

CITY OF ELKHART LERNER BOARD MEETING AGENDA

Common Council Chambers

10:00 a.m., Wednesday, June 9, 2021

<https://coei.webex.com/coei/j.php?MTID=mb04b325ec0024403effba286a77f726d>

**Meeting Number: 172 390 0890, Meeting Password: Lerner21
1-415-655-0001**

- 1. ROLL CALL**
- 2. APPROVE AGENDA**
- 3. MINUTES Regular Meeting May 12, 2021**
- 4. TREASURER'S REPORT**
 - **Financial Report April 30, 2021- Michelle Adams (Kruggel, Lawton, and Co.)**
 - **Claims and Allowance Docket**
- 5. PRESIDENT'S REPORT**
 - **Resolution 21-R-01 Electronic Meeting Policy**
- 6. FRIENDS OF THE LERNER**
- 7. CRYSTAL BALLROOM CATERING REPORT**
- 8. PREMIER ARTS REPORT**
- 9. GENERAL MANAGER'S REPORT**
 - **Ratify Approval of Contract for A/C Repair**
- 10. PUBLIC PARTICIPATION**
- 11. ADJOURNMENT**

LERNER THEATRE BOARD
Wednesday, May 12, 2021

President Gary Boyn called the Regular Meeting of the Lerner Theatre Board to order at 10:00 a.m. on Wednesday, May 12, 2021. The Clerk of the Board, Nancy Wilson called the roll. Gary Boyn, Diana Lawson, and Dallas Bergl attended in-person. Jamie Arce and Ashley Martin attended on WebEx. Dina Harris was absent.

1. AGENDA

On motion by Diana Lawson, seconded by Jamie Arce and carried 5-0, the agenda was approved.

2. MINUTES: Regular Meeting April 14, 2021

On motion by Dallas Bergl, seconded by Diana Lawson and carried 5-0, the Board approved the minutes from April 14, 2021.

3. TREASURER'S REPORT

Financials-March 31, 2021

Michelle Adams attend the meeting on WebEx. The March 31, 2021 financial report was submitted to the Board for review. Total operational expenses of \$241,592 were covered by a City contribution of \$240,884 (99.70%) and a Lerner contribution of \$708 (.30%). This compared with 2020 City's contribution of 70% and the Lerner's contribution of 30%. The YTD net income from Theatre operations only (shown as gross profit) at the end of the period was \$708 which was a decrease of \$104,749 from 2020. The YTD net loss for all Lerner operations (including City expenses) at the end of the period was \$3,384 which was an increase of \$20,776 from the net loss on last year's statement of \$24,160. On budgeted City Operational Expenses alone we were under-budget by \$141,112 year to date.

Claims

On motion by Jamie Arce, seconded by Dallas Bergl and carried 5-0, the Board approved the claims and allowance docket totaling \$13,003.73 as listed on the register consisting of 15 pages as prepared on May 11, 2021 at 9:24 a.m.

4. FRIENDS OF THE LERNER

Gary Boyn reported that there are continuing discussions about renewing fundraising in the near future, and they are continuing to look for shows to sponsor.

5. CRYSTAL BALLROOM CATERING REPORT

Kurt Janowsky said that since this report is for April they did very little. The over-ride of the VETO is a positive thing for the Crystal Ballroom. There are not any gathering restrictions any longer in Elkhart, and that allows them to proceed with planned events. There were many events that would not schedule them due to the uncertainty. They are now booking full blast. It will take time to get fully ramped up because of the uncertainty, people chose to do something else. Kurt spoke to the Board about the ongoing issue he and Michelle face with other downtown events that require a lot of parking and street closures. Specifically, there is a Food Truck Festival planned for September 25, 2021. They are having the event in Central Park and the Civic Plaza and have gotten approval for some street closures. Kurt said he was involved in some discussion with downtown restaurant owners and they strongly oppose this since there are no restaurants downtown that have food trucks. They are the brick and mortar, 365 days a year restaurants that pay the taxes, and they feel they should have a voice in events that are going to affect their business, their parking, and close streets in front of their business. They all felt ignored when the festival was planned. Gordon Lightfoot is scheduled to play in the Lerner that

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evening. Kurt asked the Board members to advocate for Michelle when she sits in on the Event Committee meetings and voices her concerns. Kurt said he is almost always opposed to street closures downtown. The other restaurant owners are as well. Dallas Bergl agreed with Kurt, and said he hopes that Mayor Roberson is supportive of slowing down the closures in support of the downtown businesses. Corinne Straight-Reed Director of Quality of Place said the Lerner is very important to the administration as well as access to the Lerner. There are some decisions coming forward about parking and access they will have to look at. She noted they have an entire City to think about, and an entire City to keep in mind. That is what they are trying to balance, and not prioritize one area over another. They are trying to make sure that access is available for everybody, and that the downtown is a place where everybody can come and gather and enjoy. Corinne was confident that they are going to be able to come up with solutions that will work for everyone. Dallas noted this administration is talking more about parking than they have heard in a number of years, and he is hopeful they can find good solutions because it is almost impossible to run a big show like Gordon Lightfoot without almost all of the immediate parking available and still make it come off as a quality event. Kurt started a discussion regarding the fifty-million dollars our region will receive from the State of Indiana. Dallas talked about the grant funds and the short time we have to get applications in by August. Jamie told the Board that Mayor Roberson and Dayna Bennett are aware of the Ready Grant and are working on it, and he was sure we will take every opportunity to have the City benefit from it.

6. PREMIER ARTS

Patty Brotherson of the Premier Arts Executive Board reported to the Board in person. Currently they have 727 season subscribers for 2021 which is down from 986 prior to COVID. They have made contact with all of the subscribers who did not renew. COVID is a moving target. She discussed the show they had the previous weekend on Friday, Saturday and Sunday called "Freaky Friday". They had approximately 500 attending each show, and with the current protocol the theatre can seat around 600. She said some people were uncomfortable with the mask mandate once they were seated. Once again, the mask mandate is a moving target and may be different for their next show. Premier Arts is actively involved with Elkhart Community Schools. They are doing an after-school program at Roosevelt Elementary School with acting, singing, and dancing. Dallas suggested that Premier Arts take a look at the Ready Grant too if there is anything that could benefit them because he thought it would allow funding outside of the facility. Dallas said speaking from the RDA Board, the more people we know with good ideas going in, it will make our presentation to the State better. Patty said she is very confident that Michelle Frank and Craig Gibson will figure that out. Diana Lawson said she attended Friday night, and Freaky Friday was another awesome Premier Arts production. Diana said she was very proud of the Lerner team and everything was very well organized.

7. GENERAL MANAGER'S REPORT

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

GENERAL MANAGER REPORT PREPARED BY: MICHELLE FRANK

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Activity (May-July)	As % of 90 days	
50 Events	56%	Activity in theatre
20 Ticketed Events	22%	Ticketed events
3 Non-Ticketed Events	3%	Non-Ticketed events
27 Rehearsal Dates	30%	Rehearsal Space

Compare to 2020 Board Report Ticketed Events: 0
Compare to 2020 Board Report Non-Ticketed Events
+Rehearsals: 0

- Recap of first two weekends of shows and performances:
 - We were all a bit rusty from doing shows for the past year, but in all, we pivoted well and were able to make some adjustments in order to put on a better experience for those coming to our first events.
 - The CK Dance recital on May 1st went very well from a patron experience perspective. We had some internal issues with the show set-up process, so the final 15 minutes before the doors opened to the public were very hurried. Otherwise, the feedback we got was that it was great experience for their first show with us.
 - They have rebooked with us for their 2022 recital, plus an additional two events with their Christmas fundraiser and a dance competition with us in 2021 and 2022.
 - Premier Arts weekend was a bit more difficult than we all had anticipated.
 - Premier Arts has very dedicated and passionate season ticket subscribers, many of them having been subscribers for 10+ years with Premier Arts. They are accustomed to their specific seats and change can be very difficult to communicate.
 - As we received the approval from the Health Department to re-open and knowing that the approved seating was for social distancing only, we made the decision with Premier Arts to sell the season tickets as if all were normal and there was no social distancing because the thought was that we would hopefully only be social distanced for one or two shows out of their five-show series. The amount of behind-the-scenes logistics if we had to move all five shows in the series from a social distancing set-up would have been too difficult and too time consuming.
 - Season subscribers were emailed about with the communication that due to the approved covid mitigation plan with the Elkhart County Health Department, the need to social distance in The Lerner meant that we would manually moving their seats into the approved socially distanced seating chart from the Health Department. The instruction was that before the show or on the night of the show, the subscribers needed to pick up their new socially distanced pod seats from will call. The issue became clear on Friday night during the show load-

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in that the email was not read regarding the change. The line to exchange tickets became congested and wrapped around Main Street, the season ticket holders were not happy that they could not have their same seat and we dealt with a lot of maneuvering around of volunteers and staff to try and find the right combination to get people into the theatre for the show. Unfortunately, we were about 15 minutes late for the show start because we had a hard time getting patrons through the line quick enough.

- Following the start of the show on Friday, Sarah Taylor, Sara Hicks and I huddled to diagnose the pain points and work out a plan for Saturday and Sunday's shows. The changes that we made had a remarkable difference for the remaining shows and with a few changes, we were able to start the shows on time.
- We used Monday morning to craft a plan moving forward into Premier Arts' season, specifically on a timeline of communication distribution and methods of distribution to patrons for the June show of Lullaby of Broadway
- Elkhart Jazz Festival:
 - Press conference to announce the Elkhart Jazz Festival will be Thursday, May 13 at 10am in The Lerner Theatre auditorium.
 - Tickets will go on sale following the press conference.

OPERATIONS MANAGER REPORT PREPARED BY: SARAH TAYLOR

Accomplished in April:

- Officially reopened the building!
- Scheduled multiple training sessions and trained part time staff and volunteers on the new protocols that were approved by the Health Department in order for our building to reopen.
- Worked with Sara Hicks on hiring part time Box Office and Usher staff
- Attended a City Job Fair for potential new hires
- Met and worked with promoters to have successful shows in the building
- Updated the Usher manual

Goals for April:

- Community Outreach for part time help:
 - I want to start working on one of my SMART goals and reach out to local schools to see about potential new hires. I need to work with Sonny Lisi and Sara Hicks to create a flyer that can be distributed to said schools and other locations to hopefully bring about interest in working in the building
- Hiring Box Office and Usher staff:
 - We're still not at the numbers we're hoping for and I will continually be searching for part time help in the building
- Volunteers:

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- Reach out to Volunteers on a weekly basis and get their input on how things are going both in their lives and regarding their interest in returning
- Shows:
 - Work on getting the details in place for the upcoming scheduled shows according to the Health Departments requirements and making sure everyone on the team is on the same page for a successful first month open!

MEDIA SPECIALIST REPORT PREPARED BY: SONNY LISI

E-Blast Reporting – March 2021

Campaigns Sent	4
Total Emails Sent	29,596
Emails Opened	8,678
Emails Clicked Through	309
Starting Subscribers	16,415
Ending Subscribers	16,434
Average Emails Per Campaign	7,399

Tickets Purchased by City

City	Qty
Elkhart	1,254
Goshen	583
South Bend	224
Granger	183
Bristol	167
Middlebury	122
Mishawaka	76
Osceola	61
Union	41
Edwardsburg	32

April Accomplishments

- Started content layout for the 2020 year-end report community mail piece.
- Developed new guidelines and seating arrangements for multiple events while COVID-19 restrictions and limitations change over time and more events are scheduled.
- Assisted in setup and management of front-of-house for our first public event since the pandemic, CK Dance Company's 5th Annual A Year in Dance.

May Goals

- Prepare and build events for the 2021 Elkhart Jazz Festival, including restricted seating layouts, signage for patrons, and other logistics, and start public sales for the Festival.

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- Begin inventory of The Lerner's full collection of artwork, create new labels for each, and design a brochure for patrons that highlights some of our pieces.
- Start virtual courses to become a Certified Administrator for PatronManager, our ticketing and patron software.

BOX OFFICE/OFFICE MANAGER PREPARED BY: SARA HICKS

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hlst. Fee	Total Revenue
5/1/2021	1 PM & 6 PM	CK Dance: 5th Annual A Year in Dance	4/20/2021	597	\$13,198.00	\$1,791.00	\$14,989.00
5/7/2021	7:30 PM	Premier Arts Season Tickets (5 Events)	2/19/2021	201	\$19,094.50	\$3,015.00	\$22,109.50
5/7/2021	7:30 PM	Premier Arts Freaky Friday (Note: 197 are sales, remainder are placement of Season Ticket holders)	4/16/2021	929	\$3,765.50	\$591.00	\$4,356.50
5/22/2021	8:00 PM	Larger Than Life: The Ultimate Boy Band	3/26/2021	72	\$2,113.50	\$216.00	\$2,329.50
6/11/2021	6:30 PM	Southold Dance Cinderella (6/11/2021 - 6/13/2021 - 4 performances)	4/27/2021	23	\$1,446.00	\$69.00	\$1,515.00
9/24/2021	7:30 PM	The Price Is Right Live!	10/28/2019	13	\$968.00	\$32.50	\$1,000.50
9/25/2021	8:00 PM	Gordon Lightfoot - NEW DATE	12/12/2019	38	\$2,741.60	\$95.00	\$2,836.60
11/12/2021	7:30 PM	Stars of the Sixties	3/5/2020	0	\$0.00	\$0.00	\$0.00
12/3/2021	8:00 PM	Kansas	9/24/2019	7	\$829.45	\$17.50	\$846.95
Total Ticket Revenue					\$49,983.55		

Goals for April:

- Hire Box Office and Usher positions. Staffing numbers are well below the norm. Bring our new Box Office Supervisor into the process.
- Begin to train Tristin Pauff in her new role as Box Office Supervisor, transitioning the day to day tasks to her, while continuing to work side by side on more complicated situations, as they arise.
- Re-visit Box Office Manual and Box Office SOPs that still need some updates due to move to PatronManager and PatronManager updates.

Accomplishments for April:

- Worked with Sarah Taylor on hiring part time Box Office and Usher staff
- Attended a City Job Fair for potential new hires.
- Met and worked with promoters to confirm their ticketing and Box Office needs for shows, including our first show back, CK Dance!
- Completed movement of all Premier Arts Season Ticket holders into the POD seating chart approved by the Elkhart County Health Department and distributed all Season Ticket packages.
- Opened Premier Arts first show , Freaky Friday, for individual sale.
- Hired Tristin Pauff as our new Box Office Supervisor. She will start in May 2021.

TECHNICAL THEATRE MANAGER PREPARED BY: ANDREW KREIDER

Overview:

April saw the tech department tackle several larger scale projects. We did necessary maintenance on theater house lighting, replaced emergency lighting in

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all backstage areas, completed installation of the under balcony speaker system, and completed the on-site preparation for installation of a pit-safety net. We were excited to have the chance to install new speakers at the entrance doors on Franklin St and Main St. These will be used during events where we want to continue the theater experience to the space on the sidewalk directly outside the theater, for example the Christmas windows project in December.

Accomplished in April

- 10-year budget plan
- Installation of outdoor speakers at Franklin St and Main St entrances
- Installation of new emergency lighting in all backstage and tech areas
- House light repairs in theater - first and second balconies

Upcoming tasks:

- Return to regular use of the stage in May for dance recitals and a Premier Arts show.
- Installation of orchestra pit safety net.

ASSISTANT TECHNICAL COORDINATOR PREPARED BY: DEEN TUGGLE

Overview:

April was a full-on sprint to the finish line of reopening. I was able to continue helping with painting inside the theatre. The tech department was also able to aid the facilities department in replacing many of the original emergency lighting fixtures with the newly acquired LED emergency fixtures. The month also allowed me time to complete the outdoor speaker project, which will now be used for shows to play the audio out onto the sidewalk for patrons entering the building. Along with all the maintenance tasks, I was able to facilitate multiple rehearsals for CK Dance towards the end of the month, preparing for reopening on May 1st.

Accomplished in March:

- Installed outdoor speakers at both theatre entrances.
- Helped facilities department in replacing emergency lighting.
- Helped facilitate multiple dance recital rehearsals.

Upcoming tasks:

- Tech for CK Dance recital.
- Perform final adjustments on new tech equipment.
- Tech for upcoming ballroom events.

FACILITIES MANAGER PREPARED BY: DAN GOULD

We were hoping for better weather in April, hoping to get a jump on the work we need to do outside. Since mother nature left us in the cold, we continued with our inside tasks. We finished switching the lights above the Grand Staircase to LED lights. The new lights emit more light than the halogen lights they replaced and use a significantly reduced amount of power. Ten of the new LED's, can operate on the same amount of power it takes to operate one of the halogen lights. Another plus, is the LED's produce less heat than the halogen fixtures. This should make the areas around the Grand Staircase easier to maintain at a more

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comfortable temperature. We also completed the repairs to the boiler system. An aging system made it difficult to find parts and qualified service technicians. And, the delay would have been reduced, but I ordered a wrong part. This resulted in an extra week of waiting for the correct part. I will be certain that doesn't happen again. Another task we put a lot of effort towards was interior repairs and painting. We tried to make our walls and ceilings look like they did when they were brand new. And we will continue with that effort.

Looking forward, some of our exterior lighting fixtures above the mezzanine, are malfunctioning due to their age. We will begin repairing these lights, and converting them to LED when the weather permits.

Our northern Indiana winters take a toll on the sealants around our exterior doors and windows. May will see us evaluating and resealing the doors and windows on the first floor. This is another task that requires a warm day.

On the days the weather won't permit us to work outside, we will continue to change emergency lighting in the lobbies and auditorium to LED fixtures. I want to push hard on this task in May, so we can get started on the second floor emergency lighting before the Jazz Festival.

We have already hosted two dance recitals and in May we are scheduled for "Freaky Friday" by Premier Arts, our first "Late Night Live" concert, a concert with the boy band tribute "Larger Than Life", and the ballroom is doing tastings and tours with potential customers. We at Lerner Services have been striving for over a year to make the Lerner a positive and memorable experience for our Patrons, performers, and anyone that walks through our doors. This has been a goal of mine since I started here and it is shared by everyone that works here. Thank you for the opportunity to work with my amazing coworkers and take care of this beautiful and historic building.

LERNER SERVICES COORDINATOR PREPARED BY: DANIEL REECER

Overview:

We saw it through to gleeful fruition, the end of April and the return to doing what we do best. Opening our doors has been the sweetest reward of patience, collaboration, and discipline. My PT staff and I worked diligently on our part to ensure the building was in top shape. We painted several accent walls/features in the auditorium, as well as repainting the 2nd floor restrooms and the Cittadine room doors. Touch up painting was done throughout as well to catch any unsightly cracks, chips, or seams. The grout lines were scoured in the restrooms and the building was dusted. The seating in the theatre was cleaned as well, fully treating all parts from cup holders to cushions. An important element to maintaining the theatre is catching a problem before patrons can. Several inspections of the exterior were conducted and have given us valuable insight for the future of projects.

Accomplished:

- Deep clean of auditorium
- Restored and painted patron focused areas
- Annual inspections and checks

Upcoming:

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- Restoring sealant on some windows and doors
- Cleaning the carpets
- HVAC coil cleaning, depending on weather

Kurt asked Michelle what the plan is for the theatre for shows going forward now that there isn't a County-wide and can't be a City Mask Ordinance? Corinne Straight-Reed responded that when the City issued their mask mandate re-up in March, we said that we were going to go through the end of May to stay in line with the Elkhart School systems. For now, for all of our public buildings and all of our staff, masks are still required. That is the policy right now, and we are constantly re-evaluating it. Dallas asked how the policy translates to the patrons in the theatre and the Crystal Ballroom. Corinne said they are City-owned buildings and masks are required. We understand the fatigue and the frustration, but that is not where the numbers are right now. We hope people continue to get vaccinated and allow us to take the masks off. Since we are not public health experts we defer to Dr. Wait. Masking and distancing is still the best way to keep people safe. People are in the hospital right now fighting for their lives. If wearing a mask is what we need to do to enjoy the theatre and enjoy some amazing entertainment, it is a small sacrifice that we still need to make to keep our community safe.

Ratify Approval of Quote to Seal Terra Cotta on Building

Michelle explained the details and the urgency of the repair. On motion by Dallas Bergl, seconded by Ashely Martin and carried 5-0, the Board ratified a quote with to seal the terra cotta on the building.

10. PUBLIC PARTICIPATION

Councilman Kevin Bullard commented that he is really looking forward to bringing back the downtown and building the momentum. After a long year, he is in full support of the Lerner, Premier Arts, the Crystal Ballroom, and our downtown merchants. He said the events that have been time tested and shown success are really exciting. From a budget standpoint, we should give this a priority to get these events re-opened, support our local businesses, and keep our dollars in the City. Gary thanked Kevin and all the support the Lerner received from all of the Council members. It has been very important by keeping us alive and moving forward.

Corinne added they are having a meeting very soon about parking in the downtown and how we will facilitate parking during our busiest evenings this summer. She said she will update the Board at the next meeting on the parking issue.

11. ADJOURNMENT

On motion by Dallas Bergl, seconded by Jamie Arce and carried 5-0, the Lerner Theatre Governing Board was adjourned at 10:48 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 April 30, 2021 Financial Statements

Attached are the year to date financial statements for The Lerner for the period ending April 30, 2021.

The year to date net income from theatre operations only (shown as Gross Loss) at the end of the period is (\$734), which is a decrease of \$106,392 from the Gross Profit on last year's statement of \$105,658.

The year to date net loss for all Lerner operations (including city expenses) at the end of the period is \$4,524 which is an increase of \$62,109 from the net loss on last year's statement of \$66,633.

On budgeted city Operational Expenses alone were under-budget by \$189,614 year to date.

Total Operational Expenses of \$320,457 were covered by a City contribution of \$320,457 (100%) and a Lerner contribution of \$0 (0%). This compares with last year's City contribution of 77% and the Lerner's contribution of 23%.

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Financial Analysis Through April 30, 2021

	<u>2021</u>	<u>2020</u>	<u>Diff</u>
<i>City Operational Expenses</i>			
Staff & Related	212,361	284,212	(71,850)
Other	<u>108,096</u>	<u>211,561</u>	<u>(103,466)</u>
Total Expenses to be Covered	320,457	495,773	(175,316)
Less: City Subsidy (Budgeted)	<u>316,667</u>	<u>316,667</u>	<u>-</u>
Net City Operational Expenses	3,790	179,106	(175,316)
<i>Lerner Box Office Operations</i>			
Income	5,717	137,381	(131,664)
COGS	<u>6,451</u>	<u>31,723</u>	<u>(25,272)</u>
Gross Profit (Loss)	(734)	105,658	(106,392)
Lerner Labor Expense	<u>-</u>	<u>6,816</u>	<u>(6,816)</u>
Lerner Contribution from Operations	(734)	112,474	(113,207)
<i>Additional Subsidy Sources</i>			
City Subsidy (Un-Budgeted)	4,524	66,633	
Lerner Excess Contribution	-	-	

How the Operational Expenses Are Covered:

City Contribution	321,191	100.2%	383,300	77%
Lerner Contribution	<u>(734)</u>	-0.2%	<u>112,474</u>	23%
Total Expenses to be Covered	320,457	100.0%	495,773	100%

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - April, 2021

		TOTAL		
	JAN - APR, 2021	JAN - APR, 2020 (PY)	CHANGE	% CHANGE
Income				
Theatre Income				
4000 Ticket Sales Collected		295,588.57	-295,588.57	-100.00 %
4001 Ticket Sales Due/Paid		-295,588.57	295,588.57	100.00 %
4010 Facility Rental - Theatre	3,538.00	7,375.00	-3,837.00	-52.03 %
4050 Equipment Rental		1,550.00	-1,550.00	-100.00 %
4080 Concessions Commissions		21,486.66	-21,486.66	-100.00 %
4090 Merchandise Commissions		1,225.77	-1,225.77	-100.00 %
4140 Miscellaneous Income	268.40	0.00	268.40	
Event Labor				
4030 Stagehands, Etc.	1,684.00	3,128.21	-1,444.21	-46.17 %
4040 Front of House		3,369.25	-3,369.25	-100.00 %
Total Event Labor	1,684.00	6,497.46	-4,813.46	-74.08 %
Non-Ticketed Event Revenue				
41313 Other Events Revenue		4,880.51	-4,880.51	-100.00 %
41314 Crystal Ballroom Events		870.00	-870.00	-100.00 %
Total Non-Ticketed Event Revenue		5,750.51	-5,750.51	-100.00 %
Ticket Processing Fees				
40201 Mailing Fee	88.75	154.51	-65.76	-42.56 %
40202 Phone Order Convenience Fee	138.00	161.00	-23.00	-14.29 %
40203 Historical Facility Fee		19,034.00	-19,034.00	-100.00 %
40204 Box Office Fee		14,332.99	-14,332.99	-100.00 %
40205 Blended Ticket Transaction Fee		13,473.33	-13,473.33	-100.00 %
40206 Web Ticket Fees		30,170.00	-30,170.00	-100.00 %
40208 Convenience Fees		16,169.50	-16,169.50	-100.00 %
Total Ticket Processing Fees	226.75	93,495.33	-93,268.58	-99.76 %
Total Theatre Income	5,717.15	137,380.73	-131,663.58	-95.84 %
Total Income	\$5,717.15	\$137,380.73	\$ -131,663.58	-95.84 %
Cost of Goods Sold				
Cost of Sales				
5010 Ticket Transaction Expense		4,931.85	-4,931.85	-100.00 %
5025 Patron Manager Ticket Fees	3,455.50	4,815.00	-1,359.50	-28.23 %
5030 Ticket CC Processing Exp - BOA		12,972.04	-12,972.04	-100.00 %
5035 Merchant Account Fees	2,995.14		2,995.14	
5090 Catering Expense		1,601.48	-1,601.48	-100.00 %
5140 Misc Income Expenses		587.05	-587.05	-100.00 %
Direct Labor - Events				
5050 Stage Labor		3,095.84	-3,095.84	-100.00 %
5060 Front of House Labor		2,805.54	-2,805.54	-100.00 %
Total Direct Labor - Events		5,901.38	-5,901.38	-100.00 %

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P&L - Total Theatre - Detailed Comparison

January - April, 2021

	TOTAL			
	JAN - APR, 2021	JAN - APR, 2020 (PY)	CHANGE	% CHANGE
Non-Ticketed Event Expense				
51314 Other Events Labor Expense		914.16	-914.16	-100.00 %
Total Non-Ticketed Event Expense		914.16	-914.16	-100.00 %
Total Cost of Sales	6,450.64	31,722.96	-25,272.32	-79.67 %
Total Cost of Goods Sold	\$6,450.64	\$31,722.96	\$ -25,272.32	-79.67 %
GROSS PROFIT	\$ -733.49	\$105,657.77	\$ -106,391.26	-100.69 %
Expenses				
City Accts by Submission Date				
5000000 City Contribution Toward Budget	-316,666.68	-316,666.68	0.00	0.00 %
Capital Outlay				
4420400 Building & Structure		13,073.86	-13,073.86	-100.00 %
4440100 Furniture & Fixtures		26,172.93	-26,172.93	-100.00 %
4440500 Other Equipment-Capital Expense		19,545.00	-19,545.00	-100.00 %
Total Capital Outlay		58,791.79	-58,791.79	-100.00 %
Other Services/Charges				
3472100 Patron Ticket Refunds		7,637.90	-7,637.90	-100.00 %
3600000 Concessions		176.25	-176.25	-100.00 %
3620000 Rental Property		50.00	-50.00	-100.00 %
4310400 Professional Services	5,448.98	12,756.55	-7,307.57	-57.28 %
4320300 Travel	44.18	62.49	-18.31	-29.30 %
4320400 Telephone/Communications	426.96	5,264.83	-4,837.87	-91.89 %
4330300 Advertising/Marketing	7,649.13	10,774.56	-3,125.43	-29.01 %
4330301 Promotions	119.00		119.00	
4350100 Electricity	31,089.51	32,213.61	-1,124.10	-3.49 %
4350200 Natural Gas	8,141.32	8,191.73	-50.41	-0.62 %
4350400 Water & Sewer	492.25	798.05	-305.80	-38.32 %
4360100 Repairs & Maintenance-Building	4,148.01	8,893.20	-4,745.19	-53.36 %
4360200 Equipment Repair	602.31	276.37	325.94	117.94 %
4370200 Equipment Leases	764.91	1,083.52	-318.61	-29.41 %
4390200 Postage		16.50	-16.50	-100.00 %
4390300 Subscriptions	2,713.00	2,568.00	145.00	5.65 %
4390800 Memberships & Dues		724.00	-724.00	-100.00 %
4390910 Education	500.00		500.00	
4390930 Processing Fees	38,589.06		38,589.06	
4391000 Minor Misc Small Capital		45,311.19	-45,311.19	-100.00 %
Total Other Services/Charges	100,728.62	136,798.75	-36,070.13	-26.37 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - April, 2021

	TOTAL			
	JAN - APR, 2021	JAN - APR, 2020 (PY)	CHANGE	% CHANGE
Personnel Services				
4110110 Department Head	24,158.40	24,763.86	-605.46	-2.44 %
4110130 Full Time	122,620.04	156,969.66	-34,349.62	-21.88 %
4110150 Part Time	13,118.25	29,183.26	-16,065.01	-55.05 %
4110160 Overtime Wages		210.38	-210.38	-100.00 %
4110170 Longevity		337.50	-337.50	-100.00 %
4130100 Employer's Social Security	9,941.59	12,075.15	-2,133.56	-17.67 %
4130200 Employer's Medicare	2,325.09	2,824.08	-498.99	-17.67 %
4130300 Employer's PERF	16,691.94	24,952.19	-8,260.25	-33.10 %
4130500 Employer's Group & Life	23,506.10	32,895.82	-9,389.72	-28.54 %
Total Personnel Services	212,361.41	284,211.90	-71,850.49	-25.28 %
Supplies				
4210200 Stationary & Print	227.94	63.50	164.44	258.96 %
4210500 Office Supplies	497.68	408.42	89.26	21.85 %
4220150 Operating Supplies	3,952.76	10,181.41	-6,228.65	-61.18 %
4220310 Household, Laundry	855.10	3,329.21	-2,474.11	-74.32 %
4230200 Repair Parts	50.88		50.88	
4230300 Small Tools/Minor Equipment	1,782.65	1,988.24	-205.59	-10.34 %
Total Supplies	7,367.01	15,970.78	-8,603.77	-53.87 %
Total City Accts by Submission Date	3,790.36	179,106.54	-175,316.18	-97.88 %
Total Expenses	\$3,790.36	\$179,106.54	\$ -175,316.18	-97.88 %
NET OPERATING INCOME	\$ -4,523.85	\$ -73,448.77	\$68,924.92	93.84 %
Other Expenses				
99998 Show Labor Exp Incl in Budget		-6,815.54	6,815.54	100.00 %
Total Other Expenses	\$0.00	\$ -6,815.54	\$6,815.54	100.00 %
NET OTHER INCOME	\$0.00	\$6,815.54	\$ -6,815.54	-100.00 %
NET INCOME	\$ -4,523.85	\$ -66,633.23	\$62,109.38	93.21 %

The Lerner Theatre

P&L - Total Theatre - Summary Comparison

January - April, 2021

	TOTAL			
	JAN - APR, 2021	JAN - APR, 2020 (PY)	CHANGE	% CHANGE
Income				
Theatre Income	5,717.15	137,380.73	-131,663.58	-95.84 %
Total Income	\$5,717.15	\$137,380.73	\$ -131,663.58	-95.84 %
Cost of Goods Sold				
Cost of Sales	6,450.64	31,722.96	-25,272.32	-79.67 %
Total Cost of Goods Sold	\$6,450.64	\$31,722.96	\$ -25,272.32	-79.67 %
GROSS PROFIT	\$ -733.49	\$105,657.77	\$ -106,391.26	-100.69 %
Expenses				
City Accts by Submission Date	3,790.36	179,106.54	-175,316.18	-97.88 %
Total Expenses	\$3,790.36	\$179,106.54	\$ -175,316.18	-97.88 %
NET OPERATING INCOME	\$ -4,523.85	\$ -73,448.77	\$68,924.92	93.84 %
Other Expenses				
99998 Show Labor Exp Incl in Budget		-6,815.54	6,815.54	100.00 %
Total Other Expenses	\$0.00	\$ -6,815.54	\$6,815.54	100.00 %
NET OTHER INCOME	\$0.00	\$6,815.54	\$ -6,815.54	-100.00 %
NET INCOME	\$ -4,523.85	\$ -66,633.23	\$62,109.38	93.21 %

The Lerner Theatre

Budget vs. Actuals: FY_2021 - FY21 P&L

January - April, 2021

	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	-316,666.68	-316,666.68	0.00
Capital Outlay			
4420400 Building & Structure		10,333.32	-10,333.32
Total Capital Outlay		10,333.32	-10,333.32
Other Services/Charges			
4310400 Professional Services	5,448.98	11,833.32	-6,384.34
4320300 Travel	44.18	566.68	-522.50
4320400 Telephone/Communications	426.96	7,620.00	-7,193.04
4330300 Advertising/Marketing	7,649.13	19,166.68	-11,517.55
4330301 Promotions	119.00	1,666.68	-1,547.68
4340200 Liability Insurance		17,049.32	-17,049.32
4350100 Electricity	31,089.51	41,200.00	-10,110.49
4350200 Natural Gas	8,141.32	6,166.68	1,974.64
4350400 Water & Sewer	492.25	1,066.68	-574.43
4360100 Repairs & Maintenance-Building	4,148.01	16,166.68	-12,018.67
4360200 Equipment Repair	602.31	666.68	-64.37
4370200 Equipment Leases	764.91	1,066.68	-301.77
4390200 Postage		1,133.32	-1,133.32
4390300 Subscriptions	2,713.00	845.68	1,867.32
4390800 Memberships & Dues		578.32	-578.32
4390910 Education	500.00	7,583.32	-7,083.32
4390930 Processing Fees	38,589.06	17,000.00	21,589.06
Total Other Services/Charges	100,728.62	151,376.72	-50,648.10
Personnel Services			
4110110 Department Head	24,158.40	26,111.68	-1,953.28
4110130 Full Time	122,620.04	171,458.00	-48,837.96
4110150 Part Time	13,118.25	43,267.68	-30,149.43
4110160 Overtime Wages		912.00	-912.00
4110170 Longevity		300.00	-300.00
4130100 Employer's Social Security	9,941.59	14,932.00	-4,990.41
4130200 Employer's Medicare	2,325.09	3,492.00	-1,166.91
4130300 Employer's PERF	16,691.94	28,647.68	-11,955.74
4130500 Employer's Group & Life	23,506.10	45,370.00	-21,863.90
Total Personnel Services	212,361.41	334,491.04	-122,129.63
Supplies			
4210200 Stationary & Print	227.94	316.68	-88.74
4210500 Office Supplies	497.68	1,500.00	-1,002.32

The Lerner Theatre

Budget vs. Actuals: FY_2021 - FY21 P&L

January - April, 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
4220150 Operating Supplies	3,952.76	7,053.32	-3,100.56
4220310 Household, Laundry	855.10	1,833.32	-978.22
4230200 Repair Parts	50.88	1,400.00	-1,349.12
4230300 Small Tools/Minor Equipment	1,782.65	1,766.68	15.97
Total Supplies	7,367.01	13,870.00	-6,502.99
Total City Accts by Submission Date	3,790.36	193,404.40	-189,614.04
Total Expenses	\$3,790.36	\$193,404.40	\$ -189,614.04
NET OPERATING INCOME	\$ -3,790.36	\$ -193,404.40	\$189,614.04
NET INCOME	\$ -3,790.36	\$ -193,404.40	\$189,614.04

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.

June 4th, 2021 Jamie Arce
JAMIE ARCE - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$33,746.09, AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 15 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 9TH DAY OF JUNE 2021 BY:

PRESIDENT

GARY BOYN

VICE PRESIDENT

DINA HARRIS

TREASURER

DALLAS BERGL

MEMBER

ASHLEY MARTIN

MEMBER

DIANA LAWSON

MEMBER

JAMIE ARCE

MEMBER

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

RESOLUTION NO. 21-R-01

A RESOLUTION ESTABLISHING THE POLICY BY WHICH MEMBERS OF THE LERNER GOVERNING BOARD MAY PARTICIPATE BY ELECTRONIC MEANS OF COMMUNICATION

WHEREAS, P.L. 88-2021 (HEA 1437), SEC. 5, amended Indiana Code 5-14-1.5-1 *et seq.* (Act), by amending IC 5-14-1.5-3.5 to prescribe new requirements by which members of a governing body of a public agency of a political subdivision may participate in a meeting by electronic means of communication;

WHEREAS, a member of a governing body may participate by any means of communication that:

- a) Allows all participating members of the governing body to simultaneously communicate with each other; and
- b) Except for a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting;

WHEREAS, the Act requires the governing body to adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication and may adopt procedures that are more restrictive than the procedures established by IC 5-14-1.5-3.5(d).

NOW THEREFORE, BE IT RESOLVED:

Section 1. Incorporation of State Law. The provision of Indiana Code 5-14-1.5-1 *et seq.* (Act), including definitions, apply to this resolution.

Section 2. Electronic Meetings Policy. This resolution shall be known as the "Electronic Meetings Policy" of the Lerner Governing Board and applies to the Board and any committee appointed directly by the Board or its presiding officer.

Section 3. Participation by Means of Electronic Communication. Subject to Sections 6 and 8, any member may participate in a meeting by any electronic means of communication that:

- (a) allows all participating members of the governing body to simultaneously communicate with each other; and
- (b) other than a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting.

Section 4. Quorum and Voting. A member who participates by an electronic means of communication:

- (a) shall be considered present for purposes of establishing a quorum; and
- (b) may participate in final action only if the member can be seen and heard.

Section 5. Application of Policy. All votes taken during a meeting at which at least one (1) member participates by an electronic means of communication must be taken by roll call vote.

Section 6. Limitations on Participation by Electronic Means of Communication.

- (a) At least fifty percent (50%) of the members must be physically present at a meeting at which a member will participate by means of electronic communication;
- (b) Not more than fifty percent (50%) of the members may participate by an electronic means of communication at that same meeting.
- (c) A member may not attend more than a fifty-percent (50%) of the meetings in a calendar year by an electronic means of communication, unless the member's electronic participation is due to:
 - (1) military service;
 - (2) illness or other medical condition;

(3) death of a relative; or

(4) an emergency involving actual or threatened injury to persons or property.

Section 7. Minutes of Meeting. The minutes or memoranda of a meeting at which any member participates by electronic means of communication must:

(a) identify each member who:

(1) was physically present at the meeting;

(2) participated in the meeting by electronic means of communication; and

(3) was absent; and

(b) identify the electronic means of communication by which:

(1) members participated in the meeting; and

(2) member of the public attended and observed the meeting, if the meeting was not an executive session.

Section 8. Prohibited Actions. No member of the Board may participate by means of electronic communication in a meeting at which the Board may take final action to:

(a) adopt a budget;

(b) make a reduction in personnel;

(c) initiate a referendum;

(d) impose or increase a fee;

(e) impose or increase a penalty;

(f) seek exercise of the City's power of eminent domain; or

(g) seek to establish, impose, raise or renew a tax.

Section 9. Emergency Declarations. If an emergency is declared by (1) the governor under IC 10-14-3-12 or (2) the mayor under IC 10-14-3-29;

- (a) Members are not required to be physically present for a meeting until the emergency is terminated; and
- (b) Members may participate in a meeting by any means of communication provided that:
 - (1) At least a quorum of the members participate in the meeting by means of electronic communication or in person;
 - (2) The public may simultaneously attend and observe the meeting unless the meeting is an executive session;
 - (3) The minutes or memoranda of the meeting must comply with Section 7 of this resolution; and
 - (4) All votes taken during a meeting at which at least one member participates by an electronic means of communication must be taken by roll call vote.

Section 10. **Effective Date.** This resolution shall be effective from and after adoption by this Board.

Duly Adopted this 9th day of June, 2021.

Lerner Governing Board

Gary D. Boyn, President

ATTEST:

Nancy Wilson, Secretary

Lerner Theatre Board Report

June 2021

GENERAL MANAGER REPORT

PREPARED BY: MICHELLE FRANK

Activity (June-August)	As % of 90 days	
43 Events	48%	Activity in theatre
17 Ticketed Events	19%	Ticketed events
5 Non-Ticketed Events	6%	Non-Ticketed events
21 Rehearsal Dates	23%	Rehearsal Space

Compare to 2020 Board Report Ticketed Events: 0

Compare to 2020 Board Report Non-Ticketed Events +Rehearsals: 0

- We are feeling the impact of being under-staffed as we are working through dance recital season.
 - I am awaiting communication from the Mayor's Office on a proposal to increase the wage for part-time box office, part-time ushers, and part-time floor managers. Plus, a proposal to add one part-time floor manager and another part-time maintenance/janitor.
 - With the starting wages of the part-time positions being \$9.00/hour, we are struggling to gain interest in the positions.
- Work will begin in June on the 2022 budget.
 - Preliminary items to note:
 - Essential need to change over show accounting software from Show Manager at the request of City IT
 - Maintenance/Tech requests: including necessary completion of network switch upgrade, security cameras, more TBD
 - Additions to the marketing budget: including Emma (email marketing) and connector
- Performance reviews are underway again for 6 month review process.

OPERATIONS MANAGER REPORT

PREPARED BY: SARAH TAYLOR

Accomplished in May:

- Managed multiple events; coordinated with promoters and made sure the events were ready to be put on.
- Hired part-time staff for Box Office and Usher positions.
- Walked through the theatre to find any areas that needed paint before the reopening.
- Worked with promoters and accounting firm to successfully close shows.
- Set up interviews with potential new hires.
- Worked on upcoming schedules for Floor Managers and Usher staff.

Goals for June:

- **Continuing Community Outreach for part time help:**
 - I worked with Tristin Pauff, the Box Office Supervisor, and Sonny Lisi to create a flyer that we've started distributing during our shows. We haven't started handing them out at schools, however we've placed them in our Box Office and I want to see about leaving some at IUSB.
- **Hiring Box Office and Usher staff:**
 - We're still not at our numbers so I will continually be searching for part time help in the building and setting up interviews with Tristin Pauff for hiring.
- **Shows:**
 - June is going to be busy month and I'll be working daily to make sure documents are in place for each show before they run. I'll then be getting details in place for the rest of the team so we're all on the same page and assisting in closing the shows after they're done. I'll work on getting paperwork completed and sent to the City so we're compliant with Internal Controls.
- **Budget:**
 - Another of my Smart Goals is to learn more about our budget at The Lerner. I would like to see about setting up time to work on this. I know June will be extremely busy so I may have to push this off to July, but look forward to sitting down with Sara Hicks and Michelle Frank to talk numbers.

MEDIA SPECIALIST REPORT

PREPARED BY: SONNY LISI

E-Blast Reporting – May 2021

Campaigns Sent	6
Total Emails Sent	44,676
Emails Opened	14,877
Emails Clicked Through	782
Starting Subscribers	16,437
Ending Subscribers	16,495
Average Emails Per Campaign	7,446

Tickets Purchased by City

City	Tickets
Elkhart	1,408
South Bend	405
Goshen	374
Granger	369
Bristol	215
Mishawaka	166
Osceola	66
Middlebury	64
Niles	54
Jones	22

May Accomplishments

- Prepared for the 2021 Elkhart Jazz Festival and built all daily events, then started public sales for the Festival.
- Reseated and reorganized multiple events based on lifted COVID-19 restrictions to accommodate for higher capacity.
- Removed paper signage and instructions, as well as information on digital displays about previous social distancing and masking requirements.
- Started virtual courses to become a Certified Administrator for PatronManager, our ticketing and patron software.

June Goals

- Support and manage events during the month as we reopen and readjust to full capacity. This will include supporting both full capacity events and events where promoters have chosen to retain distanced seating configurations.
- Begin inventory of The Lerner's full collection of artwork, create new labels for each, and design a brochure for patrons that highlights some of our pieces.
- Continue virtual coursework in the PatronManager Certified Administrator course

BOX OFFICE MANAGER

PREPARED BY: Tristin Pauff

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
5/1/2021	1 PM & 6 PM	CK Dance: 5th Annual A Year in Dance	4/20/2021	14	\$312.00	\$42.00	\$354.00
5/7/2021	7:30 PM	Premier Arts Season Tickets (5 Events)	2/19/2021	5	\$461.00	\$75.00	\$536.00
5/7/2021	7:30 PM	Premier Arts 4-Show Package	5/7/2021	12	\$884.00	\$180.00	\$1,064.00
5/7/2021	7:30 PM	Premier Arts: Freaky Friday (5/7/2021 - 5/9/2021 - 3 performances)	4/16/2021	312	\$5,521.00	\$936.00	\$6,457.00
5/22/2021	8:00 PM	Larger Than Life: The Ultimate Boy Band	3/26/2021	191	\$4,386.25	\$573.00	\$4,959.25
6/4/2021	6:30 PM	Music and Dance Academy: There's Always Been a Rainbow	5/21/2021	407	\$7,944.00	\$1,221.00	\$9,165.00
6/5/2021	3:30 PM & 8 PM	Epic Dance: The One Where We Danced Thru a Pandemic	5/18/2021	686	\$13,616.75	\$2,058.00	\$15,674.75
6/11/2021	6:30 PM	Southold Dance Cinderella (6/11/2021 - 6/13/2021 - 4 performances)	4/27/2021	405	\$12,776.50	\$1,215.00	\$13,991.50
6/18/2021	6:30 PM	Elkhart Jazz Fest (6/18/2021 - 6/20/2021)	5/13/2021	495	\$16,677.50	\$1,485.00	\$18,162.50
6/25/2021	7:30 PM	Premier Arts: Lullaby of Broadway (6/25/2021 - 6/27/2021 - 3 performances)	5/25/2021	216	\$6,180.00	\$648.00	\$6,828.00
7/23/2021	7:30 PM	Premier Arts: Grease the Musical (7/23/2021 - 7/25/2021 - 3 performances)	5/25/2021	517	\$12,782.25	\$1,551.00	\$14,333.25
9/17/2021	7:30 PM	Premier Arts: The Aristocats (9/17/2021 - 9/18/2021 - 2 performances)	5/25/2021	3	\$84.00	\$9.00	\$93.00
9/24/2021	7:30 PM	The Price Is Right Live!	10/28/2019	4	\$270.00	\$10.00	\$280.00
9/25/2021	8:00 PM	Gordon Lightfoot (Refund window open until 5/28/2021)	12/12/2019	2	-\$75.40	\$5.00	-\$70.40
10/29/2021	7:30 PM	Premier Arts: The Addams Family Musical (10/29/2021 - 10/31/2021 - 3 performances)	5/25/2021	21	\$526.75	\$52.50	\$579.25
11/12/2021	7:30 PM	Stars of the Sixties	3/5/2020	12	\$995.50	\$30.00	\$1,025.50
12/3/2021	8:00 PM	Kansas	9/24/2019	35	\$2,864.50	\$87.50	\$2,952.00
12/10/2021	7:30 PM	Premier Arts: A Christmas Carol (12/10/2021 - 12/12/2021 - 3 performances)	5/25/2021	17	\$404.75	\$42.50	\$447.25

Total Ticket Revenue	\$96,831.85
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Accomplishments for May:

- Started as Box Office Supervisor and continued to learn new tasks for role.
- Happily, trained 1 new part-time Box Office Team Member.
- Successfully navigated new guidelines and procedures for COVID and effectively communicated all new knowledge with part-time Team Members.

Goals for June:

- Implement new Box Office procedures for projects that can be completed during intermissions between Patrons.
- Complete Box Office Employee Handbook and Operations Manual and disseminate to all part-time Team Members.
- Continue to expand knowledge of Box Office Supervisor Tasks and perfect them ☺

TECHNICAL THEATRE MANAGER

PREPARED BY: ANDREW KREIDER

Overview:

May brought the welcome challenge of returning the theater to a full-audience level. This meant ramping all our systems back up to 100 percent, after a year of running at reduced capacity. HVAC,

networking, sound, lighting all needed to be updated, and by the end of the month we felt ready for a busy summer ahead. With the increasing number of dance shows we are putting on, we have invested in the materials to extend our sprung dance floor to cover the apron area in front of the proscenium. This gives dancers a lot more room on stage, while also protecting their ankles and feet against injury.

Accomplished in May:

- Five main stage performances in the theater, including a full run of Freaky Friday with Premier Arts.
- Rehangng of theater line array speakers to work in conjunction with under balcony delay speakers.
- Extending the sprung floor for dance shows to include the apron area of the stage.
- Overhaul of all main systems in preparation for returning to 100 percent capacity use of the building.

Upcoming tasks:

- Regular use of stage throughout June, notably for multiple dance performances.
- Support for Elkhart Jazz Festival and Premier Arts Lullaby of Broadway.
- Adjustment of HVAC control system.

ASSISTANT TECHNICAL COORDINATOR

PREPARED BY: DEEN TUGGLE

Overview:

May was a whirlwind of activities at The Lerner. We started the month with CK Dance recital which I was able to provide tech support for, as well as lighting. The following week, we had Freaky Friday and I was able to work side-by-side with Premier Arts to make sure the show went on without a hitch. The following week we hosted our first ever Late Night Live with Lalo Cura, putting on a great rock show and getting one of our part time techs back in the building. That week we also provided streaming and tech support for Beacon's leadership conference in the ballroom. Later in the month, we had our first full capacity, maskless concert with Larger Than Life, which I was able to provide tech and lighting for. At the end of the month, Andrew and I started preparing for June by laying down the dance floor and preparing for a busy month ahead!

Accomplished in May:

- Was able to run lights for multiple concerts.
- Assisted with streaming Beacon's ballroom event.
- Helped facilitate multiple Premier Arts rehearsals.

Upcoming tasks:

- Provide lighting for multiple dance recitals and Jazz Fest.
- Assist Premier Arts in their production of Lullaby of Broadway.
- Research possible new side lighting for dance recitals.

FACILITIES MANAGER

PREPARED BY: DAN GOULD

May was a busy time at the Lerner. When the Jazz Festival was confirmed, we shifted into high gear. The sidewalk and terrazzo panels on the exterior of the building have been treated and sealed. We are merely waiting on the new bulbs for the lighting above the mezzanine. We are waiting on the street department to paint the curbs on Main and Franklin streets, but they are behind schedule, due to an unusual amount of cool and windy days in the first half of May. We are on their schedule and the work should be done in time, as long as we don't get an unusual amount of rain. I will be watching the weather closely. Besides those few issues and a quick power washing a few days before the festival, the exterior of the building is in good shape. The interior of the building is ready to go. We will be watching for any damage from the events leading up to the Jazz festival and be sure to have the building ready for our patrons and performers.

We plan on continuing the cleaning and inspection of our HVAC system. Cool and windy weather delayed the start of this project. The cleaner we use to clean the cooling coils in the HVAC system has a high acid content and is not something you want to spray on a windy day. We have been able to clean thirty percent of the system already. With summer almost here, we should have the weather to finish this project very soon.

Converting the exterior lighting has gone well with seventy-five percent of the fixtures converted. The exterior fixtures are very high voltage and contain components that are dangerous to handle until their operational life has expired. For safety reasons, I have been waiting for the fixtures to cease working before I convert them to LED. Once the bulbs are installed above the mezzanine, the mezzanine will be one hundred percent LED. With only a few fixtures on the fire escape, and in the truck pit needing to be changed, we will soon be focusing on the Lerner sign and the exterior fluorescents at the top of the building. We have already seen results from the light fixtures we previously converted to LED with a considerable amount of savings on the electric bill. We are all about saving.

Interior emergency backup lighting has been a recent focus as well. We had a considerable amount of backup fixtures that were nearing, or had reached, the end of their operational life expectancy. We made the fixtures that were in the lobbies and exits the first priority. The main floor lobbies, the Cittadine room, the grand staircase, and the balcony stairs are all one hundred percent equipped with LED emergency backup fixtures. The ballroom is at sixty percent. The Grand Hall and the auditorium are at twenty percent. These two areas had the highest percentage of functioning backup lights, so we started them last and we are making progress daily. It is a personal goal to make sure every area of the building is safely illuminated for the safe exit of our patrons, performers, and employees. Growing up in this town, I have friends in all three categories, and have selfish reasons in my concern for their safety.

If you have seen any social media posts from our recent events, the joy our volunteers, full time, and part time employees experience while hosting events here at the Lerner Theater is something we all share and missed considerably. It is evident when you see the recent pictures and videos. With the Jazz Festival rapidly approaching, we can't wait for the opportunity to share the joy that being in this building brings us. And, we hope to show our patrons and performers what this town is capable of.

Thank you for the opportunity to take care of this beautiful and historic building and work with the family we have here at the Lerner.

LERNER SERVICES COORDINATOR

PREPARED BY: DANIEL REECER

Overview:

In the month of May, I followed up on several inspection notes as well as potential concerns. After identifying issue spots around our windows and doors, I resealed and waterproofed the emergency exits from the auditorium and balcony. Next, I had previously found mineral deposits to be problematic with our toilets and urinals so it made sense to check our sinks. After a close look I was able to see the same mineral build up throttling the water pressure in our faucets. After chemically removing the mineral deposits and confirming ease of flow, I secured the inlet water lines that had been coming loose. I found and treated this issue in the greater majority of our sinks in the building. Beyond the work in following up, I've sought to keep the building clean and tidy between each event. With a hefty schedule coming in June, I look forward to being busy.

Accomplished:

- Cleared faucets of mineral obstruction
- Sealed and waterproofed exits

Upcoming:

- Reseal window flashing and frame
- Treat and wash carpets
- Polishing stanchions and brass rails