00
Event Labor	
4030 Stagehands, Etc.	554.25
Total Event Labor	554.25
Total Theatre Income	1,404.25
Total Income	\$1,404.25
Cost of Goods Sold	
Cost of Sales	
Direct Labor - Events	
5050 Stage Labor	686.09
Total Direct Labor - Events	686.09
Total Cost of Sales	686.09
Total Cost of Goods Sold	\$686.09
GROSS PROFIT	\$718.16
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$718.16
NET INCOME	\$718.16

LERNER THEATRE GOVERNING BOARD

CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

November 7th, 2022


ERIN KOONS- DEPUTY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$78,491.05 AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 3 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 9TH DAY OF NOVEMBER 2022 BY:

PRESIDENT _____
GARY BOYN

VICE PRESIDENT _____
DINA HARRIS

TREASURER _____
DALLAS BERGL

MEMBER _____
ASHLEY MARTIN

MEMBER _____
DIANA LAWSON

MEMBER _____
JAMIE ARCE

MEMBER _____
CARRIE BERGHOFF

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

Lerner Theatre Board Report

November 2022

GENERAL MANAGER REPORT

PREPARED BY: MICHELLE FRANK

Activity (November-January)	As % of 90 days	
41 Events	45%	Activity in theatre
18 Ticketed Events	20%	Ticketed events
11 Non-Ticketed Events	12%	Non-Ticketed events
12 Rehearsal Dates	13%	Rehearsal Space

Compare to 2021 Board Report Ticketed Events: 21

Compare to 2021 Board Report Non-Ticketed Events +Rehearsals: 20

- October was another outstanding month in the theatre for shows, bringing four national tours, along with some local events, including Premier Arts' Little House on the Prairie.
- A huge highlight and accomplishment for us in October was the sold out national tour of Toby Mac, putting this show at sell out number 13 for 2022. This was an extra special show for The Lerner being one of only 10 theatres chosen for this 10 city tour. The artist chose select theatres for their beauty and intimacy. The Lerner was chosen for this artist, who typically headlines arena tours. It was an incredible night!
- Early in October, Sarah Macer held our annual emergency preparedness trainings for all part time staff and volunteers. I presented the training to the full time staff. I am also in discussions with the Elkhart Fire Department on setting up first aid and CPR training for management staff.
- We've been proceeding with the hiring process for three full time positions for the remainder of 2022: Assistant Director of Events, Assistant Technical Coordinator and Box Office Supervisor.
 - Assistant Director of Events – WIS salary study was approved. The position has been posted and interviews are being conducted. Hoping to finalize a candidate and have them start before December.
 - Assistant Technical Coordinator – Andrew Kreider took the lead on this process and promoted a candidate from within. Makayla Smith will join our team full time at the end of November. Makayla was hired as an usher and a stagehand in September 2021. Makayla has experience in technical theatre and has already proven to be an excellent addition to our tech department!
 - Box Office Supervisor – The job description for this position has been forwarded to WIS for consideration. We are hopeful to begin the interviews process before the end of the year.
- As part of the Civil City budgeting process, the City Council asked for an update on two items from Friends of The Lerner:

- Status of the \$5,000,000.00 endowment initiative
 - City Maintenance Fund: \$512,735.61
 - Non-Endowed Fund: \$158,619.08
 - Friends of the Lerner: \$3,862,869.22
 - Total \$4,534,223.91
- Status of the Emergency Fund
 - The Emergency fund was utilized in 2020 for the emergency lighting project for a total of \$31,000.00.

OPERATIONS MANAGER REPORT

PREPARED BY: SARAH MACER

Accomplished in October:

- Show Manager, the Lerner Show Folders, and the Google have been updated with all of the shows, tours and other events that are coming up. I have also updated the November Facility Occupancy numbers.
- I'm up to date on show closings with Kruggel Lawton and am working ahead for the busy season that is upon us.
- Completed Emergency Preparedness meetings – all full time are complete with a few active Volunteers needing their meeting before they start work again.
- Lerner on the Lawn was a success – I'm proud of my team for their enthusiasm and flexibility. It was a great series and I had a lot of fun helping to execute all of the moving pieces. Can't wait for next year!

Goals for November:

Show Closings:

I'm jotting down more notes on what items are needed for the show-closing sheet as a check and balance for internal controls. I've worked more with promoters and tried to stop asking Michelle as many questions... that's a lie... I'll always ask her questions – but I am working on asking her less!

Peer Committee 2022-2023:

We will be having our first Peer Committee meeting with the new members and I'm excited for this upcoming year! I will show them the pins and ribbons that have been ordered and put together and can't wait to hear what they think of everything. I want to elect officers to the different positions at this first meeting and want to get a post out on the Volunteer Page along with an update to all of the Volunteers in the annual newsletter.

Prism:

I have not spent as much time as I would've like to in Prism and am hoping to make the time this upcoming month. A FOH Advance is in the works, as is a streamlined approach to send out information to the team!

MEDIA SPECIALIST REPORT

PREPARED BY: SONNY LISI

E-Blast Reporting – October 2022

Email Statistics	
Campaigns Sent	9
Total Emails Sent	76,797
Emails Opened	34,054
Emails Clicked Through	880
Starting Subscribers	24,026
Ending Subscribers	24,284
Average Emails Per Campaign	8,533

Tickets Purchased by City

City	Tickets
Elkhart	1,229
Granger	409
Goshen	393
South Bend	365
Mishawaka	293
Bristol	133
Osceola	100
Edwardsburg	91
Middlebury	78
Niles	68
Nappanee	45
New Paris	36

October Achievements

- Ordered and received 1,000 rubber ducks with imprints of the Lerner logo to distribute during downtown Elkhart's trick or treat event on the 27th. We gave away nearly all of them in that single day.
- Began the process of ordering new devices to proceed with changing our lobby displays to a more robust, reliable, and full-featured solution. This solution is fully cloud-based accessible from any device. This will lighten the load on our website, keep all our content on a reliable server, and provide us with more functionality and support if needed.
- Began working on redesigning and populating our annual year in review booklet highlighting achievements and happenings related to The Lerner over the past year.

November Goals

- Audit the Lerner website, change and update information as needed, and streamline the content and presentation of all pages.
- Continue populating the event history document that contains all information related to past events in the theatre and supported by The Lerner.
- • Complete the Year in Review booklet design and content population, get final approval, and send to print in order to distribute to all parties.

BOX OFFICE MANAGER

PREPARED BY: TRISTIN PAUFF

Accomplishments for October 2022

- Continued to update the contacts list in our ticketing software, Patron Manager, from erroneous attempts to convert our Patron Contact List from Vendini to Patron Manager - this was due to the software not being compatible with each other when transferring the list.
- Worked with Sarah Macer to train new Box Office staff on Emergency Preparedness.
- Started to plan a Box Office Meeting. Meeting needed to go over a refresher for certain policies and procedures.

Goals for November 2022

- Utilize Tango to create procedures for the different learning styles of my Team.
- Update the Box Office Employee Handbook and Operations Manual as it is has been a year since any updates have been made.
- Continue to update all Box Office SOPs.
- Host a Box Office meeting.

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
9/11/2022	4:00 PM	Elkhart County Symphony Season tickets 2022-2023 (4 Performances)	9/11/2022	10	\$684.00	\$30.00	\$714.00
10/1/2022	8:00 PM	Napoleon Dynamite: A Conversation with Jon Heder, Efrén	12/2/2021	20	\$752.00	\$60.00	\$812.00
10/6/2022	7:00 PM	TobyMac The Theatre Tour	6/16/2022	47	\$1,325.70	\$141.00	\$1,466.70
10/8/2022	7:30 PM	Three Dog Night	8/11/2022	201	\$11,393.00	\$603.00	\$11,996.00
10/14/2022	7:30 PM	Premier Arts: Little House on the Prairie (10/14/22 - 10/16/22 - 3 performances)	1/7/2022	637	\$13,718.25	\$1,911.00	\$15,629.25
10/23/2022	3:30 PM	A Choral Tapestry (Refunded Unused Consignment Tickets)	9/14/2022	-210	-\$3,153.50	-\$630.00	-\$3,783.50
10/29/2022	7:00 PM	We The Kingdom	6/23/2022	331	\$14,760.75	\$993.00	\$15,753.75
11/4/2022	7:30 PM	LINDSEY BUCKINGHAM	4/4/2022	148	\$12,217.75	\$444.00	\$12,661.75
11/11/2022	8:00 PM	Whose Live Anyway	5/12/2022	323	\$19,022.50	\$969.00	\$19,991.50
11/15/2022	7:00 PM	Cirque Musica: Holiday Wonderland	10/6/2022	411	\$24,781.75	\$1,233.00	\$26,014.75
11/17/2022	7:00 PM	Kimball Organ Silent Film Series: Gold Rush	4/4/2022	19	\$257.50	\$57.00	\$314.50
11/18/2022	7:00 PM	Joe Gatto's Night of Comedy	9/7/2022	20	\$1,394.50	\$60.00	\$1,454.50
11/19/2022	4:00 PM	95.3 MNC's Noise with Special Guest Lauren Southiers	10/19/2022	87	\$6,459.75	\$261.00	\$6,720.75
11/20/2022	4:00 PM	Elkhart County Symphony - Ode to Joy	8/15/2022	52	\$1,204.25	\$156.00	\$1,360.25
11/26/2022	10:00 AM	Tutu School Winter Bravo Bash	9/26/2022	16	\$186.00	\$48.00	\$234.00
11/26/2022	7:00 PM	The Nutcracker (11/26/22 - 11/27/22 - 2 performances)	9/26/2022	303	\$5,885.34	\$909.00	\$6,794.34
12/3/2022	8:00 PM	Jordan Feliz - Feliz Navidad Tour	9/29/2022	40	\$1,117.00	\$120.00	\$1,237.00
12/7/2022	7:30 PM	A Motown Christmas	7/12/2022	59	\$2,891.25	\$177.00	\$3,068.25
12/8/2022	7:30 PM	Travis Tritt	8/23/2022	120	\$10,773.75	\$360.00	\$11,133.75
12/16/2022	7:30 PM	Premier Arts: Elf The Musical (12/16/22 - 12/18/2022 - 3 performances)	1/7/2022	843	\$19,703.50	\$2,529.00	\$22,232.50
1/27/2023	8:00 PM	TUSK: The World's #1 Tribute to Fleetwood Mac	9/15/2022	136	\$7,806.00	\$408.00	\$8,214.00
2/5/2023	4:00 PM	Elkhart County Symphony - Legends	8/15/2022	0	\$0.00	\$0.00	\$0.00
3/3/2023	8:00 PM	MI Live	9/29/2022	106	\$5,709.15	\$318.00	\$6,027.15
3/13/2023	7:00 PM	Killer Queen - A Tribute to Queen	10/12/2022	295	\$21,830.20	\$885.00	\$22,715.20
3/26/2023	4:00 PM	Elkhart County Symphony - 75th Anniversary Jubilee Celebration	8/15/2022	0	\$0.00	\$0.00	\$0.00
5/14/2023	4:00 PM	Elkhart County Symphony - Music of our Home, Elkhart County	8/15/2022	0	\$0.00	\$0.00	\$0.00

Total Ticket Revenue	\$192,762.39
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TECHNICAL THEATRE MANAGER

PREPARED BY: ANDREW KREIDER

Overview:

October was a busy month of shows, both local performers and national tours. One highlight was the performance by We the Kingdom which included the largest amount of confetti I have ever seen. The tech department is splitting its focus between support for events happening right now and planning for future changes - notably the flex-seating proposal. We are also making plans for moving offices this coming month, which will involve changing the routing of clear com wiring and the placement of new network connections.

Accomplished in October:

- Support for multiple shows in ballroom and theater
- Meetings with DLZ engineers working on HVAC installation.
- Meetings with Irwin Seating designers on proposed flex-seating design.

Upcoming tasks:

- Cable runs for security camera upgrades
- Moving offices to make room for new staff
- Organ maintenance work.

ASSISTANT TECHNICAL COORDINATOR

PREPARED BY: DEEN TUGGLE

Overview:

October was a very show-heavy month for the theatre and the tech department. We had Napoleon Dynamite to start the month in which I was able to provide lighting for. After that, we had TobyMac and Three Dog Night in which I provided lighting assistance to their crew. Three Dog Night's lighting designer was so impressed with my setup for concerts that he used it without any adjustments. We then went into Premier Arts week for Little House. I was able to assist them, per usual. After that we moved right into Choral Tapestry, where I once again got to shine bright with my lighting skills. We then helped honor the late and great Art Deco at the theatre with a celebration of life event in the theatre. To round the month out, we hosted We the Kingdom in which I became a professional interior designer, placing flowers and vines beautifully on their set. Also, throughout the month, I helped plan for the rearrangement of offices in anticipation of new staff members. October was a very busy and very successful month for us.

Accomplished in October:

- - Provided lighting assistance and integration with touring lighting designers.
- - Provided lighting design for a handful of shows.
- - Made plans for office moving and furniture acquisition.

Upcoming tasks:

- - Perform maintenance on ballroom projectors.
- - Finish moving the tech office.
- - Provide lighting assistance and lighting design for upcoming shows.

FACILITIES MANAGER

PREPARED BY: DAN GOULD

Another month, another sold out show. October was a really good month for the Lerner Theatre. There was not one open seat when Toby Mac came to the Lerner, then came the legendary Three Dog Night. Through the years as a part time stage worker, I have set up the stage for Three Dog Night five times. The first time was twenty-one years ago, and that concert is still the loudest show I have ever worked. Never underestimate a bunch of old hippies. But that wasn't all we did in October. Premier Arts did their performance of "Little House on The Prairie". Then the gospel group We The Kingdom showed us how much confetti will fit in our auditorium. I personally loaded their confetti canons for that show, and I remember thinking to myself, I might be sorry I did this. But I remembered, it isn't about me. I Packed them full and turned the power up to eleven. It took two

days to clean up all that confetti. After seeing the reaction from the audience, it was totally worth it. I will tell the next band that wheels out their confetti canon the bar has been reset and they need more. When I started working here six years ago, I could only imagine the potential of this theater. Working with our General Manager, Michelle Frank, I have seen her imagination and determination get us closer to utilizing the full potential of this theater, and our city. We are just getting started.

When we weren't getting ready for a show or cleaning up confetti, we were finding and repairing all the little things that happen when you have two thousand people in your building... like a cracked toilet. We still haven't figured how that happened. When the new toilet arrived, we discovered they had made engineering changes to the bowl, I assume to prevent cracking. Then we had to order retro fit parts to reattach the toilet to the wall. We are waiting for one last part and the toilet will be operational again. Fortunately, the broken toilet was in the main floor men's room which sees less traffic than the ladies room. The Tech department did an inspection of our emergency backup fixtures in our lighting system. New backup batteries were installed and a few of the fixtures needed a new ballast. We also started planning to expand the capacity of our offices to accommodate the positions that have opened up because we have been so busy. These new positions will help us better accommodate our patrons and the promoters that bring the first-class talent to our theater. I will say, it has been a huge challenge to me learning how to balance the preventive maintenance that needs to be done monthly and the work that is generated from having two thousand people using doors, toilets, sinks, hand dryers, paper towel dispensers, and spilling drinks on your carpet imported from Portugal. All of this on a weekly basis. That is why I think Lerner Services should be called Lerner Special Forces. We could not operate without them. I stand by my claim, they are the best crew in this city.

November is always one of our busier months as the Christmas shows will be starting. The dance schools will be presenting their recitals and the week of the 18th, we have four events in five days. One of them, Joe Gatto, should be sold out by then. I believe that will be our 14th sold out show this year. In between all those events, we will of course be cleaning, cleaning and cleaning some more. Plus, we will be working to complete our quarterly HVAC inspection, carpet cleaning, resealing the ballroom kitchen walls and floor, not to mention any work that is generated by the thousands of people that will be in our building either for a Ballroom or Auditorium event. And, time permitting, I hope to begin converting our fluorescent light fixtures to LED. Once the fixtures are converted, we should see a difference in our electric bill and the time we spend changing fluorescent bulbs. I am also hoping to squeeze in a roof inspection before winter sets in. Meanwhile we need to finish getting the building ready for the Lindsay Buckingham concert this Friday. The legends just keep rolling in. What else would you expect from the best theater in Michiana?

LERNER SERVICES COORDINATOR

PREPARED BY: DANIEL REECER

In October we learned that replacing a decade old wall mounted toilet is more complicated than we thought. Thankfully every project we're taking up this month has been equally mysterious on the back end, creating a comfortable fog where it would seem your only problems are as close as you can touch. But if October was going to be 'about' anything, a bleak masking rain that eventually parts to crisp clarity is right on theme. Having acquired the necessary seals and retrofitted cap nuts

for our apparently out-of-date wall mount, we will soon be securing the toilet fixture in place. In fairness to the building and projects surrounding it, time has a measure of cruelty unmatched in shaking loose or cementing eternally your most pivotal points. Several doors in our building are showing their age in some manner and we've continued correcting the defects as gently as we can. Tightening strike plates, securing hinges, and recoloring are the most effective system in place right now. Another situation we're currently trying to get a grasp on is the wall mounted hand railing coming loose. Our current efforts are going to see us putting in some new bolts along loose railing and potentially creating new anchors to hold them to the wall for years to come.

Accomplished:

- Identified near miss issues for repair
- Thoroughly paved method for replacing toilets

Upcoming:

- Door draft guards
- Door part adjustments
- Secure railings