

**AGENDA
VILLAGE OF SKOKIE
PERFORMING ARTS CENTER BOARD**

May 8, 2023 at 7:00 p.m.

**NORTH SHORE CENTER FOR THE PERFORMING ARTS IN SKOKIE
Conference Room**

1. CALL TO ORDER

2. APPROVAL OF MINUTES OF PREVIOUS MEETING
 - A. Board Meeting April 10, 2023

3. FINANCIAL STATEMENTS
 - A. March 31, 2023

4. OPERATIONS REPORT / PFM
 - A. Executive Director's Report
 - B. Programming Update
 - C. Marketing Report
 - D. Calendar of Upcoming Events

5. OLD BUSINESS

6. NEW BUSINESS

7. ADJOURNMENT

The next PAC Board meeting is Monday, June 12, 2023 at 7:00 p.m.

MINUTES OF
VILLAGE OF SKOKIE
PERFORMING ARTS CENTER BOARD
Monday, April 10, 2023 7:00 P.M.

A REGULAR MEETING OF the Performing Arts Center Board was held at the North Shore Center for the Performing Arts in Skokie, Illinois, on Monday, April 10, 2023.

CALL TO ORDER: The Regular Meeting was called to order at approximately 6:58 p.m. Barbara Reeder made the motion to approve the Minutes. The motion was seconded by Barry Layfer. The Minutes were then approved by the Board.

BOARD MEMBERS PRESENT: Terrence Guolee; Janis Fine; Alex Franz; Barry Layfer; Barbara Reeder; Andrea Siegel

BOARD MEMBERS ABSENT: Rene Roy; Norm Rosen (ex-officio)

OTHERS PRESENT: Executive Director Lynn Cannon; Director of Marketing & Communications Joseph Alaimo; Manager of Concerts/Marketing Assistant Merrill Miller; Business Manager Steph Shryock; Ronnie Berk (Barbara Reeder's neighbor attended as a potential Board member)

OPERATIONS REPORT:

Cannon reported that the box office management transition has gone smoothly and they are getting ready for dance season starting in May.

CAPITAL IMPROVEMENTS:

Cannon reported on the canopy renovation project. Crews have begun hanging the framework on the north side of the building. Work will impact access to the entrances at some point, but there will be signage and staff to assist in directing patrons to the open entrance.

The new back-up power generator that supplies electricity to emergency lights project is underway. Installation dates are still pending equipment delivery.

The new concessions equipment has begun to arrive and the addition to the lobby has alleviated long lines during pre-show and intermissions. The concession stand renovation is complete, pending equipment arrival.

PROGRAMMING/MARKETING:

Music Theater Works continued their season with *Avenue Q* performances throughout March. Ticket sales were comparable to the sales for *The Little Mermaid* and they received very positive reviews for this show.

The Center hosted the Universal Ballet Competition in early March for two days of performances. Hanna Sacks is a returning rental with three days of rehearsals in advance of their performance. Gloc-9 and Shanti Dope performed in mid-March and there were multiple local fire departments in the Center Theatre for two days of training.

Feature Series performances included Darlingside – an indie folk band that brought in a new audience for the venue - and, despite losing just over \$2,000 in revenue, helped in spreading awareness of the Center. AN Holding Group brought in comedian Oszusci for two performances on March 18th and 19th. Lewis Black returned for two nearly sold-out shows on March 24th and 25th and Classical Kids Live performed

"Tchaikovsky Discovers America" on March 26th. Audience favorite Paula Poundstone kicked off April with another sold-out performance on April 1st.

Alaimo and Miller provided sales results from recent shows and marketing plans for upcoming shows. Alaimo said tickets to the upcoming *Lightning Thief* show have been offered to the USO as in past years. Ideas for the Foundation benefit were discussed, and Miller suggested LeAnn Rimes or the "Mystery Guest" comedy show.

FINANCIALS:

The financial statements through February 28, 2023 reflect a net loss of \$17,346.30, which is \$20,267.80 worse than budget. Overall, with strong business in the 4th quarter and stronger than expected hotel tax endowment funds, Cannon said they are going to finish close to budget for the year.

OLD BUSINESS:

NEW BUSINESS:

A draft of the FY24 Operating Budget was presented.

The Capitol Improvements list will be presented to the Board in the next couple of meetings.

ADJOURNMENT:

The meeting was adjourned at 8:01 p.m. after a motion by Barbara Reeder, a second by Janis Fine, and a unanimous vote of all present.

The next meeting is scheduled for Monday, May 8, at 7:00 pm.

Respectfully submitted,

Lynn Cannon

North Shore Center for the Performing Arts in Skokie
Budget vs. Actuals: FY23 Budget - FY23 P&L
 July 2022 - April 2023

	Mar 2023			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
4000 - Building Rent	\$76,104.06	\$37,916.75	\$38,187.31	\$364,975.19	\$360,314.00	\$4,661.19
4300 - Reimbursed Event Expenses	\$86,388.10	\$82,228.34	\$4,159.76	\$628,235.72	\$498,449.89	\$129,785.83
4400 - Contributed Income		\$0.00	\$0.00	\$6,498.00	\$73,250.00	(\$66,752.00)
4500 - Concessions Sales	\$34,496.47	\$20,650.00	\$13,846.47	\$151,337.41	\$166,200.00	(\$14,862.59)
4600 - Catering Sales			\$0.00	\$5,796.70	\$0.00	\$5,796.70
4700 - Other Event Income	\$41,912.77	\$47,834.14	(\$5,921.37)	\$200,280.36	\$453,510.80	(\$253,230.44)
5000 - Building Specific Income	(\$3,374.16)	\$12,408.16	(\$15,782.32)	\$92,486.68	\$105,738.72	(\$13,252.04)
Total Income	\$235,527.24	\$201,037.39	\$34,489.85	\$1,449,610.06	\$1,657,463.41	(\$207,853.35)
Cost of Goods Sold						
6000 - Concessions COGS	\$5,528.23	\$4,740.36	\$787.87	\$35,941.50	\$38,657.28	(\$2,715.78)
Total Cost of Goods Sold	\$5,528.23	\$4,740.36	\$787.87	\$35,941.50	\$38,657.28	(\$2,715.78)
Gross Profit	\$229,999.01	\$196,297.03	\$33,701.98	\$1,413,668.56	\$1,618,806.13	(\$205,137.57)
Expenses						
7000 - Personnel Costs	\$146,959.28	\$124,433.23	\$22,526.05	\$1,196,004.57	\$1,265,953.25	(\$69,948.68)
7100 - General & Administrative Costs	\$4,385.90	\$4,962.64	(\$576.74)	\$54,480.39	\$51,626.40	\$2,853.99
7200 - Occupancy Expenses	\$27,740.04	\$23,519.82	\$4,220.22	\$232,366.79	\$230,698.20	\$1,668.59
7300 - Services & Operations Expense	\$23,267.18	\$25,775.00	(\$2,507.82)	\$174,345.94	\$264,220.00	(\$89,874.06)
7400 - Event Expenses	\$8,035.65	\$4,154.00	\$3,881.65	\$100,337.71	\$29,095.00	\$71,242.71
7500 - Food & Beverage Expense	\$893.60	\$322.14	\$571.46	\$10,508.69	\$2,592.72	\$7,915.97
Total Expenses	\$211,281.65	\$183,166.83	\$28,114.82	\$1,768,044.09	\$1,844,185.57	(\$76,141.48)
Net Operating Income	\$18,717.36	\$13,130.20	\$5,587.16	(\$354,375.53)	(\$225,379.44)	(\$128,996.09)
Other Income						
4930 - Miscellaneous Income			\$0.00	\$5.00	\$0.00	\$5.00
8010 - Owner Operating Investment	\$20,834.00	\$20,833.00	\$1.00	\$237,500.00	\$208,330.00	\$29,170.00
8020 - Hotel Tax Endowment	\$20,622.50	\$7,684.13	\$12,938.37	\$123,734.00	\$76,841.30	\$46,892.70
Total Other Income	\$41,456.50	\$28,517.13	\$12,939.37	\$361,239.00	\$285,171.30	\$76,067.70
Net Other Income	\$41,456.50	\$28,517.13	\$12,939.37	\$361,239.00	\$285,171.30	\$76,067.70
Net Income	\$60,173.86	\$41,647.33	\$18,526.53	\$6,863.47	\$59,791.86	(\$52,928.39)

Tuesday, Apr 18, 2023 08:47:14 AM GMT-7 - Accrual Basis

North Shore Center for the Performing Arts in Skokie
Balance Sheet
As of March 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 - Operating Account	\$120,222.04
1020 - Box Office Account	\$216,658.26
1050 - Money Market Account 1	\$600,000.00
1110 - Food & Beverage Change Banks	\$2,250.00
1120 - Box Office Change Banks	\$600.00
1160 - Petty Cash	\$200.00
Total Bank Accounts	\$939,930.30
Accounts Receivable	
1200 - Accounts Receivable (A/R)	\$77,501.49
Total Accounts Receivable	\$77,501.49
Other Current Assets	
1400 - Concessions Inventory	\$10,036.94
1500 - Catering Inventory	\$0.00
1660 - Prepaid Expenses - Insurance	\$8,108.25
1670 - Prepaid Expenses - Event	\$1,407.50
1680 - Prepaid Expenses - Other	\$8,595.35
1800 - Deposits In Translt	\$0.00
Total Other Current Assets	\$28,148.04
Total Current Assets	\$1,045,579.83
TOTAL ASSETS	\$1,045,579.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable (A/P)	\$4,329.16
Total Accounts Payable	\$4,329.16
Other Current Liabilities	
2120 - Accrued Payroll	\$19,409.00
2140 - Accrued Expenses - Other	\$4,000.00
2150 - A/P Settlements	\$179,144.57
2160 - Tips Payable	\$845.54
2180 - Due to Owner	\$50,000.00
2200 - Unearned Revenue	\$812,454.89
2300 - Sales Tax Payable	(\$1,650.20)
Total Other Current Liabilities	\$1,064,203.80
Total Current Liabilities	\$1,068,532.96
Total Liabilities	\$1,068,532.96
Equity	
3040 - Retained Earnings	
Net Income	(\$22,953.13)
Total Equity	(\$22,953.13)
TOTAL LIABILITIES AND EQUITY	\$1,045,579.83

North Shore Center for the Performing Arts in Skokie
Profit and Loss
March 2023

	Total
Income	
4000 - Building Rent	\$76,104.06
4300 - Reimbursed Event Expenses	\$86,388.10
4500 - Concessions Sales	\$34,496.47
4700 - Other Event Income	\$41,912.77
5000 - Building Specific Income	(\$3,374.16)
Total Income	\$235,527.24
Cost of Goods Sold	
6000 - Concessions COGS	\$5,528.23
Total Cost of Goods Sold	\$5,528.23
Gross Profit	\$229,999.01
Expenses	
7000 - Personnel Costs	\$146,959.28
7100 - General & Administrative Costs	\$4,385.90
7200 - Occupancy Expenses	\$27,740.04
7300 - Services & Operations Expense	\$23,267.18
7400 - Event Expenses	\$8,035.65
7500 - Food & Beverage Expense	\$893.60
Total Expenses	\$211,281.65
Net Operating Income	\$18,717.36
Other Income	
8010 - Owner Operating Investment	\$20,834.00
8020 - Hotel Tax Endowment	\$20,622.50
Total Other Income	\$41,456.50
Net Other Income	\$41,456.50
Net Income	\$60,173.86

Tuesday, Apr 18, 2023 09:03:59 AM GMT-7 - Accrual Basis



MEMORANDUM

May 8, 2023

TO: Village of Skokie Performing Arts Center Board

FROM: Lynn Cannon

RE: Executive Director's Report

PROGRAMMING AND EVENTS:

Northlight opened their production of "The Porch on Windy Hill" in mid-April and considered adding the extension week to their run, but ultimately decided against it.

The Prospect High School Band and Choir performed their spring show in mid-April; Dancenter North started the run of spring dance recitals on April 12th -14th followed by Betty Haag Academy on April 23rd and RDA Midstates performed for three shows at the end of the month. Finally, on April 30th, St. Lakovos Retreat Center presented "The Best of Greece" music celebration completing our rentals for the month.

Our Feature Series performances kicked off on April 1st with Paula Poundstone and Paul Reiser on April 15th -both were sold out. Hot Tuna came in on April 16th with a very successful performance and we finished our Youtheatre Series for 2023 with two school performances on April 21st and two public shows on April 22nd of "The Lightning Thief" – very successful for all.

CENTER OPERATIONS:

VenuWorks Corporate team came in on April 24th to present the FY24 budget to the Village Board. FY23 staff evaluations and goal setting for FY24 took place in April. We are in the process of writing a job description for a new position of Development Manager to assist the venue in sponsorship and advertising sales, grant research and writing and Youtheatre development and execution.

CAPITAL IMPROVEMENTS:

Canopy renovation project continues, crews have begun scraping and painting the west awning and hanging the framework. Work has impacted access to the entrances during some workdays, but we have signage and staff to assist in directing patrons to the open entrance. Boards were created to show our guests the improvements.

The new back-up power generator that supplies electricity to emergency lights project is underway. Installation dates still pending equipment delivery.

The new lobby bar has been successful in reducing wait times for our guests and improving our per caps for the those we have hosted so far. The new concession stand in the lobby is scheduled to start being utilized in May for the dance competitions and once the full complement of equipment arrives, we will use it on a regular basis in addition to our regular bars. For sold out shows, we will open the balcony concessions as well.

FINANCIALS:

The financial statements for March, 2023 reflect net revenue of \$60,173.86, which is \$18,526.53 better than budget. Overall, we remain \$42,133.58 below the annual budget with one month remaining. We had a very robust activity calendar in April and hope to come close to the FY23 final budget for the 10 months of operation.

Marketing Report | PAC Board Meeting | Monday, May 08

Data below from Thu, May 04. An updated Feature Series sales report will be provided.

North Shore Center Feature Series Season

April was another strong month of performances in our Feature Series. **Paul Reiser (April 15)** was a sell out with 826 tickets / \$38,769.80. That is 91 tickets / \$6,755.40 better than his 2019 performance. **Hot Tuna (April 16)** was a well-attended concert with 657 tickets / \$46,746. Our two family performances of **The Lightning Thief (April 22: 11am & 2pm)** were near sell-outs. 505/786 – 1291 tickets / \$11,352/\$16,396.40 - \$27,748.40. Final figures well surpassed their 2019 engagement: 532 tickets / \$6,684.62. Micky Dolenz is happening the evening of writing this report and we currently stand at 588 tickets / \$44,720.

Upcoming Feature Series Productions

Ensemble Español: Flamenco Passion | June 16-19 | Ensemble Espanol is back for another weekend of Flamenco Passion performances. Although they are responsible for their own marketing, we provide marketing support to this long-time rental client. This show just went on sale the first week in May so sales figures will reflect just our first announcement. We will be providing additional email and social media support to their efforts.

Current sales: 62 tickets / \$3,076

Belinda Carlisle | July 09 | Early efforts for this July show have shown great promise. Additional advertising in Windy City Times and perhaps a radio buy will continue to drive sales forward.

Current sales: 436 tickets / \$44,575 (52% sold)

Mark Tremonti Sings Frank Sinatra | July 14 | This exciting and unique night of music had a strong on-sale and with continued marketing momentum, we are confident this will sell well. Upcoming marketing efforts include some jazz radio exposure as well as a strong postcard mailing in May to capture interested audiences before summer calendars starts to fill up.

Current sales: 355 tickets / \$29,175 (42% sold)

Andy Summers | Sep 08 | This fall show just went on-sale last week. Being further out into the beginning of fall, we will give it some early focus in print and radio followed by attention in the later sales window when these shows tend to sell. As the guitarist of The Police, we are confident this will sell well.

Current sales: 143 tickets / \$9,344 (17% sold)

Upcoming Rental Productions

Over the course of the next couple months, we will be putting shows on sale weekly.

Blackberry Smoke (Jul 07)

I'm Not a Comedian... I'm Lenny Bruce (Sep 09)

Skerryvore (Sep 14)

Bored Teachers Comedy Tour (Sep 23)

Linda Eder (Sep 29)

Story Pirates (Sep 30)

Animaniacs in Concert (Oct 07)

Hyprov (Nov 03)

Atlanta Rhythm Section (Nov 17)

State Ballet Theatre of Ukraine's Snow White (Nov 18)

Paul Mecurio's Permission to Speak (Nov 18) {in the North Theatre}

Haley Reinhart (Nov 26)

Salt Creek Ballet's The Nutcracker (Dec 01-02)

Branford Marsalis (Jan 23)

Capitol Fools (Feb 03-04)

Start	End	Customer	Event	Location
Tuesday, May 09, 2023				
10:30 AM	12:30 PM	Northlight Theatre	NL Porch Student Matinee.	NLT
Wednesday, May 10, 2023				
1:00 PM	3:00 PM	Northlight Theatre	NL Porch on Windy Hill Perf.	NLT
7:30 PM	9:30 PM	Northlight Theatre	NL Porch on Windy Hill Perf.	NLT
Thursday, May 11, 2023				
7:00 AM	3:00 PM	Northlight Theatre	Education Summit 2023	NLT
7:30 PM	9:30 PM	Northlight Theatre	NL Porch on Windy Hill Perf.	NLT
Friday, May 12, 2023				
6:00 PM	10:00 PM	R&B Dance Center	RBDC Competition Showcase	CT
8:00 PM	10:00 PM	Northlight Theatre	NL Porch on Windy Hill Perf.	NLT
Saturday, May 13, 2023				
2:30 PM	4:30 PM	Northlight Theatre	NL Porch on Windy Hill Perf.	NLT
8:00 PM	10:00 PM	Chicago Gay Men's Chorus	CGMC- On the Big Screen	CT
8:00 PM	10:00 PM	Northlight Theatre	NL Porch on Windy Hill Perf.	NLT
Sunday, May 14, 2023				
2:30 PM	4:30 PM	Northlight Theatre	NL Porch on Windy Hill Perf.	NLT
Friday, May 19, 2023				
5:15 PM	11:00 PM	DancEd	DancEd The Beat Goes On	CT
Saturday, May 20, 2023				
10:15 AM	7:30 PM	DancEd	DancEd The Beat Goes On	CT
Sunday, May 21, 2023				
9:30 AM	9:00 PM	Kaleidoscope Dance	Here We Go Performances	CT
Thursday, May 25, 2023				
9:00 AM	11:59 PM	Driven2Dance	Driven 2 Dance "Show Off"	CT
Friday, May 26, 2023				
9:00 AM	11:59 PM	Driven2Dance	Driven 2 Dance "Show Off"	CT
Saturday, May 27, 2023				
9:00 AM	11:59 PM	Driven2Dance	Driven 2 Dance "Show Off"	CT
Wednesday, May 31, 2023				
9:00 AM	10:00 PM	Dance Center Evanston	Dance Center Evanston	CT
1:00 PM	3:30 PM	Music Theater Works	MTW Pippin Group Preview	NLT
Thursday, June 01, 2023				
9:00 AM	10:00 PM	Dance Center Evanston	Dance Center Evanston	CT
1:00 PM	3:30 PM	Music Theater Works	MTW Pippin Preview	NLT
Friday, June 02, 2023				
9:00 AM	10:00 PM	Dance Center Evanston	Dance Center Evanston	CT
8:00 PM	10:30 PM	Music Theater Works	MTW Pippin Press Perf.	NLT
Saturday, June 03, 2023				
9:00 AM	10:00 PM	Dance Center Evanston	Dance Center Evanston	CT
8:00 PM	10:30 PM	Music Theater Works	MTW Pippin Performance	NLT
Sunday, June 04, 2023				
9:00 AM	10:00 PM	Dance Center Evanston	Dance Center Evanston	CT
2:00 PM	4:30 PM	Music Theater Works	MTW Pippin Performance	NLT

Wednesday, June 07, 2023

1:00 PM	3:30 PM	Music Theater Works	MTW Pippin Performance	NLT
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Friday, June 09, 2023

8:00 PM	10:30 PM	Music Theater Works	MTW Pippin Performance	NLT
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Saturday, June 10, 2023

2:00 PM	4:30 PM	Music Theater Works	MTW Pippin Performance	NLT
8:00 PM	10:30 PM	Music Theater Works	MTW Pippin Performance	NLT

Sunday, June 11, 2023

10:30 AM	1:30 PM	Yvonne's Dance Academy	Yvonne Dance '23	CT
2:00 PM	4:30 PM	Music Theater Works	MTW Pippin Performance	NLT
5:00 PM	8:00 PM	Yvonne's Dance Academy	Yvonne Dance '23	CT

Monday, June 12, 2023

9:00 AM	10:00 PM	Ensemble Espanol	Ensemble Espanol	CT
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Tuesday, June 13, 2023

9:00 AM	10:00 PM	Ensemble Espanol Spanish	Ensemble Espanol	CT
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Wednesday, June 14, 2023

9:00 AM	10:00 PM	Ensemble Espanol Spanish	Ensemble Espanol	CT
1:00 PM	3:30 PM	Music Theater Works	MTW Pippin Performance	NLT

Thursday, June 15, 2023

8:00 PM	10:00 PM	MRG Live	MRG Live Presents Modi	CT
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Friday, June 16, 2023

9:00 AM	10:00 PM	Ensemble Espanol Spanish	Ensemble Espanol	CT
8:00 PM	10:30 PM	Music Theater Works	MTW Pippin Performance	NLT

Saturday, June 17, 2023

9:00 AM	10:00 PM	Ensemble Espanol Spanish	Ensemble Espanol	CT
8:00 PM	10:30 PM	Music Theater Works	MTW Pippin Performance	NLT

Sunday, June 18, 2023

9:00 AM	10:00 PM	Ensemble Espanol Spanish	Ensemble Espanol	CT
2:00 PM	4:30 PM	Music Theater Works	MTW Pippin Performance	NLT

Wednesday, June 21, 2023

1:00 PM	3:30 PM	Music Theater Works	MTW Pippin Performance	NLT
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Friday, June 23, 2023

9:00 AM	10:00 PM	Cherry Orchard Festival	Cherry Orchard Festival	CT
8:00 PM	10:30 PM	Music Theater Works	MTW Pippin Performance	NLT

Saturday, June 24, 2023

8:00 PM	10:30 PM	Music Theater Works	MTW Pippin Performance	NLT
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Sunday, June 25, 2023

2:00 PM	4:30 PM	Music Theater Works	MTW Pippin Performance	NLT
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Thursday, June 29, 2023

9:00 AM	10:00 PM	Apodaca Live	Hermanos de Leche	CT
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Friday, June 30, 2023

12:00 PM	1:00 PM	Northlight Theatre	NL Bstg BJ	NLT
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