

Agenda
Town of Skowhegan
Opera House Committee Meeting
3:00 pm
Tuesday January 9, 2024
Municipal Building – Council Room

Committee Members:

Cara Mason, Chairman
Lyn Govoni
Jeff Hewett
Fred Liebfried
Todd Smith
Donna Ferenc McGorty

Recording Secretary:

Lisa Gallant

Call meeting to order.

- 1. Discussion and decision to approve the minutes from the October 17, 2023 meeting.**
- 2. Discussion and decision on the Lease Agreement and Business Plan from “Light’s Up Production”.**
- 3. Other business.**

Adjourn meeting.

Minutes
Town of Skowhegan
Opera House Committee Meeting
3:00 PM
Tuesday October 17, 2023
Municipal Building -Council Room

Members:

Cara Mason, Chairman
Lyn Govoni
Jeff Hewett
Donna Ferenc McGorty

Absent:

Fred Liebfried
Todd Smith

Recording Secretary:

Lisa Gallant

Call meeting to order.

Cara Mason called the meeting to order at 3:02 pm

1. Discussion and decision to approve the minutes from the September 19, 2023 meeting.

Donna 1st / Jeff 2nd Vote 4/0 passes

2. Discussion and decision to update the business plan.

Cara Mason said we are still waiting to see if John Harlow can get us a copy of the business plan that Wes Arts has.

Jeff Hewett said as soon as we can get that, he will forward a copy to Donna McGorty. Donna McGorty said she will have it on her laptop and they can make changes to the business plan as they go.

3. Discussion regarding the Historical Presentation on October 26, 2023.

Jeff Hewett said that Mel Burnham has put a lot of effort into this presentation. Jeff has printed 20X30 posters and put them on foam boards for display.

Cara Mason has posted to Facebook and put the information on the town website.

Lyn Govoni printed flyers to hang up at businesses.

Jeff and Cara explained how the room will be set up and a list was made for refreshments.

Cara Mason will contact Gene Rouse and see if he is available to run the camera.

4. Other Business.

Lyn Govoni had a question about if a non-profit was to take over. She asked about the town possibly appropriating money for maybe the first two years until the non-profit could fundraise enough to be on their own.

Cara Mason explained that if the person that was working to become a non-profit is on the Opera House Committee, they would no longer be able to vote or be in the discussion of the business plan. Cara had spoken with MMA Legal and they advised, it is unethical for a Committee Member to vote and have input on a business plan that they are trying to take over. They could step down or stay on and not vote or input on the business plan.

Lyn Govoni said it is in the works but it will take a long time. She said she will stay on as a Committee Member, but will not vote or give input to the new business plan.

Adjourn meeting. 3:45 pm

**LEASE AGREEMENT BETWEEN THE TOWN OF SKOWHEGAN
AND "LIGHTS UP!" PRODUCTIONS**

This Agreement made and entered into as of the _____ day of _____, 2023, by and between the Town of Skowhegan and the "Lights Up!" Productions. The terms and conditions of this Lease are as follows:

ARTICLE 1 - LEASE TERM

The period of this lease shall be for a period of three (3) years to be measured from the date written above. The term shall be extended by one year for each One hundred thousand (\$100,000) dollars invested in the infrastructure of the lease premises.

ARTICLE 2 - PREMISES

A. The Premises to be rented shall be defined as the stage (including the backstage and dressing room areas), orchestra, balcony and lobby areas of the facility commonly called the Opera House as well as the ancillary areas located on the second floor of the Municipal Building and immediately adjacent to the stage and seating area. The ancillary areas referred to herein specifically include the box office on the ground floor, the office located on the second floor adjacent to the lobby.

B. The Lessee intends to undertake, at its own expense and with the approval of the Lessor, the construction of men's and women's dressing rooms. In addition, this renovation and expansion project will include a lighting and sound booth, new lighting rigging, and utilizing the existing newly purchased lights as well as additional lighting as acquired.

C. The entrance Municipal Building utilizing the lower lobby, the stairs to the second floor, and the existing elevator shall not be considered part of the premises. However, Lessee has the right of access to these places as necessary to conduct business.

D. In conjunction with the said Town, the Lessee shall develop and install men's and women's bathrooms, as well as a potential fire escape.

ARTICLE 3 - RENTAL TERMS

A. Lessee shall pay a rental to the Lessor of one dollar (\$1) per year payable on or before December 31 of each year unless the Lessor and Lessee agree to different terms as provided for below.

B. In recognition of the value of the cultural benefits that Lessee brings to the Town's population and that of the great Skowhegan area, and Lessee's contribution to the region's economy, Lessor shall pay the cost of all utilities during the term of this Lease as part of Lessor's contribution in support of Lessee's activities.

ARTICLE 4 - RESPONSIBILITIES AND DUTIES OF THE LESSEE

A. The Lessee shall have full responsibility for the production or booking of shows, lighting, staging, maintenance, janitorial service, and any requirement for security personnel or personnel required by law or fire prevention purposes.

B. The Lessee is a not-for-profit corporation and as such has agreed as a condition of this Lease to utilize all funds resulting from revenue, net of other legitimate and accounted for expenditures, for the operation, repair, improvement, protection and maintenance of the premises, as well as funding needed for fundraising to achieve the improvements of the premises.

C. The Lessee shall obtain the express written consent of the Town of Skowhegan before undertaking any permanent alteration of any portion of the Premises or additions or fixtures to any portion of the Premises. Any such addition or fixture that is approved becomes a part of the Premises and is owned by the Lessor. The Lessor shall not unreasonably withhold approval of said requests.

D. The Lessee has the right to operate a concession stand. The Lessee shall be solely responsible for the cleanliness and maintenance of the concession area.

E. The Lessee shall, at its sole cost and expense, comply with all laws and ordinances pertaining to said Premises and the use thereof. Lessee shall not be required to make major structural repairs at its expense.

F. The Lessor may utilize the Opera House for government purposes at no cost, provided that Lessor makes such a request in writing at least 90 days in advance of proposed use and no conflicting event has been scheduled. Lessee shall not unreasonably withhold approval of said request.

G. Lessee agrees not to book the Premises on the date of the annual Town Meeting as it is established each year.

H. Lessee agrees to minimize noise (rehearsals, performances, etc) between the hours of 8:00 a.m. and 5:00 p.m. on Monday through Friday, when the municipal offices are open.

ARTICLE 5 - RESPONSIBILITIES AND DUTIES OF THE LESSOR

The Lessor shall be responsible for the care and maintenance of the exterior entrance, stairs, walkways, lower lobby, first floor restrooms, interior stairs to the Opera House and the elevator (including the outdoor elevator entrance and walkway).

ARTICLE 6 - NO RIGHT OF ASSIGNMENT

Lessee shall not have any right to assign or sublet the Premises or any interest herein. However, Lessee shall have the right to rent said Premises for performances. Such rental do not constitute a sublease or assignment within the meaning of this provision.

ARTICLE 7 - INSURANCE

A. Lessor and Lessee shall obtain and keep in effect at all times during the term hereof, a general liability insurance policy. Lessee's policy must specifically provide coverage for Lessee's wrongful acts incident to the use of the Premises. Such insurance shall name Lessor as an additional insured. Lessee shall provide for a certificate of insurance as evidence of such insurance.

B. Lessor's policy must specifically provide coverage for Lessor's wrongful acts incident to the use of the building entrance, common stairways and passenger elevator. Such insurance shall name Lessee as an additional insured. Lessor shall provide for a certificate of insurance as evidence of such insurance.

C. Such general liability insurance maintained by Lessee and Lessor shall provide liability limits for not less than One Million (\$1,000,000) for personal injury to or death of one person in one accident. Three Million (\$3,000,000) for personal injury to or death of two or more persons in any one occurrence.

D. Lessee agrees to notify Lessor in writing as soon as is practicable of any claim, demand or action arising out of an occurrence covered hereunder of which Lessee has knowledge. Lessee agrees in any event to indemnify Lessor against any claims which may be made arising out of Lessee's use or neglect of the Leased Premises.

E. Lessor agrees to notify Lessee in writing as soon as is practicable of any claim, demand or action arising out of an occurrence covered hereunder of which Lessor has knowledge. Lessor agrees in any event to indemnify Lessee against any claims which may be made arising out of Lessor's use or neglect of the common areas adjacent to the Leased Premises.

ARTICLE 8 - DISCRIMINATION

Lessee hereby covenants not to discriminate against any applicant for use of said Premises for any of the reasons that may be prohibited by federal or state law and to require a similar covenant on the part of any party using said Premises.

Dated: _____, 2023

TOWN OF SKOWHEGAN

Witness

By: _____

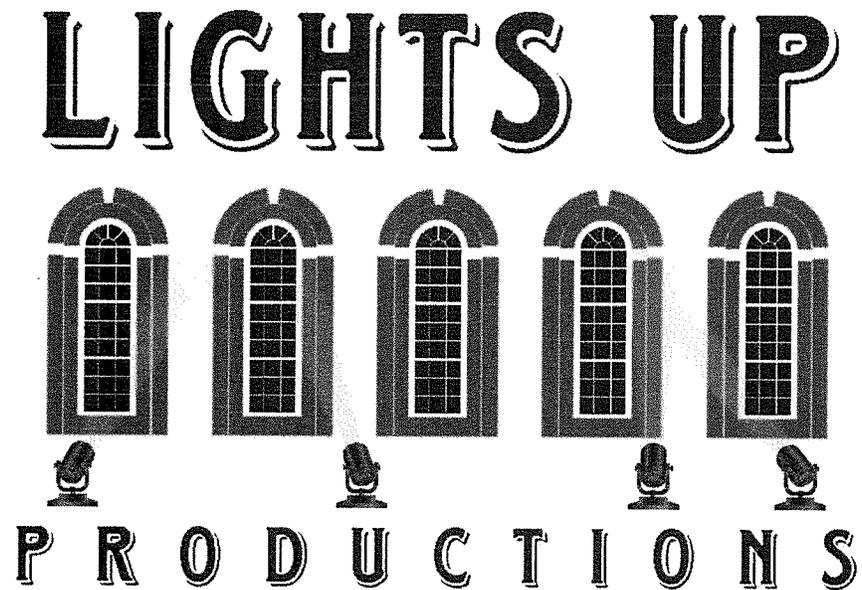
Dated: _____, 2023

LIGHTS UP! PRODUCTIONS

Witness

By: _____

Business Plan For



Revitalizing the Skowhegan Opera House

To Be Submitted To
The Opera House Committee of The Town of Skowhegan
-Skowhegan, Maine-

Lights Up Productions
Lyn Govoni, President
P.O. Box 724
Skowhegan, ME 04976
207.399.3181
lightsupskowhegan@gmail.com

Executive Summary

The Skowhegan Opera House is an 840-seat hidden gem on the second floor of Skowhegan's Municipal Building. Built in 1907, it is on the National Register of Historic Places. It is currently underutilized, having mostly regularly scheduled dance recitals each year. It is also very much in need of stage equipment updates and renovations. Over the past decade, minimal funds have been raised.

Lights Up Productions is in its start-up phase as a domestic nonprofit corporation in the state of Maine. To create this successful business, its Officers include Lyn Govoni, Bryant Cyr, Darlene Salisbury, and Karol Kish Youney. They bring years of experience in the arts & entertainment, banking, and insurance industries as well as being on past fundraising committees. Through fundraising and producing opera house seasons, Lights Up Productions will bring engaging arts and entertainment experiences to the historic Skowhegan Opera House. This "place to watch" will become a destination that residents are proud of and visitors will fall in love with.

To establish Lights Up Productions, all corporation Officers and Directors will be volunteers until we can find and pay a salary to an Executive Director. Our number one goal is to fundraise using a variety of methods to secure financial support from individuals, businesses, foundations, or government agencies. We will apply for grants by hiring a grant writer, ask for donations and sponsors, host events in various locations, launch a capital campaign, and eventually create membership and subscription programs.

Secondly, we will produce concerts, plays, and comedy shows, along with ongoing, regularly scheduled dance recitals. We plan to add theater camps and school shows to our line-up by the third year of operation. At our arts and entertainment shows, we will offer concessions and Skowhegan Opera House souvenirs. Tickets to the productions we produce will range from \$15.00 to \$30.00 in congruence with industry standards and production expenses. However, we will also have an Arts Access program to allow free access to our arts programming and/or arts education opportunities.

Updates and renovations for the Skowhegan Opera House will occur in collaboration with the Town of Skowhegan once we have the funding necessary for them. Lights Up Productions will manage our historic opera house using a delicate balance between preservation and modernization, a strong financial strategy, community engagement, and a commitment to providing diverse programming. Ongoing vigilance in addressing any potential risks of our operation is essential for the long-term success of the venue.

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Business Description

Mission Statement: Accessible to all in our community, Lights Up Productions will bring engaging arts and entertainment experiences to the historic Skowhegan Opera House. This “place to watch” will become a destination that residents are proud of and visitors will fall in love with.

Lights Up Productions is a nonprofit corporation in the state of Maine, anticipating beginning our fundraising phase and producing events by March of 2024. Our current Officers are President, Lyn Govoni, Vice President, Bryant Cyr, Treasurer, Darlene Salisbury, and Secretary, Karol Kish Youney. Our Corporate Clerk is John W. Youney, Esq. Our current Board of Directors includes Hannah K. Davis, Billie Clark, Grace Lommel, Alicia Nicholls, and Zachary Longyear. Our Advisors and Consultants include Katherine Quinn, Fred Liebfried, Jon Kimbell, and Melvin Burnham. The organization will file a Form 1023 to be taxed under 501(c)(3) status. All corporation Officers and Directors will be volunteers until we can find and pay a salary to an Executive Director. The ideal office space for the organization is within a room in the Skowhegan Opera House lobby area on the second floor of the Municipal Building at 225 Water Street, Skowhegan, Maine. Mail for the nonprofit will be delivered to P.O. Box 724, Skowhegan, ME 04976, across the street from the Municipal Building.

On November 14, 2023, Lights Up Productions officially became a nonprofit organization and we have received our Employer Identification Number (EIN). We held our Organizational Meeting and Initial Director’s Meeting on November 29, 2023, to establish our initial governing documents and policies (including our ByLaws). We have obtained our accountant and will apply for 501(c)(3) status through completing and submitting Form 1023 to the IRS. It may take 9 months to 1 year to obtain our 501(c)(3) tax status, so we have sought a Fiscal Sponsor to be eligible to apply for and receive grant money. We will also apply for charitable solicitation and obtain any other business licenses and permits required. With a recommendation from the Opera House Committee of the Town of Skowhegan, we hope to apply to be on the Agenda for the December 26, 2023, Select Board meeting to ask for a vote to use/share the ideal office space within the Municipal Building (mentioned above). In addition, after having reviewed the December 13, 2023 version of our business plan and our other documents, we will ask for the Town of Skowhegan Board of Selectmen to vote to accept Lights Up Productions as the producing and fundraising entity for Skowhegan Opera House. This would mean that we would become the Opera House Manager for the Town of Skowhegan, working closely with the Town’s Opera House Committee.

Lights Up Productions will be fully insured by Church Mutual Insurance after we are voted in as the producing and fundraising entity by the Board of Selectmen.

Operations and Location

Lights Up Productions does not have an office. Our plan is for the business to be run part-time by volunteers for the first 6 months. Per our ByLaws, we will have regular board meetings every quarter, special meetings as called for, and an annual meeting held on the 2nd Monday of August of each year at a time and place determined by the Directors. Volunteers will put in their own time to complete tasks based on the agenda items from our board meetings.

Our ideal office space for Lights Up Productions is within a room in the Skowhegan Opera House lobby area on the second floor of the Municipal Building at 225 Water Street, Skowhegan, Maine. To obtain the office space, we have composed a first draft of a Lease Agreement with the Town of Skowhegan. We will present it to the Opera House Committee and, with their recommendation, to the Board of Selectmen. In the agreement, it is noted that we will be respectful to the employees of the municipality by not having anyone within the opera house during their business hours, Monday through Friday 8:30 am to 4:30 pm. If we do not obtain the ideal office space, we may hold our meetings and also put in work hours at a variety of other locations, including local restaurants, Skowhegan Center for Entrepreneurship, or any of the available office locations in Skowhegan. The Skowhegan Economic & Community Development Office has provided Lights Up Productions with a list of spaces and contact information for their owners.

Products and Services

First and foremost, Lights Up Productions will fundraise to update theater equipment and renovate the beautiful and historic Skowhegan Opera House. We will fundraise using a variety of methods to secure financial support from individuals, businesses, foundations, or government agencies. We will ask for donations and sponsors, apply for grants by hiring a grant writer, host events in various locations, launch a capital campaign, and create membership and subscription programs.

Once we are on a roll and increasing our bank account balance, we will produce concerts, plays, and comedy shows, along with ongoing, regularly scheduled dance recitals. We plan to add theater camps and school shows to our line-up by the third year of operation. At our arts and entertainment shows, we will offer concessions and Skowhegan Opera House souvenirs. Tickets to the productions we produce will range from \$15.00 to \$30.00 in congruence with industry standards and production expenses. However, we will also have an Arts Access program to allow free access to our arts programming and/or arts education opportunities.

Market/Industry Analysis

Opera Houses in Maine

1. Market:

Opera houses in Maine cater to a niche audience interested in opera, classical music, theater, and cultural events.

They often host a variety of performances beyond opera, such as concerts, ballet, and drama, making them cultural hubs for the community.

2. Size:

Maine has several notable opera houses, including the Merrill Auditorium in Portland, the Collins Center for the Arts in Orono, and the Camden Opera House.

The size of these opera houses can vary significantly, with seating capacities ranging from a few hundred to several thousand.

3. Growth Potential:

The growth potential of opera houses depends on various factors, including their location, programming, community support, and the broader cultural landscape.

To assess growth potential, consider factors such as audience demographics, funding opportunities, and ability to adapt to changing cultural and technological trends.

4. Industry Trends (as of 2022):

Diversification of Programming: Opera houses have been diversifying their programming to attract a wider audience. This includes hosting a range of cultural events, from classical performances to pop concerts and community gatherings.

Digital Engagement: The COVID-19 pandemic accelerated the adoption of digital platforms for live streaming and virtual events. Opera houses have been exploring online engagement to reach wider audiences.

Community Engagement: Opera houses are increasingly focused on community engagement and educational programs to foster a love for the arts, particularly among younger generations.

Sustainability: Sustainability and environmental responsibility have become important trends. Many cultural institutions, including opera houses, are taking steps to reduce their carbon footprint.

Competition

Lights Up Productions has two local competitors. Waterville Opera House is located 30 minutes southeast of Skowhegan Opera House and is fairly close to Interstate 95. It is well-established and has a full season of arts and entertainment and children's theater camps each year. Our other competition would be Lakewood Theater. It is located 10 minutes northwest of Skowhegan Opera House on U.S. Route 201. They have a summer season of 9 shows, running from late May to late September each year. They also offer children's and teen's summer theater camps. To be respectful of our sister theater, we will not have stage productions (other than the summer dance recitals) during the very warm months of June, July, and August. We will continue to hold different fundraising events, however.

Lights Up Productions' events on the Skowhegan Opera House stage will be attended by residents and tourists who do not wish to travel 30 minutes away to see shows. Our venue is conveniently located at the southern end of the Old Canada Road National Scenic Byway for our customers traveling from the north. Because of our free access option, and our low ticket prices, people will choose to come to the Skowhegan Opera House. There are several downtown restaurants to have a meal and there are nearby hotels and motels. Once the Spinning Mill has hotel rooms available, what a fantastic get-away it would be to see a show and stroll a few blocks away to stay overnight or for a weekend!

Marketing Strategy

Target Market Defined:

Lights Up Productions has looked at marketing strategies for both opera house renovations and programming.

For opera house renovations, there is a diverse group of individuals, organizations, and stakeholders who share an interest in preserving, promoting, and enhancing the cultural and artistic significance of opera houses. This group can include arts and culture enthusiasts, philanthropists and donors, local and national governments, arts and educational institutions, corporate sponsors, opera companies and performers, historic preservation advocates, the tourism and hospitality industry, local communities, and/or arts and cultural nonprofits.

For opera house programming, the target market also can be quite diverse and typically includes opera enthusiasts, classical music lovers, theatergoers, families, students, tourists, visitors, season subscribers, corporate and VIP clients, local communities, cultural and art organizations, emerging audiences (contemporary/experimental productions), donors and sponsors, and online and digital audiences.

Together our Officers and Directors will identify which top 5 markets to target for renovations and programming once we are an established nonprofit.

Offline Strategy:

Lights Up Productions plans to hold community outreach events, such as whiteboard brainstorming meetings every quarter at local restaurants. We will periodically schedule public presentations by conducting Skowhegan Opera House tours and having a local History House affiliate, Melvin Burnham, give his presentation called "A Handsome Structure" to residents and visitors alike. We will report on our activities at Skowhegan Board of Selectmen meetings once per month. They are in session every 2nd and 4th Tuesday of the month and can be accessed online as well. We will partner with local businesses, schools, and community groups to host joint fundraisers and events. We will organize fundraising galas to attract potential donors and supporters. We will partner with schools to organize field trips to the opera house for tours and children's theatrical performances. We will recognize donors and supporters on acknowledgment boards in the opera house, in our programs and advertisements, and in our opening comments on stage. One of our future dreams is to have colorful, moving spotlights shining onto the Skowhegan Opera House windows at night on the Water Street side and the Kennebec River side from three days before our events until its completion (not during night performances, of course).

Online Strategy:

Lights Up Productions will utilize social media platforms like Facebook, Twitter, and Instagram to share regular updates, behind-the-scenes content, stories, and visually appealing posts about Skowhegan Opera House's history and revitalization journey. We will create a dedicated, informative website for our project, including our goals, progress updates, and ways for website visitors to get involved or donate. We will build an email list of subscribers interested in our revitalization efforts. We will use online surveys and feedback forms to gather input and opinions from the online community, allowing them to have a say in the revitalization process.

Risk Analysis & Response

Running programming at a historical opera house can be a rewarding endeavor, but it also comes with certain potential risks. To effectively overcome them and ensure the successful operation of our beautiful gem of a venue, we will need to consider several risks. Successful management of a historical opera house requires a delicate balance between preservation and modernization, a strong financial strategy, community engagement, and a commitment to providing diverse programming. Ongoing vigilance in addressing these potential risks is essential for the long-term success of the venue.

1. Structural and Maintenance Issues:

 Risk: The Skowhegan Opera House has structural issues due to its age. Specifically, the antiquated rigging system is not safe to pull lights or curtains up and down and the ceiling above the stage area is not sound enough to hold the weights of up-to-date rigging, lights, and curtains.

 Solution: Work with preservation experts and engineers who specialize in historic structures to ensure the venue remains safe and sound. Regularly schedule inspections and maintain the space to address issues promptly.

2. Financial Sustainability:

 Risk: Operating a historical opera house can be expensive and it may be challenging to generate enough revenue to cover costs.

 Solution: Diversify revenue sources by offering a variety of programming, including concerts, lectures, and private events. Develop strong fundraising and sponsorship strategies. Engage with the local community and seek public and private grants to support operations.:

3. Cultural Relevance/Challenging Audience Demographics:

 Risk: Historical opera houses may struggle to remain culturally relevant, posing challenges to maintaining contemporary audiences.

 Solution: Develop a diverse programming lineup that appeals to the changing demographics of a broad audience. Engage with community and cultural groups to understand local interests.

4. Community Engagement and Support:

 Risk: Fostering community engagement and garnering local support can be challenging.

 Solution: Actively involve the local community in decision-making, and promote Skowhegan Opera House as a cultural asset to the area. Organize events and programs that cater to the interests and needs of the local population

5. Funding Shortfalls:

 Risk: Programming may face funding shortfalls that will impact the quality and quantity of performances.

 Solution: Create a strong financial plan that accounts for various revenue streams, including ticket sales, donations, grants, and sponsorships. Regularly evaluate and adjust the budget to ensure financial stability.

Management

Lyn Govoni is the President of Lights Up Productions, a nonprofit organization. Bryant Cyr is the Vice President, Darlene Salisbury is the Treasurer, and Karol Kish Youney is the Secretary. Lyn comes to this organization with 4 years of experience as a volunteer Chair for the Friends of Skowhegan Opera House, a committee under the umbrella of the nonprofit organization Wesserunsett Arts Council, established by Jon Kimbell in 2019, to support the programs and fundraising goals of the Skowhegan Opera House Committee to perform necessary renovations. Over the years, Lyn has learned about receiving many donations and sponsorships for events held throughout Somerset County and on the Skowhegan Opera House stage, as well as being responsible for the marketing and bookkeeping of those events. Bryant Cyr is the Production Manager for his freelance company called Points North Entertainment and is also the current Production Manager for Waterville Opera House. He has worked for theaters throughout the United States. Darlene Salisbury supports theater and musical productions and is the AVP, Audit & Compliance Officer at Skowhegan Savings Bank. Karol Kish Youney was the Secretary for Friends of Skowhegan Opera House and is an Insurance Specialist. She has experience stage managing for Aqua City Actors Theater (ACAT) in Waterville and for Sparrow's Nest Theater in Industry.

Lights Up Productions will use Skowhegan Savings Bank for any necessary bank funding because they have sponsored past productions on the Skowhegan Opera House stage and they are an amazing community-oriented bank. We have opened a nonprofit bank account there using a winning check from the Skowhegan Center for Entrepreneurship Fall 2023 Business Pitch Contest. Gervais & Associates, LLC in Waterville is our nonprofit accounting firm. This accounting firm also works with Lake George Regional Park. Our insurance provider will be Church Mutual Insurance. They work with nonprofit organizations to protect those who serve and inspire others – bringing specialized insurance expertise and innovation solutions to purpose-driven organizations of all kinds. Lights Up Productions has obtained an attorney who will represent us and charge \$300.00 per hour in some instances and provide legal services pro bono in other instances.

Board of Directors:

Lyn Govoni, President - Theater Artist, Office Manager at Wentworth Partners & Associates, & SLP
Bryant Cyr, Vice President - Production Manager at Waterville Opera House
Darlene Salisbury, Treasurer - AVP, Audit & Compliance Officer at Skowhegan Savings Bank
Karol Kish Youney, Secretary - Insurance Specialist

Board:

Hannah K. Davis, Costume and Wardrobe Supervisor
Billie Clark, Owner of Unwined Skowhegan
Grace Lommel, Promoter
Alicia Nicholls, Assistant to General Counsel and Chief Financial Officer at Editas Medicine
Zachary Longyear, Principal at Skowhegan Area Middle School, MSAD54

Advisors:

Katherine Quinn, President at Lakewood Theater/Performer for Lakewood Jesters
Fred Liebfried, Artistic Director at Sparrow's Nest Theater

Consultants:

Jon Kimbell, Theater Consultant - Broadway, NYC
Melvin Burnham, Skowhegan History House Museum & Research Center Consultant

Financials: Source & Use of Funds



Notes:

By December 29th 2023, we will submit a request for funding from the Town of Skowhegan by petitioning for the insertion of an article in the Town Meeting Warrant. We will ask for \$60,000.00. This may be raised and appropriated by July 1st, 2024. \$30,000.00 would go directly to hiring an Executive Director who will be in charge of fundraising and productions. This will include strategic leadership to oversee and develop Lights Up Productions' financial management, fundraising, artistic programming, operations, community engagement, marketing, board relations, legal and regulatory compliance, and long-term planning. The Executive Director plays a crucial role in the overall success of the Opera House by providing leadership, strategic direction, and effective management across various functional areas.

Please refer to Appendix A - Budget & Planning Workbook for more information.

Financials: Income Statement

For our Profit and Loss Statement, please refer to Appendix A – Budget & Planning Workbook.

Appendix A

Lights Up Productions Budget and Planning Workbook

Lights Up Productions filed its Articles of Incorporation as a Domestic Nonprofit Corporation in the state of Maine on 11/14/23 and received its Employer Identification Number (EIN) from the Internal Revenue Service on 11/17/23. We opened our checking account at Skowhegan Savings Bank on 12/1/23 with a \$5,000.00 deposit of the check from Main Street Skowhegan for winning the Skowhegan Center for Entrepreneurship’s Business Pitch Contest on 11/1/23.

Notes about expenses: We cannot apply for grants unless we are already a 501(c)(3) or we have a Fiscal Sponsor. With a vote on 12/11/23 to move forward with Fiscal Sponsorship and to hire Pen Name as our grant writer for 6 months of 2024, we will receive a list from Elaine of grants that may be applied for under a Fiscal Sponsor.

	Previous Jan-Dec FY Budget	Jan-Dec 2023 FY Budget	Jan-Dec 2024 FY Budget
REVENUE:	n/a		
Federal & State Grants	n/a	\$5,000.00	\$35,000.00
Municipal Funding	n/a	\$0	\$30,000.00 (1/2 \$60K)
United Way	n/a	n/a	n/a
Foundations	n/a	n/a	n/a
Corporate Donations	n/a	\$0	\$40,000.00
Religious Institutions	n/a	n/a	n/a
Individual Contributions	n/a	\$0	\$5,000.00
Fundraising Events	n/a	\$0	\$18,500.00
Membership Income	n/a	n/a	n/a
Fees for Services	n/a	\$0	n/a
Sales/Rental	n/a	\$0	n/a
*Other	n/a	\$0	n/a
TOTAL REVENUE:	n/a	\$5,000.00	\$128,500.00
	Previous Jan-Dec FY Budget	Jan-Dec 2023 FY Budget	Jan-Dec 2024 FY Budget
EXPENSES:	n/a		
Staff Payroll & Benefits	n/a	n/a	\$15,000.00 (1/2 \$30K)
Occupancy (rent & utilities)	n/a	\$0	\$4,800.00
Insurance	n/a	\$0	\$2,102.00
Consultant & Professional Fees	n/a	\$0	\$1,700.00
Travel & Meetings	n/a	\$0	\$1,200.00
Equipment	n/a	\$0	\$2,000.00
Supplies	n/a	\$0	\$700.00
Staff Development	n/a	\$0	\$0
Printing & Copying	n/a	\$0	\$1,000.00
Postage & Delivery	n/a	\$0	\$250.00
Fundraising Fees	n/a	\$0	\$150.00
*Other	n/a	\$0	\$2,000.00
TOTAL EXPENSES:	n/a	\$0	\$28,902.00

BYLAWS
OF
LIGHTS UP PRODUCTIONS,
A Maine Nonprofit Corporation

ARTICLE I

The name of the Corporation shall be: Lights Up Productions, a Maine NonProfit Corporation, referred to herein as the Corporation.

ARTICLE II

PURPOSES

The purpose of the Corporation is set forth in its Certificate of Incorporation, as from time to time amended, namely for all purposes permitted under Title 13-B, M.R.S.A., to include but not limited to improving & maintaining the Skowhegan Opera House, and the presentation of events for the public in areas of the arts, education, theater, music & entertainment, and otherwise handle and dispose of the same for such purposes either directly or by contributions to other agencies, organizations, or institutions organized for the same or similar purposes; to assist in harmonizing and making more efficient the work of charitable organizations in the Maine community; all of which shall be within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. The Corporation is not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the Corporation is distributable to, or inures to the benefit of its Officers or Directors. No part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the Corporation shall not participate in, or intervene in any political campaign on behalf of any candidate for public office. In the event of the dissolution of said Corporation, all assets shall be distributed consistent with the Articles of Incorporation, State Law, and the provisions of the U.S. Tax Code, §501(c)(3), if applicable.

ARTICLE III

MEMBERSHIP

There shall be no members.

ARTICLE IV

DIRECTORS

1. The Directors of the Corporation shall be appointed initially by the incorporators. Thereafter, the naming Directors shall be elected by the existing Directors at the annual meeting. Their term shall run from after the annual meeting until a successor is elected, or until the death, resignation or removal of said Director, whichever comes first.

2. Regular meetings of the Directors shall be held at least quarterly at such time and place as the Directors shall determine. Such meetings should attempt to be in person but may be hybrid with electronic video participation.

3. Special meetings of the Directors shall be held when called by the President, or when requested by three (3) or more Directors, at such time and place as the President shall determine. Such meetings may be hybrid with electronic video participation.

4. Notice of the meetings, except the annual meeting and the regular stated Board meetings for which no notice is required except if a location needs be noticed, shall be given in person, by mail or by confirmed email at least ten days before said meetings.

5. The presence in person of a majority of the Directors shall constitute a quorum at any meeting of the Directors. Except as otherwise specifically provided, the act of a majority of Directors present and voting at any meeting of Directors shall be the act and decision of the entire Board of Directors.

6. The duties of the Board of Directors shall be (a) to transact such business of the Corporation as shall be necessary; (b) to approve all expenditures and contributions consistent with the purposes of the Corporation; (c) to report to the Corporation on the activities and financial status; (d) to prepare and submit to the Corporation a budget for the fiscal year; and (e) to appoint any committee(s), all subject to the Articles of Incorporation and these ByLaws, as amended from time to time.

ARTICLE V

OFFICERS

1. The officers of the Corporation shall be a President, Vice President, Secretary, Treasurer, and Clerk. The officers need not be directors. The officers shall be elected by the Directors at the annual meeting each year, and serve until their successor is elected, unless having resigned or been removed by a majority vote of the Directors.

2. In the absence or disability of the President, the Vice President shall also assume the duties of the Chair of this Corporation.

3. In the event of a vacancy in any other office, the Board of Directors shall appoint a member to fill the unexpired term.

4. Duties of Officers:

(a) The President shall preside at all meetings of the Corporation and the Board of Directors; shall perform such other duties as may be prescribed in these ByLaws or assigned to the President by the Directors.

(b) The Vice President shall perform such duties as may be prescribed in these ByLaws or assigned by the Directors.

(c) The Secretary shall record the minutes of all meetings of the Corporation and the Board of Directors and shall perform such other duties as assigned to the Secretary by the Directors.

(d) The Treasurer shall have custody of all funds of the Corporation; shall keep a full and accurate account of receipts, expenditures and contributions; and shall make disbursements in accordance with an approved budget, as authorized by the Corporation or the Directors; shall present a financial statement at every meeting of the Corporation; and shall be responsible for the maintenance of records and books of account, and perform such other duties as assigned to the Treasurer by the Directors.

5. The Corporation shall indemnify all Officers and Directors of the Corporation, paying all expenses related thereto. The Corporation shall further have an "Officers and Directors Liability" insurance policy in effect.

ARTICLE VI

MEETING

1. Regular meetings of the Corporation shall be held at the time and place as called by the Directors.

2. The annual meeting of the Corporation shall be held on the 2nd Monday of August of each year at a place as determined by the Directors.

3. Special meetings of the Corporation may be called by the President and shall be called by the President when requested by three or more of the Directors. Notice of special meetings setting forth the purpose, time and place thereof shall be given to each Director of the Corporation, by mail, confirmed email, or personal delivery at least ten (10) days prior thereto.

4. A majority of Directors present at any regular or special meeting shall be a quorum and except as otherwise specifically provided, the act of a majority of Directors present shall be the act of the Corporation.

5. Unless otherwise provided by law, any action required to be taken at a meeting of the Directors, or any other action which may be taken at a meeting of the Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote with respect to the subject matter thereof.

ARTICLE VII

CONTRACTS, LOANS, CHECKS AND DEPOSITS

1. The Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

2. No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Directors. Such authority may be general or confined to specific instances.

3. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Directors.

4. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Directors may select.

ARTICLE VIII

PRACTICE

Roberts Rules of Order, as revised from time to time, shall determine all questions of order and procedure for any meeting of the Corporation, Directors or any committee. There shall be no proxy voting at any meeting of the Corporation or the Board of Directors.

ARTICLE IX

1. These By-Laws may be amended at any regular or special meeting of the Corporation, at which a quorum is present, by affirmative vote of two-thirds of the Directors present in person and voting, provided the Directors have considered the merits of the amendments at a prior meeting.

2. No amendment shall be put to a vote unless written notice thereof stating the proposed amendment shall have been given to each Director by mail, confirmed email, or personal delivery, at least ten (10) days prior to the meeting at which the vote on the proposed amendment is to be taken.

ARTICLE X

SEAL

The Seal of the Corporation shall be circular in form and shall have inscribed thereof the name of the Corporation, the State of Incorporation, the year of Incorporation, and the words, "NonProfit Seal".