

# TNT Board of Trustees Meeting

Monday, November 13, 2023

## Minutes

**Present:** Connie Cassidy, Lisa Bennett, Brett Bunker, Jim Ewing, Terri Gilbert, Jill Sakonyi, Emma Wason, Nina Miller, Ali Limperos (TNT Secretary)

**Excused:** None

**\*The names of a minor victim and their family, and that of the accused have been redacted from the published minutes of the meeting to respect their privacy.\***

### I. Call to Order

Brett Bunker called the meeting to order at 6:01 PM. He informed the guests in attendance that this is still meeting where business will be conducted and we must follow proper procedure.

### II. Approval of Agenda (Additions/ Deletions)

Emma Wason proposed that the audit be added to the agenda under "New Business." Lisa Bennett motioned to approve the agenda with the proposed addition. Emma Wason seconded.

- Motion carried, unanimous 8-0

### III. Secretary's Report and Approval of Minutes

Emma Wason motioned to dispense with the reading of the minutes from the previous meeting and accept the minutes as emailed. Terri Gilbert seconded.

- Motion carried, unanimous 8-0

### IV. Treasurer's Report

Lisa Bennett sent the treasurer's report in an email prior to the meeting. The report is included below. The accountant's financial reports will be sent separately. *\*Note\* - financial statements are attached to the minutes.*

Huntington (end of September)	7-17 Balances	Social (33)	Scholarship (32)	Wo/Men's Committee
Checking - \$1,394.93	Checking (51) - \$29,905.43	\$2,840.03	\$2,906.31	\$2,213.58
<i>Note: \$7,500 moved to 7/17</i>	Savings (31) - \$30,682.06			

- I (Lisa Bennett) have switched T. D'Amico (accountant), Sunburst, Spectrum, Dominion, City of Niles, and Tenney to auto pay or bank draft.
- Emma Wason asked if the audit should instead be discussed within the treasure's report, instead of New Business.
  - i. Brett Bunker replied that it should be under New Business.

### V. Guests

- The following guests were acknowledged to be in attendance: [REDACTED], Rachael Conrad, Jessica Ludovici, Liz Conrad, Melanie Lucas, Jacob Glosser, Susan Gillespie, Anna Gray, Alex Lucas, Paul Dahman, Cordell Ramsey, Makenzie James, Eric Kildow, Marie Keene-James, Craig Conrad, H. Keith Bowers, Andy Gray, Deb Nuhfer, Kaitlyn Shafer, Leona Chapline, Steve Brown, Dana Brown, Ben Gavitt, Sonja Gavitt, Patience Miles, Dustin Miles, Tom Engstrom, Val Engstrom, Nate Chapline, Amy Burd, Caitlyn Santiago, Jenny Long, Cat Smith, Kathi Kovacic, Tony Kovacic, Harmon Andrews, Shiloh Hart (Lights On representative), Nina Miller.
- Lights On Presentation
  - i. Brett Bunker stated that the original intent was always to have Lights On present at the November board meeting. The intention of having them come present was to compare our theater's policies and procedures to what they provide and determine where we need to beef up our current policies and practices. With that, the floor was turned over to Shiloh Hart to present on Lights On.
    - Shiloh Hart (Owner and Executive Director of the Hart's School of Performing Arts) representing Lights On, read the following from the Lights On post card: "LIGHTS ON: Community Theatre Protection Task Force is a non-profit partner of COMPASS: Family and Community Services in Youngstown, Ohio. Lights On specializes in promoting education, taking timely preventative action, holding themselves and others accountable and supporting victims/ survivors of sexual violence and misconduct in the theatre community." She stated the program allows parents to feel safe entrusting their children

to a theater, and helps foster a safe environment for all in the theater community. At the conclusion of the presentation, she stated that she brought brochures for anyone who wanted them.

- ii. Brett Bunker asked if there were any questions from the Board and public in attendance.
  - Jill Sakonyi asked if the Lights On certification was an individual certification. Shiloh Hart stated "yes."
  - Liz Conrad asked if background checks are run on those seeking Lights On certification. Shiloh Hart stated "yes."
  - Jill Sakonyi asked if the Lights On certification was completed online or in person. Shiloh Hart stated it is online.
  - Ali Limperos asked how long the certification is good for, and when would it need to be renewed? Shiloh Hart stated she did not know. Emma Wason stated that the certification is good for two years.
  - Terri Gilbert asked what it means to be certified and for a walkthrough of how it would be used should a situation occur. She also asked if she becomes certified; can she be the mediator should a situation arise. It was recommended that instead of mediating, Lights On be contacted to provide guidance on next steps.
  - Emma Wason asked if the purpose of contacting Lights On should a situation arise, was to gather information to determine next steps? The response was yes.
  - Melanie Lucas stated that it would be response training. If you become certified, you simply put the victim in contact with who they need to be in contact with.

## VI. Correspondence

- None

## VII. On-Going Business

- [REDACTED]
  - i. Brett Bunker stated to all in attendance that as it stands, he has been dismissed from the theater for violating the code of conduct, and we cannot speak further on the incident due to ongoing legal matters.
  - ii. Paul Dahman asked if anyone has been in contact with him.
    - Brett Bunker stated that he has been in contact with him as recent as today (11/13/2023) to return the remainder of Ron's personal items left at the theater.
  - iii. Dana Brown asked if he will be permitted back.
    - Brett Bunker stated that is dependent on the dispensation of the legal matters.
  - iv. Jacob Glosser asked if he will ever be permitted back.
    - Brett Bunker stated that is unknown at this time.
    - Connie Cassidy stated that it is also unknown due to the constant changes in leadership within the Board of Trustees.
  - v. Jacob Glosser and Melanie Lucas asked if they could speak. It was recommended they did not as members it would be seen as representative of TNT.
    - Melanie Lucas stated that she did not believe that was true.
    - Jacob Glosser then asked if it was possible to speak as individuals not representing TNT in any way.
    - Brett Bunker allowed comments from the public to commence with the comments being prefaced as speaking as "individuals not representing TNT."
  - vi. Liz Conrad addressed the board stating she was speaking as an individual and not a representative of TNT. At the conclusion of her statement, Brett Bunker asked Liz Conrad to email the statement to the TNT secretary Ali Limperos for the minutes. She stated she would. Upon request of the statement from 11/13/2023, the speaker submitted a statement supplied to the board of trustees on 10/28/2023 by email. That statement is included in the minutes below. That statement provided below is not the same as the statement that was read at the meeting.
    - "Dear Members of the board of TNT: As a member of this organization, and someone closely connected with the situation, I would like to clear up a few things that may have not been shared with you. You deserve the whole story and to know what actions have been taken and by whom. Members of the board want their actions to be seen as doing everything they can to help. I would like it to be known that nothing was done until I stepped up and reached out to the victim and her family. I was the one that reached out first to comfort and guide. Brett actually told the family that he was choosing to stay friends with the abuser which was taken like a slap in the face. This was done in my presence. Lisa let someone in the courts know, who is also affiliated with TNT, that she was helping [REDACTED] get a lawyer. Lisa is the face of TNT so to the public and members, it

looks like TNT is assisting the abuser and not the victim. This is a huge conflict of interest and she should step down immediately. Brett took a statement from [REDACTED] where he admitted to all the wrongdoing and yet, he remains friends with him. That statement was shared with me by the victim's mother. I have learned that Brett has not shared that statement with the board. The board deserves to know the whole story. Brett & Lisa's actions indicate they want [REDACTED] to return someday. I reached out to Emelia about Lights On. She had mentioned it during Young Frank, and Brett had set up a tentative arrangement without finalizing anything. In light of recent events, that should have been one of the first calls the theatre made since there was prior knowledge of the program. As that had not been done, I reached out to her immediately leaving out the victim's personal information and she said she would reach out to Brett again. In the mean time, I set up the victim and her family with the program and made sure they knew of all the resources that program provides. You may be thinking that none of that was my job because I'm not on the board, but steps were not being taken for the victim and the protection offered to the abuser is appalling. I had to be there for them and I'm still there for them. They trust me. I have nothing to gain by sharing my knowledge with you. I have no desire to be a member of the board and I'm not reaching out to be lauded. I've already been removed from box office staff, and I expect I will be removed from more. It had come to my attention that the board was not being given the whole story and I wanted to set the record straight about the events that have taken place no matter the repercussions on my part. ~ Liz Conrad"

- In the statement read at the meeting Liz Conrad expressed concern that she was removed from the Box Office committee by Lisa Bennett.
- vii. Jacob Glosser addressed the board stating he was speaking as an individual and not a representative of TNT. Brett Bunker asked that his statement be emailed to Ali Limperos for the minutes. His statement is included below.
- "Members of TNT and guests who are here today, Since the board will not be sharing information about this case involving [REDACTED] I am going to share with you what I have heard about this case. This case is not something that needs to be swept under a rug and it is not something that we should all be quiet about. During the rehearsal process of Christmas Carol, it was brought to light that [REDACTED] has been involved with an underage teenager in the cast. Now, what does involved mean? Well, he bought alcohol for them, sent nude images to them (as well as many non-nude shower picture to other people involved with TNT, from what I understand), asked for undergarment images from them and even got physical with them; and when they weren't cooperating, he used his temper to intimidate them into cooperating so that he could get what he wanted. When this information came to light, positive actions were taken. He was removed from Christmas Carol and many locations where he was currently working at were notified and he was removed respectively. However, what I, personally, am labeling as 'negative actions' were taken too. He was contacted immediately about these accusations by members of the board, while the parents of the affected children were not contacted until FOUR days later. I think some of the members of the board did not take these accusations seriously and were trying to take care of their friend first. [REDACTED] has done a lot of shows at TNT this past year. He has been on the stage acting in large roles and he has also taken charge of constructing sets at TNT. I'm sure he is a valuable person to have at TNT. However, this does not excuse or give him a pass on what has happened. An adult male has engaged in intimate and sexual actions with underage girls. I don't care if it was the nicest person in the world, he needs to be removed from TNT for the future safety of children. I also believe, that two members of the board are showing favoritism towards [REDACTED] during this. The two I am mentioning are Lisa Bennet and Brett Bunker. They are both friends with [REDACTED] and so I think their judgment is Skewed in his favor. Brett talked to [REDACTED] as soon as he heard the accusations, but as the president of the TNT board, didn't reach out to the victims or the victims parents until 4 days later. Lisa, helped [REDACTED] find an attorney so that he could be better taken care of before he talked to the cops about the situation. I believe this is a conflict of interest and, at the very least, they both need to be stripped of a voice during the negotiations involving [REDACTED] This is only the tip of the iceberg of what I have heard involving this issue. As a member, I am disgusted by how TNT handled this and are patting themselves on the back like they did a great job. To all of the members and non-members here right now, I can tell you that doors that were once opened to TNT have been closed now, and that I am not supporting TNT any longer until they can prove to me that they will work to gain our trust again, and I can tell you there are plenty of other people who feel the same way."

- viii. Jessica Ludovici addressed the board stating she was speaking as an individual and not a representative of TNT. Brett Bunker asked that her statement be emailed to Ali Limperos for the minutes. Her statement is included below.
- “I met [REDACTED] when I did plaza suite with TNT. At the time I didn’t really know him but was becoming closer with him as we had a mutual friend in the show. This friend is my age and I thought that their relationship seemed a little too close for comfort. But she is an adult as is he so it was none of my business. We had a game night during Young Frankenstein and [REDACTED] was very close with her while she was intoxicated. She was laying in his lap and he was rubbing her side which I thought was strange but she did not seem to be in danger so to not cause a scene, I let it go. It was discussed with some friends and we came to the conclusion that he was just close with her and always comforting her. The two still seemed very close through our run of Young Frankenstein so we all assumed that whatever happened she was okay. We had a second game night and [REDACTED] was making shots for everyone. Most of us were intoxicated before the games started. When the games had started, things were discussed and more drinking had happened. [REDACTED] after the game had been inappropriate with Liz Conrad and I multiple times. We tried to make everything normal again to keep the friendship with him as he had expressed remorse for making us uncomfortable. [REDACTED] had then continued to Snapchat me throughout the week inappropriate messages expressing what he would do if he were to come to my apartment. I expressed again that I was uncomfortable and he stated he was sorry and wouldn’t say anything again. After this he had invited me to his wife’s family’s bar where he was bartending. I told him I had rehearsal until 10 and he stated he would be there to 11. When talking with Liz Conrad I told her I was thinking of going and she informed me that the bar would have been closed at that point. It made me even more uncomfortable that he had invited me knowing we would be alone but had not told me we would be alone. Though I am moving on from my own situation I had learned of the situation between him and the minor involved. I found out that while he was telling our group that he was sorry and didn’t mean to make anyone uncomfortable, he was being very inappropriate with her and making her uncomfortable. No child should be made to feel that way and he knew better when he knew her age let alone knowing he had made an adult uncomfortable. [REDACTED] was a safe person. And now it feels nothing but unsafe. I will say that [REDACTED] was a close friend of mine and I had no problem severing ties with him the moment this incident came to light. I don’t want to be involved in a theatre where this behavior is allowed.”
- ix. Rachael Conrad addressed the board stating she was speaking as an individual and not a representative of TNT. Brett Bunker asked that her statement be emailed to Ali Limperos for the minutes. Her statement is included below.
- “When I was 5 my father was cast as Jud Fry in a production of Oklahoma here. I wanted to be just like him so I asked to be a part of the production and I was welcomed with open arms. This kickstarted a passion that would consume the next 13 years of my life. I have grown up with this theatre, been in it and loved it through every stage of my life. I had my first crush here, I met my best friend here, and it hurts my heart that if I had a daughter I would never let her on this stage as it is now. To say I am dissapointed would be a gross understatement. As a young woman in theatre it is so hard to feel safe, you’re constantly afraid of scene partners looking at you the wrong way or being taken advantage of. This was a theatre always thought to be a safe space, and to know it never was has been is quite the sobering realization. I am quite close to the situation, having welcomed [REDACTED] into my life and being friends with everyone involved. I had no hesitation cutting him out of my life, because that is simply what you do. Knowing that people at this theatre I loved and trusted have chosen to protect, support, and continue their relationships with [REDACTED] [REDACTED] made me question everything I know. What if it was your daughter, your wife, your mother? Would you still stand by him then. Being prepared to say goodbye to a space that I spent most of my childhood running through, Playing backstage during rehearsals, making lifelong friends in hurts- but not more than knowing these horrifying events were enabled to happen in the first place. Thank you for your time.”
- x. Dana Brown addressed the board stating she was speaking as an individual and not a representative of TNT. Dana stated that she did not have a statement prepared and was just going to speak.
- “I work in the criminal justice field and spoke to Brett. She informed him that if any member of the board is even perceived and/ or believe to be assisting the perpetrator, what steps are being taken to help the victim? I feel this needed to be brought up. I have a kid here. As a mom how you treat my kid is number one. With situations like this not

only do you lose the child, but the parents leave too. When you do not put the child and their safety and security first, they will leave and never come back. And when you don't put their needs first it is perceived they will be silenced."

- xi. Paul Dahman addressed the board stating he was speaking as an individual and not a representative of TNT. Brett Bunker asked that his statement be emailed to Ali Limperos for the minutes. His statement is included below.
  - "My name is Paul Dahman. I am new around here. I'm not a member so what I say are my thoughts and they do not represent the theatre or board.' We won't tolerate that behavior here.' First words before every first rehearsal. I was so excited to be at a theatre that took these things seriously from the start. Impressed by the leadership and happy to find another safe place in this crazy world. When that safe space is violated for anyone it is the leadership's job to work to get that safety back. That isn't always easy. Hard truths need to be faced and difficult decisions have to be made. Leadership roles are not just titles or positions or power. Leadership is action. So get it together and put in the hard work."
- xii. [REDACTED] addressed the board stating she was speaking as an individual and not a representative of TNT. She also stated that she did not have a statement prepared and was just going to speak.
  - "I admit my involvement. When I first reported the situation, it was handled very quickly and he was removed very quickly. At first it seemed great. I was not worried about this place being a safe environment. I reported it to ensure the safety of others, especially those he was close to. I also feel that someone reporting to a 15-year-old girl how he is feeling is wrong. She is wondering how is doing and has changed as a person and is angry. Someone (from the board) is keeping in contact and telling her how he is doing. I think it was great he was removed, but there is bias. They (the board) did not take any immediate statement. There is no direct evidence of this. The legal side was handled terribly. We have nothing. I am upset there is bias. I am upset how it was handled after the fact. I am worried about the safety of children in the theater. It was a safe space and now it is not. The fact there was bias on the board. We should not have to be here right now. I have been stressed out for the past month dealing with this every single day and thinking of the safety of the theater. How do I know it is safe? I ask this every single day. I am appreciative of how the A Christmas Carol cast/ crew handled the situation. I am not happy with how the board handled it. I want this to be a safe environment. This is the one thing that brings me joy. I don't want to do theater like this. So please if anything, God forbid, like this would happen again. Please do not handle it the way it is being handled now. And if another board at another theater is handling things like this wrongly, call them out. Make sure another person does not have to feel the way I feel right now."
- xiii. Jacob Glosser asked [REDACTED] to share, if she was comfortable, with everyone who has been in contact with [REDACTED] and communicating how is doing to another minor.
  - [REDACTED] stated Brett.
- xiv. [REDACTED] addressed the board stating she was speaking as an individual and not a representative of TNT. She also stated that she did not have a statement prepared and was just speaking.
  - "We are not going to sue the theater. Our goal is to have a safe space. I dropped her off thinking she was safe, unaware the set sessions were unknown to others. One bad apple in the bunch does not ruin it for the rest. We want a safe space with protocols and things put in place so things like this do not happen again. [REDACTED] beef is not with TNT as a theater. It is with the bad apple. Background checks would not have helped the situation. Word of mouth helps. Sweeping it under the rug does not work. If I would have known, certain things didn't track, I would not have left my 14-year-old. We are not after the theater; we are after the bad apple and a paper trail. I was also told that there are camera's backstage. Was the footage looked at? There are a lot of hidden corners. Things need to be examined, looked at, and put in place. This was her ([REDACTED]) safe space. On Friday coming to the show, she was displaying signs of anxiety. After the run of A Christmas Carol, she is going to take a break and may not return. A family member has been with her at every rehearsal and show since."
- xv. Caitlyn Santiago stated that the Youngstown Playhouse and Kent Trumbull Theater conduct background checks.
  - Melanie Lucas stated that she recommended this when she was on the TNT board but was shut down. Melanie Lucas also stated the backstage cameras belong to Lisa Bennett and are her personal cameras, so she could have easily deleted things.



- xvi. Steve Brown addressed the board stating he was speaking as an individual and not a representative of TNT. He also stated that he did not have a statement prepared and was just going to speak.
  - "In my other life, I am an ordained minister. I want to share a horror story from that time. I once worked with a pastor on background checks in Athens. The church had a thriving youth group, thanks to a couple who had volunteer and taken on running it. One day the couple spoke to pastor and informed him they had a history of child molestation. They also told him of returning feelings. Background checks were never done. They were removed immediately. The Howland Athletic Club, every church, every community organization I have been a part of, especially if there are kids, has required background checks. Background checks should be required. I am not proud of it, but in my past I had too much to drink one night and a guy with a fancy hat pulled me over. It resulted in a lesser DUI charge of reckless operation. It was a dumb mistake and I am not proud of it. If you have something on a background check, you are not able to hide it."
- xvii. Harmon Andrews addressed the board stating he was speaking as an individual and not a representative of TNT. Brett Bunker asked that his statement be emailed to Ali Limperos for the minutes. His statement is included below.
  - "Community theatre is the cornerstone of artistic expression and representation of a culture. It allows us to not only discuss taboo subjects in a thoughtful and considerate manner, but allows us to examine our own biases and attitudes towards such taboo subjects. Put simply, community theatre is about lifting the voices of the unheard, representing those left out by society, and building a stronger community. It is a place to gather and work together to spread messages of unity and enlightenment. Unfortunately, due to recent events, this community has been shaken. I have personally been working with Trumbull New Theatre both on and offstage, intermittently since the winter of 2020. I have worked under and with many tremendous individuals and can proudly say I now have an evolved understanding of who I am as an artist and a person. Upon hearing what has transpired during the latest production, I am both bewildered and appalled, not only by the incident and circumstances itself, but by the response of theater leadership. While Trumbull New Theatre has taken steps towards a resolution and promise of healing, some actions following these steps have halted all progress towards closure. The simple fact that this meeting was hardly publicized despite the severity of the situation speaks volumes no words can communicate. I am utterly disappointed with the leadership that allowed something of this caliber to take place, and the response given thus far. In order to keep this statement concise, cohesive, and direct, change needs to happen now. Trumbull New Theatre has many steps to take in order to regain the trust of our community, for as of now, I cannot support or encourage collaboration with this establishment as long as the leadership that has presided over this situation continues. To end and quote one of the mission statements present on Trumbull New Theatre's website, "How we work with one another matters", both on and offstage. Thank you. ~Harmon R. Andrews, CARE Teaching Artist"
- xviii. Eric Kildow addressed the board stating he was speaking as an individual and not a representative of TNT. He also stated that he did not have a statement prepared and was just going to speak.
  - "I recommend that TNT look to the Chicago Theatre Standards and Lights On to inform policies and procedures. There is no need to reinvent the wheel when the resources are already there."
- xix. Cat Smith (Board Member at Large of the ACTS Performing Arts Center) addressed the board and public stating she was speaking as an individual and not a representative of TNT. She also stated that she did not have a statement prepared and was just going to speak.
  - "I understand this coming from a boards perspective. Tonight, I hear a lot of calling for blood. I am not taking sides. Personally, I think its heinous. The board has done when they can so far. You cannot plow willy nilly into a legal matter with structure and procedures. Everyone wants justice now, and our legal system does not work that way. If you want things done properly, you have to follow due process."

Jill Sakonyi stepped out of the meeting to answer box office phones at 6:59 PM.

- xx. Connie Cassidy stated she is gob-smacked and did not know it was not an isolated one-off incident.
- xxi. Liz Conrad stated she loves the theater and that we are not calling for blood.

- xxii. Melanie Lucas stated that even as a friend, if you are too close to a situation you remove yourself. If that would have happened, we would not all be here tonight. She also stated the board's original plan was to talk to the minor alone without the parent. If you know things happened with a child you tell the parent immediately.
- xxiii. Cat Smith asked if it is individuals or the whole board. A response was individuals.
- xxiv. Jacob Glosser stated that things were swept under the rug.
- xxv. [REDACTED] stated that there is other "stuff" known related to him and another adult, but is not her or her daughters' story to tell.
- xxvi. Liz Conrad stated that had it been known, we would not have allowed him in.
- xxvii. Dana Brown asked if there was anything more we could do beyond him not being permitted on the board, on shows, etc. for the near future. Is there anything preventing him from being present at a performance?
  - Brett Bunker did not have an answer.
  - [REDACTED] informed the board and public there is an emergency civil protection order and a full civil protection order pending.
  - Jim Ewing stated that with civil protection orders are fully enforceable. One simply reports it to the police and the person is taken straight to jail. Restraining orders are not fully enforceable. Anyone that sees him in violation of the protection order can call. There is also no legal responsibility to call.
  - [REDACTED] stated, again, there is a protection order in place and that she will be present at the remaining performances, working the Wo/Men's committee table.
  - Brett Bunker stated that we do not have a formal protocol in place for addressing the protection order at the moment; however, there will be discussion and protocols will be put in place.
- xxviii. Emma Wason asked Brett Bunker to speak on remaining friends and keeping in contact with the minor about his status.
  - Brett Bunker clarified for the board and public that the minor asked in a discussion for Brett to remain in contact due to concern for his mental state. Brett admitted to staying in contact and that he made mistakes setting up advocacy and maintaining a relationship with him. Brett stated that anyone who knows him, knows that his friendships are in name only. He does not have friends outside of his wife and son. He remained in contact out of concern for his mental state and to ensure no threats were made to himself or others. After hearing the additional allegations, Brett stated he is reevaluating his relationship with [REDACTED]. He admitted it was a mistake and that he is human. He is trying to move past this and put things in place that should have been put in place when he was not on the board. He stated that he stands before everyone, humble. The actions taken are in the past and he is most concerned with taking steps forward to make this place safe. That is his commitment.
- xxix. Shiloh Hart asked if there are consequences for board members who are seen to be supporting him.
  - Brett Bunker stated he does not have an answer for that at this time. That will be a discussion for the board.
- xxx. Patience Miles addressed the board stating she was speaking as an individual and not a representative of TNT.
  - "I just wanted to say I was on the board when it happened. You only know what you know. Brett I am sorry you are under the gun. We as the adults have to tell them things are not okay and communicate that through actions. He did not deny the allegations."
- xxxi. Sonja Gavitt wanted to bring to everyone's attention, if they did not hear Melanie Lucas state earlier that the backstage cameras are Lisa Bennett's personal cameras and she should not have access to them. A third party should.
  - Lisa Bennett stated that the cameras everyone had been referring to were donated to the theater. In addition to her, house and grounds also has access, as well as the board president. The backstage cameras were removed in the Fall of 2021 during the production of Something Rotten. The theater does have security system and cameras through Guardian. The Guardian cameras are outside only. The cameras are motion sensing and not constant running. They catch motion and provide short clips.
  - [REDACTED] suggested security cameras as a project as her daughter reported a lot of things happened outside.
    - a. Jessica Ludovici also asked if the backstage cameras could be reinstalled.
    - b. [REDACTED] asked if they could be turned on for set sessions.

- Discussion commenced regarding the recording of audio on the non-Guardian cameras in the lobby. There was concern that audio was being recorded. Previously the board voted to turn off the audio on the cameras and it has been turned off.
    - a. Ohio Revised Code (ORC) states that unenhanced recording is permitted. You cannot enhance beyond normal conversational levels.
  - Liz Conrad suggested third party cameras.
  - There was also discussion on having cameras in the dressing room and just turning on the audio as a safety measure.
    - a. Cameras are not permitted in the dressing room. Just recording audio with them is considered illegal wiretapping.
  - ██████████ stated that she works for an alarm company.
- xxxii. ██████████ stated that her church has a Save Kids program, which is a special program used to work with kids and can possibly provide an insurance discount.
- xxxiii. Liz Conrad stated that it is true we can learn a lot. I think that there will be steps taken and procedures put in place. I hope going forward that bias will not go in place. I want to see things done that we are moving in a direction to protect children and young ladies.
  - Brett Bunker echoed this and reiterated he is committed to this work.
- xxxiv. Liz Conrad also stated that she recognizes that it is a situation that had not been encountered before. She also stated, however, most of this is common sense. Liz also stated that she does not tell many people this, however she is a victim of child sexual abuse and knows what the victim is dealing with. She wishes things were done differently for her. She is going to take the steps needed to make sure things are done right by the victim.
- xxxv. ██████████ stated that going forward it should be ensured that a legal guardian is present with a child when they are spoken to. She also stated, "Brett did provide a statement. We are not coming after the theater. We want change. We do not want to take the theater away. We are taking a break, for a short time, after the current show and going to Kent. We do not want to see the theater go down. It is now not a safe place. We do not care to see that man ever again. ██████████ liked coming here and now it just causes anxiety."
- xxxvi. Shiloh Hart asked if we have made other community theaters aware.
  - Jim Ewing stated that would not be wise, as the theater could be sued for that.
  - Deb Nuhfer echoed this stating "you have to be careful if you do it before legal things happen, you have to be careful."
  - Jim Ewing stated that all that should have happened was reporting to law enforcement and reporting it to the parent.
    - a. Brett Bunker clarified that the board did not report it to law enforcement. ██████████ parents reported it.
    - b. ██████████ stated that she was initially contacted by Liz Conrad through email about having a conversation with Liz Conrad.
      - Liz Conrad reached out to ██████████ on a Thursday.
      - ██████████ stated that her and her daughter met on Sunday 10/22/2023 she met with Jill Sakonyi, Ali Limperos, and Brett Bunker.
        - 1. Jacob Glosser asked why all the board members were not present at the meeting.
          - a. No response was given.
      - ██████████ stated that on Monday 10/23/2023 it was reported to Champion PD as a social media situation. Because of the time frame, he had already blocked everyone on social media. Champion PD is going to try, however they made it clear it is difficult to recover messages from Snapchat. Between Tuesday 10/24/2023 and Wednesday 10/25/2023 a report was filed with Niles PD for the physical situation that happened at the theater. Unfortunately, there is not much that can be done beyond him providing alcohol to a minor. He is one bad apple. This should not be swept under the rug for the next person. Had previous situations been known; this would not be happening.
- xxxvii. Patience Miles stated this is where background checks and procedures needed to be in place. She stated she had a problem with ██████████ having a key and a code after only being a part of the theater for a year. She also stated that set construction used to be sanctioned times and dates that were publicized.
  - Melanie Lucas stated that her and her stage manager set a set construction schedule and ██████████ did not adhere to it.



- Patience Miles stated it was odd that she had not helped with the set for A Christmas Carol. Typically, she helps with the set of the show she is part of.
  - It was stated by several members that [REDACTED] created a Facebook group with select individuals for his own set construction schedule.
  - [REDACTED] stated that with this situation a background check would not have shown anything. She also stated that [REDACTED] was not aware that the set sessions were just him and her; and that she should have walked [REDACTED] in.
  - Craig Conrad stated that there needs to be a sign up for set sessions. If you are not signed up, you are not supposed to be there.
- xxxviii. Patience Miles also stated she was appalled about the drinking in the theater which occurred during Young Frankenstein.
- [REDACTED] stated that [REDACTED] was given the alcohol by [REDACTED] to take home. It was not consumed at TNT.
  - [REDACTED] also stated there have been a lot of missteps.
- xxxix. Brett Bunker asked the public and board for suggestions to inform policies and procedures as the theater takes steps to move forward and ensure situations like this do not occur again.
- Dana Brown suggested a buddy/ mentorship program. Minors would be paired with an adult that has met the appropriate background check and training requirements.
  - Melanie Lucas suggested term limits for Board of Trustee members
    - a. Deb Nuhfer stated that only the Endowment Committee has term limits, 3 years with a required 1 year break between terms. With the Board of Trustees, you could continue to run and serve as long as you got reelected.
      - Melanie Lucas recommended 6 years, with a required 1 year off for the Board of Trustees term limit.
  - Ali Limperos suggested using the BAND app for communication. It is often used in schools and with community groups. Parents can be invited to join. It protects the contact information of those using it. It keeps record of chats. It also has places to upload a calendar. Polls and sign-ups for set sessions can also be added.
  - Tom Engstrom stated this is not the first crisis TNT has endured and it takes a catharsis like this for people to come together. People who love TNT need to be part of the solution. A low-tech solution would be to use “child wrangles/ stage mothers.” When minors are in a cast, there is an adult there to keep them in line and ensure nothing is going on.
    - a. Liz Conrad stated she was a stage mother for a show before.
  - [REDACTED] stated she worked with another theater that whenever a conversation needed to happen with a minor there were always two adults present.
  - Deb Nuhfer stated that any protections put in place need to not just apply to minors, they should be for everyone. When planning things, we need to ensure everyone is protected. She stated there used to be a gentleman around that flirted with young girls so everyone just kept an eye on him. She recommended designating someone who can be gone to, to assist with uncomfortable situations.
- xl. Brett Bunker thanked everyone for their input, time, and expressing their concerns and transitioned the meeting to begin discussing business, procedures and protocol moving forward; following a brief break.

At this time the following guests left the meeting: [REDACTED] [REDACTED] Rachael Conrad, Jessica Ludovici, Liz Conrad, Susan Gillespie, Anna Gray, Paul Dahman, Cordell Ramsey, Makenzie James, Eric Kildow, Marie Keene-James, Craig Conrad, Andy Gray, Deb Nuhfer, Kaitlyn Shafer, Leona Chapline, Steve Brown, Dana Brown, Tom Engstrom, Val Engstrom, Nate Chapline, Amy Burd, Jenny Long, Kathi Kovacic, Tony Kovacic, Harmon Andrews, Shiloh Hart (Lights On representative), Nina Miller.

The following guests remained as the meeting continued: Melanie Lucas, Jacob Glosser, Alex Lucas, H. Keith Bowers, Ben Gavitt, Sonja Gavitt, Patience Miles, Dustin Miles, Caitlyn Santiago, Cat Smith.

Jill Sakonyi stepped back into the meeting at approximately 8:30 PM.

- xli. Dustin Miles stated that this is the first time he has seen this many people attend a board meeting. He stated that if you have concerns, show up to meetings, come and help, and run for the board. You cannot complain if you do not show up and help.
- xl.ii. Patience Miles stated that if you do complain, be a part of the solution. We need to help each other and fix “our house.”

- xliii. Brett Bunker asked what some of the concerns were to start working on what we can put in place right now starting tonight; as some of the concerns will need time to be addressed.
- Ali Limperos stated one of the most prominent concerns was supervision at set sessions and discussion commenced.
    - a. Caitlyn Santiago stated that set sessions should never be scheduled by the builder or cast members and solo set sessions should not be allowed.
      - Emma Wason stated that he was just good at what he did – “grooming.”
    - b. Brett Bunker stated that there would need to be an addendum for individuals who do solo work on sets such as Tom Engstrom, Tom Hitmar, etc.
    - c. Melanie Lucas said that [REDACTED] had Friday nights scheduled as set sessions. However, he created his own Facebook group with select people and was coming in on different days.
    - d. Emma Wason stated that it should be made clear that if the session was not scheduled by the director or stage manager, do not show up.
    - e. Cat Smith suggested inviting parents to participate in the sessions with minors.
    - f. Brett Bunker suggested that the decision be if there are minors in the space alone with adults there need to be two qualified adults present. Those adults are to be the Director, Assistant Director, Stage Manager, and Board Liaison for the show. Those individuals would be required to have a background check and be certified by Lights On.
    - g. Dustin Miles asked what on a background check would prevent you from being at the theater?
      - Ali Limperos, Connie Cassidy, Emma Wason, and Cat Smith discussed with all those in attendance what levels of background checks and credentials are required for educators.
      - Ali Limperos informed everyone that coach or advise minors in the state of Ohio within a school district you are required to carry a Pupil Activity Permit. As part of that you have an FBI/ BCI check done and have to complete coaching courses. Carrying the credential is sometimes dependent on the activity and the district you are in. It renews every 3 or 5 years.
      - Melanie Lucas asked who all should be background checked and who would cover the cost?
        1. Cat Smith stated that when she was with the opera, they paid for the background checks just within show leadership.
        2. Caitlyn Santiago stated the Youngstown Playhouse has an account set up with Tri-State Investigations. When someone needs one completed, they are given a packet and the playhouse pays for it. The information is reported straight back to the Youngstown Playhouse.
        3. Caitlyn Santiago also stated that not every adult on a show has to be background checked, at minimum it should be those in leadership or on the production team: costumer, stage manager, set designer/ builder, choreographer, lighting, etc.
        4. Emma Wason asked if TNT could cover the cost of the background checks.
          - a. Brett Bunker suggested TNT absorb the cost of the background checks for Board of Trustees members, Stage Managers, Directors, and Assistant Directors.
      - Ben Gavitt stated that sometimes background checks do not give a clear picture. [REDACTED] had one completed and had given it to him so that he could construct The Play That Goes Wrong set for the McDonald drama club. The background check was clean.
    - h. Brett Bunker asked for a motion on the following resolution: Going forward two responsible persons need to be present in the theater when any minor is present. Those two individuals should consist of any combination of the following: Director, Assistant Director, Stage Manager, and Board Liaison for the show. These individuals will be required to have a background check.
      - Lisa Bennett motioned and Emma Wason seconded.
      - Emma Wason then proposed the following addendum to the motion: Additionally, TNT will absorb the costs of the background checks

required for board members, stage managers, directors, and assistant directors. The individuals will be provided with information explaining the process and where to receive the background check.

1. Ali Limperos asked if educators who already carry them could just provide that. The response was yes.
- i. Brett Bunker called for a motion on the following amended resolution: Going forward two responsible persons need to be present in the theater when any minor is present. Those two individuals should consist of any combination of the following: Director, Assistant Director, Stage Manager, and Board Liaison for the show. These individuals will be required to have a background check. Additionally, TNT will absorb the costs of the background checks required for board members, stage managers, directors, and assistant directors. The individuals will be provided with information explaining the process and where to receive the background check.
  - o Lisa Bennett motioned. Emma Wason seconded.
  - o Motion carried, unanimous 7-0
- Ali Limperos stated the next suggestion was Lights On certification. Discussion commenced.
  - a. Melanie Lucas stated that back when she was on the board, TNT had two Lights on representatives in the theater, Emma Wason and Ron Sinesio.
  - b. Caitlyn Santiago stated that it does not hurt to have the certification. Lights On was started at the Youngstown Playhouse because of a situation similar to this.
  - c. Cat Smith recommended at least requiring having your 3-4 "big guns" on the Board of Trustees complete it. Then have it set-up as being optional for the rest of the board.
  - d. Brett Bunker asked for motion for the following resolution: TNT's president, first vice president and second vice president will be Lights On certified as soon as possible, based on the availability of Lights On training sessions.
    - o Terri Gilbert motioned. Connie Cassidy seconded.
    - o Motion carried, unanimous 7-0
- Ali Limperos stated that another suggestion made was to look at the Chicago Theatre Standards. Discussion commenced.
  - a. Emma Wason and Melanie Lucas stated that we have already utilized them in crafting our Code of Conduct.
  - b. Emma Wason suggested updating our house rules.
    - o Cat Smith agreed and mentioned the alcohol in the dressing room refrigerator during Young Frankenstein. She was informed that this was being handled separately.
  - c. Emma Wason stated that we have enforced our code of conduct as it stands, however, it should be updated to state that social media and contact information should not be shared between adults - especially adults in power - and minors. It would just be beneficial to have on paper to protect TNT.
  - d. Ali Limperos again suggested use of the BAND app and inviting parents to it.
    - o Caitlyn Santiago stated that in her work with a youth theater, parents are the direct point of contact for all minors; unless the parent has provided written or verbal permission for the minor to be contacted directly.
  - e. Emma Wason motioned that BAND will be the approved method of cast/ crew communication for TNT productions and any other method of communication between cast/ crew members is not sanctioned by TNT. BAND groups will be deleted by the director at the close of the show. The board liaison for the show will ensure the band has been deleted.
    - o Lisa Bennett seconded the above motion.
    - o Motion carried, unanimous 7-0
    - o Brett Bunker stated that BAND will begin being implemented with The Game's Afoot (January 2024 production).
- Terri Gilbert asked if we could stipulate on the status of [REDACTED] Discussion commenced.
  - a. Jill Sakonyi stated what happens if he is not found guilty.
  - b. Jim Ewing suggested we need to establish a line that applies to everyone, for example, is it felony conviction? A line needs to be established. You can ban anyone for anything.

- c. Several members echoed on the subject of banning, that our attorney and Ron Sinesio previously stated we cannot ban.
  - d. Melanie Lucas stated that when she was on the board, she suggested banning be looked at case by case, however at the time Ron Sinesio stated that if you are talking about consistent enforcement, you cannot cherry pick case by case.
  - e. Melanie Lucas stated that she recently did not cast someone because she was aware of a problem with them.
  - f. Brett Bunker stated he needs to look into what our legal recourse is in informing him on coming onto the property. He recommended that all next steps will be determined based on discussion with the attorney.
- Workshops
  - i. Improv Workshop - Jenna Cintavey confirmed for December 3<sup>rd</sup>, 2023.
    - 3:00 PM to 5:00 PM
  - ii. Brett Bunker stated that the workshops will be revisited after the first of the year to get more of them on the books.
- Christmas Carol
  - i. Jill Sakonyi reported that ticket sales are good and the show is totally sold out!
- Game's Afoot
  - i. Brett Bunker emailed the following report. It is included below.
    - I've stepped into the Board Liaison role vacated when Patience resigned. The show is cast, they've had their first read-through, and the set has a floor plan drawn up. Any specific show questions may be directed to Lisa.
  - ii. Lisa Bennett added and stated she is just getting started; will start rehearsing after Christmas Carol closes.

## VIII. Committee Reports

Brett Bunker asked for a motion to dispense with the committee reports and accept them as emailed prior the meeting with the following additions to Front of House:

- (1) Lisa Bennett secured soap for the bathrooms, and stated we need to keep an eye on the dispensers so we do not run out.
- (2) Emma Wason is not able to continue to secure supplies (wine and pop) for Front of House. Jill Sakonyi will take over supplies.

Terri Gilbert motioned to dispense with the emailed committee reports, with the additions noted above. Lisa Bennett seconded.

- Motion carried, unanimous 7-0

### Committee Reports as emailed prior to the meeting are as follows:

- **Advertising**
  - i. T. Gilbert emailed the report ahead of the meeting. It is included below within the "Program" committee report.
- **Box Office**
  - i. Lisa Bennett emailed the report ahead of the meeting. It is included below.
    - **Christmas Carol:** Things are going very well although we are a short staffed on a few nights. Big thank you to everyone who handled things opening weekend so I could go out of town!
    - **Tickets:** As discussed last month, we ordered and received a new batch of tickets so we are set through next season. Just as a reminder, this was done in anticipation of ANN Printing closing so we can avoid a shortage while we cultivate a relationship with a new vendor.
- **Business/ Finance**
  - i. Lisa Bennett emailed the report ahead of the meeting. It is included below.
    - **Season Campaign:** Sales are now closed.
    - **Holiday Passes:** As discussed last month, we will not be selling Holiday Passes.
- **Curtain Call**
  - i. T. Gilbert emailed the report ahead of the meeting. It is included below.
    - Issue was mailed for September. Another one will go out with The Game's Afoot info and anything else newsworthy for the membership. This would include audition information from Josh for our March production (hint, hint).
- **Endowment**
  - i. Jill Sakonyi emailed the report ahead of the meeting. It is included below.
    - No report.
- **Front of House**

- i. No report received.
  - ii. Permanent link to the 2023-24 Usher List [google sheet](#).
- **House and Grounds**
  - i. Brett Bunker emailed the report ahead of the meeting. It is included below.
    - Completed carpet and window cleaning by VZ, they did a terrific job. Brett was given a second company by Josh - VZ to do stripping & waxing - and will contact them to get a competitive quote against Sprague Cleaning.
- **Tech Bridge (Lights & Sound)**
  - i. No report received.
- **Membership**
  - i. No report received.
- **Nominating**
  - i. Lisa Bennett emailed the report ahead of the meeting. It is included below.
    - The committee consists of Jill Sakonyi, Jim Ewing and myself. We will meet to discuss finding qualified candidates to run for positions next year. If you know of someone who is interested or have a suggestion, please, let one of us know so we can contact them. Trustee positions up for election in 2024 are currently held by: Jill Sakonyi, Terri Gilbert, Jim Ewing and the Endowment position held by Art Smallsreed.
- **OCTA**
  - i. Emma Wason emailed the report ahead of the meeting. It is included below.
    - No report.
- **Permanent Set**
  - i. Brett Bunker emailed the report ahead of the meeting. It is included below.
    - No report.
- **Play Reading**
  - i. Lisa Bennett emailed the report ahead of the meeting. It is included below.
    - 5-ish directors (Lisa Bennett, Brett Bunker, Terri Gilbert, Megan Myers, Bob Spain and one "write in" offering) have submitted scripts for next season. I will be contacting the members of the committee to schedule the initial meeting as soon as I have all the pieces put together. Committee: Ali Limperos, Liz Conrad, Jim Ewing, Al McKinnon, Renee Penn, Jill Sakonyi
- **Program**
  - i. Terri Gilbert emailed the report ahead of the meeting. It is included below.
    - As reported last month, Jill Sakonyi spearheaded a "Shop local for the holidays" campaign to get local businesses to advertise during Christmas Carol. Jill spent a lot of travel time in an attempt to solicit businesses for this one-time opportunity. We want to thank Jerry Kruse for helping obtain Barba Jewlers. Although many were approached, sadly we were unable to capitalize on our efforts as we had hoped. However, we did get seven (7) new businesses to advertise, which brought in \$300 that will go towards the payroll budget.
- **Publicity**
  - i. Brett Bunker emailed the report ahead of the meeting. It is included below.
    - No report.
- **Scholarship**
  - i. No report received.
- **Social**
  - i. No report received.
- **Website**
  - i. Lisa Bennett emailed the report ahead of the meeting. It is included below.
    - The website is continually updated. If you have suggestions/corrections, please email me.
- **Wo/Men's Committee**
  - i. Nina Miller emailed the report ahead of the meeting. It is included below.
    - The committee met on 10/16/23 and welcomed new member Pat Fagan. Discussed local advertising in program for November production that did well. Discussed Warren Federation Women's Club – TNT Wo/Men's committee's turn to host luncheon on Nov 14<sup>th</sup>. We are providing a door prize of 2 comp tickets and 1 TNT t-shirt. A few members will be in attendance for a short presentation and readings. Committee candy/raffle table is fully staffed for November's production of Christmas Carol. Committee decided to forgo a December meeting due to the holidays, and will fill out table schedule for January's production via email. Discussed the idea of attaching a project to our fundraising, as

candy and 50/50 sales may be more successful if patrons know we are raising funds for a specific item that benefits the theater.

## **IX. New Business**

- Board Host
  - i. Dates selected for the run of Game's Afoot.
    - Dates are on the 2023-24 Usher List [google sheet](#).
- Replacement Trustees
  - i. Brett Bunker stated that replacement trustees need to be secured to fill the open seats left by Patience Miles and Al McKinnon who both resigned to prioritize their families and personal lives.
  - ii. Brett Bunker nominated H. Keith Bowers, Jacob Glosser, and Ali Limperos from the floor.
    - Jacob Glosser did not accept the nomination due to other pending life commitments.
      - a. He will consider running in June.
    - Ali Limperos accepted the nomination.
      - a. Terri Gilbert motioned that Ali Limperos be appointed to fill one of the open board seats. Lisa Bennett seconded.
        - Motion carried, unanimous 7-0
    - H. Keith Bowers accepted the nomination.
      - a. Jill Sakonyi motioned that H. Keith Bowers be appointed to fill one of the open board seats. Lisa Bennett seconded.
        - Motion carried, unanimous 7-0
- Audit
  - i. See the attached report that was read aloud by Emma Wason.
  - ii. No questions, as there were no discrepancies found in the audit. Minimal discussion indicated that there were some good recommendations made regarding dual controls and separation of duties.
- Additional Projects
  - i. Lisa Bennett emailed the report ahead of the meeting. It is included below.
    - Greene Eagle Winery has asked about doing one of the mystery/dinner events sometime in Feb/March. I will be working with them to see if we can make this work. Greene Eagle Winery has always been good about promoting us.

## **X. Good of the Order**

- The Board thanks Emma Wason's father for completing the audit.
- Emma Wason resigned her position from the Board effective the adjournment of the current 11/13/2023 meeting. The resignation is due to prioritization of family and personal life. She will still help to "rally and fix."
- Emma Wason also stated she will also need to step away from directing the May show to prioritize her family and personal life; provided a director can be found. If one cannot be found she will make it work. She asked that a director be found.
- Deb Nuhfer will be approached to see if she will accept being nominated to fill the remaining vacant seat on the Board.
  - i. Once the final replacement Trustee is secured, it will be determined who is filling the terms left by Al McKinnon, Patience Miles, and Emma Wason.
- Patience Miles provided Terri Gilbert with the Advertising Committee records. She also reported that the Social Committee is still holding the poker place fundraiser and money will be dropped off once the fundraiser has concluded.

## **XI. Adjournment**

Terri Gilbert motioned to adjourn. Lisa Bennett seconded.

- Motion carried, unanimous 7-0

The meeting adjourned at 9:41 PM.

Respectfully Submitted,

Ali Limperos  
Secretary  
Trumbull New Theater Board of Trustees  
2023-2024



This is Jill Sakonyi, Board Member at TNT and 2<sup>nd</sup> V.P. I would like to place on record with the minutes my comments from last Monday's Board Meeting – November 13, 2023. I did not make these comments during the meeting because I did not feel it was a safe space to do so. Those who spoke presented themselves as wanting to be heard and not welcoming true dialogue. I felt that any responding comments would have resulted in flared tempers and would have served no useful purpose. Also, I was present in the meeting until 7pm, when I was scheduled to answer phones in the box office. I returned at approximately 8:30pm for the business part of the meeting, where we were to take action but most of the people making statements did not stay to listen to what action would be taken.

First and foremost, there were statements made at the meeting that [REDACTED] sent nude pictures of himself – seemingly in this incident to this minor. This was new information to the board members. This was not part of the original statement from the minor, nor was it brought up when a few board members and officers met with the minor and her mom. The attack on the board for not doing something quicker/more with such an egregious allegation in front of us – when we were not made aware - was unreasonable and absurd. As a curious person, it makes me wonder when and how this part of the story was added.

Several (more than 2) of the statements included the term “sweeping it under the rug,” in reference to action or lack, thereof, by the board – almost as if there had been prior discussion/consensus on the talking points presented. The board held a special meeting within 2 days of first receiving the email about the incident. At the end of that meeting, we decided it would be most prudent to not discuss the incident with anyone else and, if approached, our statement would be that [REDACTED] was removed from all activity at the theater for violation of our Code of Conduct. We had plans to meet with the minor and her mom, we were concerned about keeping the identity of the minor out of the picture and we suspected this would be handed over to law enforcement. "Sweep under the rug" means to conceal or ignore an issue rather than confronting it. There is NOTHING in our actions to imply we were trying to conceal or ignore the issue and I take exception to this inaccurate statement.

Liz Conrad commented that she was “kicked off the Box Office Committee” – seemingly in retaliation for her email to some but not all board members. Box Office for Christmas Carol opened on Monday Oct 23 and Lisa had emailed out a final plea for help on Saturday, Oct 21. Liz was still included in that email so was still part of the group. I know this because I volunteer in the Box Office and was also copied on that email. Her statement that she was removed from the committee is not accurate.

Respectfully submitted,

Jill Sakonyi

November 11, 2023

To: The Board of Directors, Trumbull New Theater, Niles, Ohio

Re: Audit, 2020-2023 Fiscal Year

I apologize for not being able to be there in person. It seems that I am out of town whenever you have a board meeting. However, I did not want to delay further giving my report.

I reviewed the financial records as indicated above, and I matched expenses to the check register. I also matched expenses to the monthly statements from the bank. I reviewed about 60% of the transactions, mostly focusing on the "non-monthly" expenses – for instance, dollars spent for paint, etc., rather than the regular monthly expenses such as telephone and utilities. I did not attempt to rebalance the checking account, as your accounting firm fulfills that role.

I found no discrepancies.

However I do have some suggestions regarding dual controls and separation of duties which I believe you should consider. Both concepts are important to organizations to avoid potential conflicts of interest and to avoid even the appearance of impropriety.

#1. The treasurer of your organization also serves as a director for some of your shows. In the role of director, from time to time, as all directors must, she has to purchase items for that show which are reimbursed by the theater. There were also other expenses reimbursed to the treasurer, generally office related. I closely examined the receipts provided regarding those purchases, and there were no issues.

However, as dual control is a very important part of the financial structure, in addition to the second signature on the check, I believe someone should be appointed, perhaps the board president, to sign off on the treasurer's expenses prior to issuing the treasurer a check. I believe that this additional step would simply insulate both the board and the treasurer from any questions in the future.

#2. During the audit, I observed the operation of the box office on a show evening. I noted no issues during my observation. However, in conversations, it was indicated that often only one person takes the proceeds from the evening to the night drop. If this is true, dual control might be something to consider, with two individuals making the deposit. Also, it may lower the risk of any potential robbery scenarios.

#3. One additional area that you may wish to consider is management of the box office. The treasurer also manages the box office, and that makes separation of duties and/or dual controls more challenging. Others in the organization might wish to assume one of these roles. Again there were no issues noted, but once again, separation of duties and dual controls simply protect the organization and the treasurer.

I hope that this information is useful to you. All records have been returned to the theater.



---

T. W. Elliott

OCTOBER CHECKS				
NUMBER	DATE	TO WHOM	AMOUNT	MEMO
9587	10/1	Emma Wason	\$43.09	Front of House refreshments
9588	10/1	Lisa Bennett	\$224.53	\$100 Postal Rtn Serv, \$28.53 - PlayReading, 96.09 =Props
9589	10/4	Sunburst	\$78.72	Trash Hauling
9590	10/4	Excel	\$192.15	Mowing, trimming, etc
9591	10/4	City of Niles	\$401.26	Elec -\$334.99, Water - \$26.91, Sewer - \$39.96
9592	10/4	Spectrum	\$255.41	WiFi, Landline
9593	10/15	Dominion	\$387.00	Monthly gas budget
9594	10/15	A To Z	\$675.00	Smoke test
9595	10/16	Melanie Lucas	\$300.00	Christmas Carol Director's stipend
9596	10/16	Melanie Lucas	\$263.96	Christmas Carol Props/Set
9597	10/16	ANN Printing	\$1,979.06	13.60 PlayReading, 1742.96 Box Off, 87.50 Office Supplies, 135 Publicity
9598	10/26	Bogges Music	\$450.00	Christmas Carol Music
9599	10/30	City of Niles	\$552.15	Elec -\$464.91, Water - \$26.91, Sewer - \$60.33
9600	10/30	Sheila Kover	\$262.50	Cleaning Aug 2 to Oct 8 - 17.5 hours @\$15
9601	10/30	Sheila Kover	\$37.12	Cleaning supplies
9602	10/30	Craig Conrad	\$69.25	Return postage for Young Frankenstein scripts/scores/librettos...
9603	10/30	Community Corrections	\$1,244.20	Christmas Carol Playbills
DD	10/1	Anthony D'Amico CPA	\$150.00	Monthly bookkeeping fee

TOTAL \$7,565.40

DEPOSITS			
	10/1	Young Frankenstein	\$129.53
	10/1	Young Frankenstein	\$49.16
	10/2	Young Frankenstein	\$3,825.10
	10/3	Young Frankenstein	\$336.00
	10/11	Playbill Ad	\$25.00
	10/11	Young Frankenstein	\$7,385.58
	10/16	Members (\$75) Playbill Ad (\$50)	\$125.00
	10/30	Playbill Ad(\$15) Music donations (\$200)	\$350.00

TOTAL \$12,225.37

Trumbull New Theatre, Inc.  
FINANCIAL STATEMENTS  
October 31, 2023

**A D'Amico Company, LLC**  
*Certified Public Accountant*  
P.O. Box 8516; Warren, OH 44484



To the Board of Trustees of  
Trumbull New Theatre, Inc.  
Niles, Ohio 44446

Management is responsible for the accompanying financial statements of Trumbull New Theatre, Inc. (a nonprofit organization), which comprise the statements of assets, liabilities, and net assets - tax basis as of October 31, 2023, and the related statements of revenues, expenses, and changes in net assets - tax basis for the one month and five months then ended in accordance with the tax basis of accounting, and for determining that the tax basis of accounting is an acceptable financial reporting framework. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Accordingly, the Organization has not classified the difference between its assets and liabilities based on the existence or absence of donor-imposed restrictions.

Management has elected to omit substantially all the disclosures and the statement of cash flows ordinarily included in financial statements prepared in accordance with the tax basis of accounting. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Organization's assets, liabilities, net assets, revenues, expenses, and other changes in net assets. Accordingly, these financial statements are not designed for those who are not informed about such matters.

A. D'Amico Company, LLC  
Warren, Ohio 44484

November 12, 2023

# The Trumbull New Theatre, Inc

## STATEMENT OF ASSETS, LIABILITIES & NET ASSETS - TAX BASIS

As of October 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash on Hand	500.00
Checking/Savings	
7-17 Checking 419329-51	21,455.50
7-17 Ez Savings - 419329-1000	2,213.58
7-17 Regular Savings 419329-31	30,682.06
7-17 Social Committee Acct 419329-33	2,840.03
<b>Total Checking/Savings</b>	<b>57,191.17</b>
Huntington Checking	0.00
Huntington - Checking	8,901.93
<b>Total Huntington Checking</b>	<b>8,901.93</b>
Restricted Cash	
7-17 Scholarship 419329-32	2,906.31
717 - Checking - 50	35,112.18
717 - Savings -00	10.49
<b>Total Restricted Cash</b>	<b>38,028.98</b>
<b>Total Bank Accounts</b>	<b>\$104,622.08</b>
Other Current Assets	
Prepaid Scripts	5,713.04
Restricted Other Assets	
American Balanced Fund	10,171.24
Annuity-Cuna	40,000.00
<b>Total Restricted Other Assets</b>	<b>50,171.24</b>
<b>Total Other Current Assets</b>	<b>\$55,884.28</b>
<b>Total Current Assets</b>	<b>\$160,506.36</b>
Fixed Assets	
Improvements and Fixtures	39,611.14
Land, Buildings, and Equipment	300,700.39
Less Accumulated Depreciation	-8,032.45
<b>Total Fixed Assets</b>	<b>\$332,279.08</b>
<b>TOTAL ASSETS</b>	<b>\$492,785.44</b>



# The Trumbull New Theatre, Inc

## STATEMENT OF ASSETS, LIABILITIES & NET ASSETS - TAX BASIS

As of October 31, 2023

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Key Deposits	320.00
<b>Total Other Current Liabilities</b>	<b>\$320.00</b>
<b>Total Current Liabilities</b>	<b>\$320.00</b>
<b>Total Liabilities</b>	<b>\$320.00</b>
Equity	
Net Assets	
Restricted	88,200.22
Unrestricted	372,913.25
<b>Total Net Assets</b>	<b>461,113.47</b>
Retained Earnings	5,213.69
Net Income	26,138.28
<b>Total Equity</b>	<b>\$492,465.44</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$492,785.44</b>

# The Trumbull New Theatre, Inc

## STATEMENTS OF REVENUES, EXPENSES & CHANGES IN NET ASSETS - TAX BASIS

October 2023

	TOTAL	
	OCT 2023	JUN - OCT, 2023 (YTD)
Income		
Revenue		
Advertising	225.00	2,725.00
Box Office (Plays)	7,564.27	29,073.76
Donations		8,523.00
Scholarship		322.00
Unrestricted	200.00	711.50
<b>Total Donations</b>	<b>200.00</b>	<b>9,556.50</b>
Grant Revenue		
Ohio Arts Council Grant		1,500.00
<b>Total Grant Revenue</b>		<b>1,500.00</b>
Interest Income		0.19
717		9.64
<b>Total Interest Income</b>		<b>9.83</b>
Member Dues	75.00	270.00
Miscellaneous		172.87
Season Campaign		24,899.00
Workshop/Symposium Revenue		30.00
<b>Total Revenue</b>	<b>8,064.27</b>	<b>68,236.96</b>
Women's Club Revenue		1,343.00
50-50 Raffle (Net)		201.00
Concessions		135.15
Concession Sales		392.00
Less - Concession Purchases		-110.98
<b>Total Concessions</b>		<b>416.17</b>
<b>Total Women's Club Revenue</b>		<b>1,960.17</b>
<b>Total Income</b>	<b>\$8,064.27</b>	<b>\$70,197.13</b>
<b>GROSS PROFIT</b>	<b>\$8,064.27</b>	<b>\$70,197.13</b>
Expenses		
Administrative		100.00
Advertising	135.00	306.90
Bank Service Charges		24.00
Box Office	1,742.96	2,616.04
Children's Theatre Expense		282.00
Contract Labor		
Cleaning	262.50	614.55

# The Trumbull New Theatre, Inc

## STATEMENTS OF REVENUES, EXPENSES & CHANGES IN NET ASSETS - TAX BASIS

October 2023

	TOTAL	
	OCT 2023	JUN - OCT, 2023 (YTD)
Maintenance & Repairs		
General	867.15	8,337.69
Special Projects		3,428.49
<b>Total Maintenance &amp; Repairs</b>	<b>867.15</b>	<b>11,766.18</b>
<b>Total Contract Labor</b>	<b>1,129.65</b>	<b>12,380.73</b>
Curtain Call		949.04
Depreciation	100.92	504.56
Donations		1,497.00
Front of House	43.09	163.27
Housekeeping Supplies	37.12	37.12
Office Expense	116.03	1,922.16
Permanent Set		1,255.37
Playbills	1,244.20	2,782.36
Playreading	13.60	13.60
Postage and Handling	169.25	479.94
Production Expenses	450.00	601.10
Dir Stipends	300.00	2,900.00
Other		2,644.40
Set Expenses	359.96	569.47
<b>Total Production Expenses</b>	<b>1,109.96</b>	<b>6,714.97</b>
Professional Dues		402.58
Professional Fees	150.00	1,775.00
Real Estate Taxes		3,105.27
Scholarships		500.00
Scripts / Royalties		133.66
Season Campaign		23.10
Social Committee		179.66
Utilities		
Electric	866.17	2,308.21
Gas	387.00	1,796.67
Sanitation	78.72	377.97
Sewer	60.33	215.94
Telephone	255.41	1,021.64
Water	26.91	134.55
<b>Total Utilities</b>	<b>1,674.54</b>	<b>5,854.98</b>
Women's Committee		129.53
Workshop Expenses		20.20
<b>Total Expenses</b>	<b>\$7,666.32</b>	<b>\$44,153.04</b>
<b>NET OPERATING INCOME</b>	<b>\$397.95</b>	<b>\$26,044.09</b>

# The Trumbull New Theatre, Inc

## STATEMENTS OF REVENUES, EXPENSES & CHANGES IN NET ASSETS - TAX BASIS

October 2023

	TOTAL	
	OCT 2023	JUN - OCT, 2023 (YTD)
Other Income		
Unrealized Gain/Loss on Invest	94.19	94.19
<b>Total Other Income</b>	<b>\$94.19</b>	<b>\$94.19</b>
<b>NET OTHER INCOME</b>	<b>\$94.19</b>	<b>\$94.19</b>
<b>NET INCOME</b>	<b>\$492.14</b>	<b>\$26,138.28</b>

Trumbull New Theatre, Inc.  
FINANCIAL STATEMENTS  
September 30, 2023

**A D'Amico Company, LLC**  
*Certified Public Accountant*  
P.O. Box 8516; Warren, OH 44484



To the Board of Trustees of  
Trumbull New Theatre, Inc.  
Niles, Ohio 44446

Management is responsible for the accompanying financial statements of Trumbull New Theatre, Inc. (a nonprofit organization), which comprise the statements of assets, liabilities, and net assets - tax basis as of September 30, 2023, and the related statements of revenues, expenses, and changes in net assets - tax basis for the one month and four months then ended in accordance with the tax basis of accounting, and for determining that the tax basis of accounting is an acceptable financial reporting framework. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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A. D'Amico Company, LLC  
Warren, Ohio 44484

November 12, 2023



# The Trumbull New Theatre, Inc

## STATEMENT OF ASSETS, LIABILITIES & NET ASSETS - TAX BASIS

As of September 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash on Hand	100.00
Checking/Savings	
7-17 Checking 419329-51	23,164.94
7-17 Ez Savings - 419329-1000	1,000.11
7-17 Regular Savings 419329-31	30,682.06
7-17 Social Committee Acct 419329-33	2,889.19
<b>Total Checking/Savings</b>	<b>57,736.30</b>
Huntington Checking	0.00
Huntington - Checking	8,901.93
<b>Total Huntington Checking</b>	<b>8,901.93</b>
Restricted Cash	
7-17 Scholarship 419329-32	2,262.31
717 - Checking - 50	35,112.18
717 - Savings -00	10.49
<b>Total Restricted Cash</b>	<b>37,384.98</b>
<b>Total Bank Accounts</b>	<b>\$104,123.21</b>
Other Current Assets	
Prepaid Scripts	5,713.04
Restricted Other Assets	
American Balanced Fund	10,077.05
Annuity-Cuna	40,000.00
<b>Total Restricted Other Assets</b>	<b>50,077.05</b>
<b>Total Other Current Assets</b>	<b>\$55,790.09</b>
<b>Total Current Assets</b>	<b>\$159,913.30</b>
Fixed Assets	
Improvements and Fixtures	39,611.14
Land, Buildings, and Equipment	300,700.39
Less Accumulated Depreciation	-7,931.53
<b>Total Fixed Assets</b>	<b>\$332,380.00</b>
<b>TOTAL ASSETS</b>	<b>\$492,293.30</b>

# The Trumbull New Theatre, Inc

## STATEMENT OF ASSETS, LIABILITIES & NET ASSETS - TAX BASIS

As of September 30, 2023

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Key Deposits	320.00
<b>Total Other Current Liabilities</b>	<b>\$320.00</b>
<b>Total Current Liabilities</b>	<b>\$320.00</b>
<b>Total Liabilities</b>	<b>\$320.00</b>
Equity	
Net Assets	
Restricted	87,462.03
Unrestricted	373,651.44
<b>Total Net Assets</b>	<b>461,113.47</b>
Retained Earnings	5,213.69
Net Income	25,646.14
<b>Total Equity</b>	<b>\$491,973.30</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$492,293.30</b>

# The Trumbull New Theatre, Inc

## STATEMENTS OF REVENUES, EXPENSES & CHANGES IN NET ASSETS - TAX BASIS

September 2023

	TOTAL	
	SEP 2023	JUN - SEP, 2023 (YTD)
Income		
Revenue		
Advertising	600.00	2,500.00
Box Office (Plays)	11,983.81	21,509.49
Donations		8,523.00
Scholarship	322.00	322.00
Unrestricted	508.50	511.50
<b>Total Donations</b>	<b>830.50</b>	<b>9,356.50</b>
Grant Revenue		
Ohio Arts Council Grant	1,500.00	1,500.00
<b>Total Grant Revenue</b>	<b>1,500.00</b>	<b>1,500.00</b>
Interest Income		0.19
717	6.28	9.64
<b>Total Interest Income</b>	<b>6.28</b>	<b>9.83</b>
Member Dues		195.00
Miscellaneous	172.87	172.87
Season Campaign	3,048.80	24,899.00
Workshop/Symposium Revenue		30.00
<b>Total Revenue</b>	<b>18,142.26</b>	<b>60,172.69</b>
Women's Club Revenue	1,343.00	1,343.00
50-50 Raffle (Net)		201.00
Concessions		135.15
Concession Sales		392.00
Less - Concession Purchases		-110.98
<b>Total Concessions</b>		<b>416.17</b>
<b>Total Women's Club Revenue</b>	<b>1,343.00</b>	<b>1,960.17</b>
<b>Total Income</b>	<b>\$19,485.26</b>	<b>\$62,132.86</b>
<b>GROSS PROFIT</b>	<b>\$19,485.26</b>	<b>\$62,132.86</b>
Expenses		
Administrative		100.00
Advertising	148.90	171.90
Bank Service Charges	7.00	24.00
Box Office		873.08
Children's Theatre Expense		282.00

# The Trumbull New Theatre, Inc

## STATEMENTS OF REVENUES, EXPENSES & CHANGES IN NET ASSETS - TAX BASIS

September 2023

	TOTAL	
	SEP 2023	JUN - SEP, 2023 (YTD)
Contract Labor		
Cleaning		352.05
Maintenance & Repairs		
General	767.79	7,470.54
Special Projects	3,428.49	3,428.49
<b>Total Maintenance &amp; Repairs</b>	<b>4,196.28</b>	<b>10,899.03</b>
<b>Total Contract Labor</b>	<b>4,196.28</b>	<b>11,251.08</b>
Curtain Call	292.72	949.04
Depreciation	100.92	403.64
Donations		1,497.00
Front of House	86.06	120.18
Office Expense	42.00	1,806.13
Permanent Set		1,255.37
Playbills	1,244.20	1,538.16
Postage and Handling		310.69
Production Expenses		151.10
Dir Stipends	1,300.00	2,600.00
Other	2,644.40	2,644.40
Set Expenses		209.51
<b>Total Production Expenses</b>	<b>3,944.40</b>	<b>5,605.01</b>
Professional Dues		402.58
Professional Fees	150.00	1,625.00
Real Estate Taxes		3,105.27
Scholarships		500.00
Scripts / Royalties		133.66
Season Campaign	23.10	23.10
Social Committee	49.16	179.66
Utilities		
Electric	446.35	1,442.04
Gas	387.00	1,409.67
Sanitation	77.54	299.25
Sewer	40.81	155.61
Telephone	246.46	766.23
Water	26.91	107.64
<b>Total Utilities</b>	<b>1,225.07</b>	<b>4,180.44</b>
Women's Committee	129.53	129.53
Workshop Expenses		20.20
<b>Total Expenses</b>	<b>\$11,639.34</b>	<b>\$36,486.72</b>
<b>NET OPERATING INCOME</b>	<b>\$7,845.92</b>	<b>\$25,646.14</b>
<b>NET INCOME</b>	<b>\$7,845.92</b>	<b>\$25,646.14</b>