2024-2025

WINCHESTER LITTLE THEATRE

WINCHESTER LITTLE THEATRE, INC

ANNUAL REPORT

Email: wlt@winchesterlittletheatre.org
Website: www.winchesterlittletheatre.org

Tel: 540-662-3331
315 W Boscawen Street,
Winchester, VA 22601

Table of Contents

Mission, Vision, Values, Inclusivity Statement.....3

Agenda.....4

Reports.....5-16

Treasurer.....5

Financials.....6-7

2024 Proposed Budget.....8

First Vice President.....9

Second Vice President.....10

Publicity.....11

Development.....12

Membership.....13

Front of House.....14-15

Building & Grounds.....16

Board of Directors 2024 - 2025

Interim President - Marjorie Lewis
Interim 1st Vice President - Dolly Vachon
2nd Vice President - Theresa Apple
Secretary - Colette Sabbagh
Treasurer - Allen Fredericks
Director of Membership - Dave Cooper
Interim Director of Development - Vonderene Swigart
Director Buildings & Grounds - Bruce Elliott
Director Publicity - Ash James
Director Front of House - Amy Urbanski
Director at Large - Sara Gomez

Who We Are

The Winchester Little Theatre (WLT) is a non-profit, all-volunteer community theater organization housed in the old Pennsylvania Railroad freight station in downtown Winchester, Virginia. Along with the five main theatrical productions we put on each year, we offer a children's program each summer, frequent Readers' Theater events, and other events.

Mission Statement

To encourage excellence in the production, acting, directing and writing of plays; and to bring quality entertainment and culture to our community through a variety of endeavors in the performing arts.

Our Vision

Winchester Little Theatre aspires to provide an outlet for artistic interests and bring to the community quality shows and experiences.

Our Values

Artistic Excellence - pursuit of highest possible theatrical quality in order to engage audience emotionally and intellectually.

Creativity - view and solve problems more openly and with innovation.

Community - to connect people through engagement, service and collaboration within and beyond the theatre.

Collaboration - listening and evolving together, helping and supporting each other for the sake of a collective goal.

Honesty - power of speaking truthfully and strive to implement open and honest communication on every level, even when it is difficult or unpleasant.

Respect - accept each other as they are and for who they are.

Inclusivity Statement

We, the people of WLT, commit ourselves to being inclusive and fully reflecting our community. We take specific, positive actions to include the widest possible range of people in all roles, on stage and off:

- people of all races and cultural backgrounds
- people of all types of physical or cognitive ability
- people of all types of gender and sexuality
- people of all classes
- people of all ages.

AGENDA

1. WELCOME
   President Marjorie Lewis
2. BOARD DIRECTOR REPORTS
   A. Treasurer, Allen Fredericks
   B. First Vice-President, Dolly Vachon
   C. Publicity, Ash James
   D. Development, Vonderene Swigart
   E. Front of House, Amy Urbanski
   F. Director At Large, Sara Gomez
   G. Building and Grounds, Bruce Elliott
   H. Membership, Dave Cooper
   I. Second Vice President, (Production) Theresa Apple
3. ELECTION OF NEW OFFICERS
   Secretary, Colette Sabbagh
4. LIFETIME MEMBERSHIP AWARD
   President Marjorie Lewis
5. GOLDEN SPIKE AWARD
   President Marjorie Lewis
6. ELECTION RESULTS
   Secretary, Colette Sabbagh
7. DOOR PRIZE DRAWING
8. RECEPTION AND CELEBRATION OF THE NEW SEASON

A Message from the President:

It has been my very real pleasure to serve in the last four months as your president, working more closely with the Winchester Little Theatre's wonderful board of directors. I have attempted to carry on the initiatives Tara Shifflett set before she resigned and also begin a few others.

The most significant accomplishment in the last calendar year was the acquisition of the parking lot property. This very much-desired outcome was initiated by a local member of the community, Richie Pifer, who helped bring that issue to closure. With his determination and commitment to the future of WLT, the sale agreement was signed in August of 2024, along with an agreement with neighboring Workingman's Store owners, Mike and Davanna Black, to use their property to park during performances. This arrangement has worked seamlessly, much to our mutual advantage.

After many years of planning, a new deck and handicapped ramp became a reality on the track side of the theatre. Along with that improvement to our accessibility, adhering to guidelines from the City Code Officer and Fire Marshall, the theatre designated a properly code-compliant wheelchair accessible space, along with two new designations for fire exits.

The City extended water to our Clark Street storage facility and we were able to attach to it, enabling us to install a bathroom and laundry facility. What a boon to our incredible, and long-suffering, set, property and costume volunteers! Less exciting but much needed other upgrades to the building included mold remediation, and HVAC replacement.

WLT mounted an extraordinarily successful production season with nearly sold-out performances of Rumors, Playboy of the Western World, Witness Tree, Becky's New Car and Murder on the Orient Express, all virtually sold out, playing to highly enthusiastic audiences. Our highly touted WLT For Kids mounted two wonderful productions, The Great Fairy Tale Caper and Finding Nemo, Jr.

These productions greatly enhance WLT's theatre footprint in our community: not only by providing much-needed entertainment for families, but also by building valuable theatre experience for budding thespians and ensuring new audiences for theatre everywhere.

An enhancement to the main-stage productions is the increasingly popular Readers' Theatre, which mounted seven readings of plays to increasingly attended Sunday evening performances at the close of each production

Our 2025-26 Season will offer even more delights: From the classics Wait Until Dark and the ever-popular Christmas Carol to newer offerings such as our season opener, Hilda's Yard, along with Decision Height and Calendar Girls later in the year. WLT For Kids rounds out the year with The Three Musketeers and James and The Giant Peach in June and July. Reader's Theatre will continue its thought-provoking and entertaining offerings throughout the year. So, buckle your seatbelts and secure your subscriptions so you will not miss a thing!

Every minute of WLT's existence is supported entirely by volunteers, except for the (very) part-time business manager and administrative assistant. Every other activity from administration to upkeep to productions on stage is in the hands of extraordinarily dedicated and talented community members. We welcome all-comers to enjoy this rewarding adventure with us!

Finally, none of this would be possible without our faithful audience members and donors. While we pride ourselves on "running on a shoestring," the demands of the physical plants' upkeep and the increasing cost of production would not be possible without our devoted audience and supporters. For that, everyone at WLT is immensely grateful!

With continuing gratitude for each and every member of the WLT family who comes together to make theatre magic in our beloved train station home,

Marjorie Lewis, Interim President

TREASURER: ALLEN FREDERICKS

Statement of Financial Position

The Winchester Little Theatre, Incorporated

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
10000 Checking - Truist	89,915.31
10001 United Bank	35,365.45
10002 Gift Card Remaining Balance	
10004 United Wealth Management Trust	$656,795.28
10010 Bank of Clarke Building Fund	
10011 United Bank CD	105,026.39
10012 Gift In Kind Clearing Account	
Total for Bank Accounts	**$917,122.43**
Accounts Receivable	
10020 Accounts Receivable	
Total for Accounts Receivable	**0**
Other Current Assets	0
Total for Current Assets	**$917,122.43**
Fixed Assets	
16000 16000 FIXED ASSETS	$1,442,126.59
16900 16900 · CIP-Depot Restoration	
17000 17000 ACCUMULATED DEPRECIATION	-3854,008.69
Clarke Street Remodel	191,221.00
Machinery & Equipment	3,556.21
Theatre Improvements	11,853.55
Total for Fixed Assets	**$794,778.96**
Other Assets	
Total for Assets	**$1,711,901.39**
Liabilities and Equity	
Liabilities	
Current Liabilities	$181,075.06
Long-term Liabilities	0
Total for Liabilities	**$181,075.06**
Equity	$1,530,826.33
Total for Liabilities and Equity	**$1,711,901.39**

Statement of Activity

The Winchester Little Theatre, Incorporated

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
40000 Income	0
40010 Benefit Nights	**$4,250.00**
40050 Membership Dues	**$950.00**
Total for 40000 Income	**$5,200.00**
40200 Contributions Income	**$45,257.53**
40500 Season Production Receipts	**$171,736.41**
40600 WLT for Kids	**$42,532.06**
40700 Fundraising	**$10.26**
Total for Income	**$264,736.26**
Cost of Goods Sold	
Gross Profit	**$264,736.26**
Expenses	
21022 Clark Street Loan:Interest Rate	12,954.42
51000 Bank	**$25,401.18**
51250 Contract Labor	2,196.00
51800 Insurance	**$9,130.00**
52300 Licenses and Permits	551.47
52700 Professional Fees	**$1,985.00**
53000 Repairs	**$5,099.37**
53400 Telephone	**$2,524.35**
53900 Utilities	**$17,728.78**
54000 Building	**$79,691.10**
55000 Operating Expenses	**$11,152.66**
55499 Late Fee	10.03
55500 Publicity	**$5,673.96**
56000 Season Production Expenses	**$33,975.27**
56500 WLTforKids Expenses	4,389.76
Payroll Expenses	**$48,289.10**
Total for Expenses	**$260,751.59**
Net Operating Income	**$3,986.67**
Other Income	
70000 Other Income	**$1,835.89**
Total for Other Income	**$1,835.89**
Other Expenses	**0**
Net Other Income	**$1,835.89**
Net Income	**$5,822.56**

FIRST VICE PRESIDENT: DOLLY VACHON

It has been my honor to serve these past months as the WLT BOD interim 1st VP, supporting and assisting our President Marjorie Lewis.

As a member of the Finance Committee, my duties included advising our Treasurer Allen Fredricks, overseeing the Kavitz Trust, and helping to create the WLT budget for the coming fiscal year.

Appointed to the Development restructuring committee, I helped define and refine the responsibilities of the BOD Development Chair. This hard work over 6 months has resulted in a dynamic and manageable BOD seat.

I manage WLT's Community Outreach project, Special Performance Previews, formerly known as Benefit Nights, now simply named 'Previews'.

Realizing the importance of community involvement, through Previews WLT partners with our community's non-profits, hosting for a nominal fee their guests at our two Previews per five main stage plays each season. This provides the Non-Profit the opportunity to raise funds for their cause, celebrate their volunteers, and thank their donors. In return this Outreach gives our theatre a chance to introduce our theatre to a new audience - often, new volunteers! - it fulfills criteria for many grants, and it cements goodwill and strong community standing. Previews is a win-win program that falls under the Development umbrella.

Lastly, I'd like to add that it has been a privilege to serve with my fellow hard-working, dedicated volunteers, steering the WLT Ship of State, and I welcome our new BOD members aboard!

Dolly Vachon

Development: Vonderene Swigart

Development was delighted to begin the '24-'25 season hosting the guests of the opening play, Rumor's, sponsor Briede Vineyard. Development is tasked with seeking sponsorships in WLT's continuing efforts to defray the cost of productions. Our goal is to have every play sponsored!

The Previews (AKA Benefit Nights, Special Performances) are one of the ways WLT gives back to the community. Nonprofits purchase the whole house, or 1/2 the House if sharing with another group, for a nominal fee - then price and sell their own tickets as a fundraiser for their cause.

A yearlong effort, Development Committee members coordinate, process, and oversee the Previews and serve as House Manager/Host for each of the 10 Preview Performances. The nonprofits participating included Sinclair Health Clinic, Windsong, AAUW, Literacy Volunteers, Shenandoah Arts Council, a Private Group for January, Belle Grove Plantation, Arts Chorale of Winchester, Winchester Rotary, Shenandoah Valley Music Guild and Arte Libre.

In December, through the efforts of Development, WLT partnered with Barns of Rosehill in Berryville to reprise the holiday production of "I Remember Christmas", a delightful radio-play adaptation of Truman Capote's story by our distinguished director Bill Heavner.

Thanks to the amazing generosity of The Parking Lot Angels who are listed in the Programs, Development was able to quickly raise the funds to buy a parcel of property along the Town Run at the rear of the parking lot. This nearly doubled the onsite parking area WLT owns. Thank you, Angels!

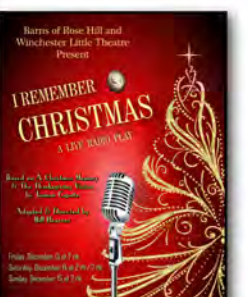
In February '25 Development committee members and guests represented WLT at Belle Grove's annual kickoff party for their Series of Sumptuous Feasts and sponsored a very popular WLT-themed merch basket for the event's silent auction. Development cherishes our long partnership with Belle Grove, whose Preview Night is its premier offering in their Series of Feasts.

Because the responsibilities of the Development Director have increased exponentially with WLT's march towards its 100th Anniversary in 2029, the 1st Vice President was tasked with defining the Development Director's duties. This committee worked tirelessly to identify, reorganize and streamline the Development responsibilities into three main areas: Development, Production, and Outreach.

Lastly, of note, the Development Director is tasked with being a sitting member of the Finance Committee, which among other duties oversees the Peter Kafitz Endowment Fund.

Mr. Kafitz generously bequeathed the Endowment to WLT for the designated purposes only: renovation and maintenance of the Freight Station on Boscawen Street. Designating the income from the annual fixed 5% draw from the principal of this endowment, as well as receiving generous donations from our loyal patrons, WLT fully funded the exterior improvements: replacing the deck and steps, the side platforms and stairs, the front entrance, and, at long last, creating our new ramp.

To date all improvements to the Freight Station over the past 10 years: the replacement of the roof, ensuring the structural integrity of the building, the renovation of the house and backstage area, the redesign of the dressing rooms, new HVAC, the relocation of the boxcar and the exterior improvements have all been fully funded and WLT has no outstanding debt for these projects. Thank you to the generous donors who made all this possible!



Front of House: Amy Urbanksi

The show starts in the Front of the House!!

We have two headlines from the Front of House newsfeed this year:

The first came with the acquisition of our parking lot land and the land use agreement with the Working Man Store. So we have phased out our parking lot attendant service position–aka the Parkies! Thank You soo much to all you stalwart Parkies who froze in the snowy weather and baked in the summer heat! In particular Thank You to Donald Vachon, Steve Nichols and Ellen Nichols, who served the most shifts as Parkies.

Our second big change was the changing of the guard in the Box Office. Pat Markland who was Box Office Manager for the last five years, has handed over the helm to Steve Nichols! We are grateful to them both for their amazing leadership and service! Our Box Office really serves the blood flow of our theatre, and in Pat and Steve's capable hands our Box Office is very healthy!

We have about 60 volunteers on the FOH Staff; during one season we fill over 400 shifts!! We always welcome new volunteers to the Front of House team! It's a fun and easy way to be involved! We are having our Appreciation Feast and Confab celebration on August 25th…it's our one and only committee meeting. So if you want to participate and aren't big on a lot of meetings–FOH is the place!

***

Thanks!

❤️Amy

2024-2025 Season	Percentage of Seats Sold	
Rumors	99.2 %	
Playboy of the Western World	97.2%	
Witness Tree	71.2%	
Becky's New Car	98.6%	1 performance added
Murder on the Orient Express	99.7%	2 performances added
The Great Fairy Tale Caper	72.7%	
Finding Nemo	Sold Out	

Building & Grounds: Bruce Elliott

Boscawen Street

- Completion of deck remodel and handicap ramp!

Clark Street

- 2026 budget discussion necessary for upgrades to the exterior of Clark Street Storage

Membership: Dave Cooper

What the Membership Committee does:

They encourage members to become involved in Winchester Little Theater (WLT) by cultivating and growing our volunteer pool through outreach into the community, as well as welcoming and guiding new members into the "perfect fit" for volunteer opportunities at WLT. We organize and host the Annual Membership Meeting, Volunteer Picnic, Christmas Party, and other Membership Appreciation Events.

This summer, a change was made as to which type of Member could renew their membership online. We discovered there was no way to check if a renewing member was an Associate or Voting member. Because there are requirements to become a voting member, the ability to renew that type of membership online was discontinued. Associate members can still start or renew their membership online. So, to make it possible to renew a voting membership online, an email was sent to voting members with a link providing them with the ability to renew their membership online. The new method is working well because many voting members have been renewing their memberships. Both new Associate and Voting members can also renew or start a membership in the WLT Box Office, at the Annual Meeting, or the Volunteer Picnic.

Current Membership: 124

- Volunteer Members: 76
- Associate Members: 25
- Lifetime Members: 23

Upcoming Events:

- The Volunteer Picnic is on: **August 24 at 2 pm**
  - Come for BBQ sandwiches, corn on the cob, watermelon, and swimming!
- The Christmas Party is: **Friday, December 12 at 6 pm**
  - Fantastic raffle baskets, round Robin trivia, great food, and more!

Thank you to my Membership Committee members. They have been very patient with their new director. It is the Committee that does most of the work, making membership work well at WLT.

Committee Members include: Sally Anderson, Pam Bell, Joey Besant, Tracy Brown, Tamson Stone-Conrad, Juan Hernandez, Kathy Morgan, Belinda Pugh, Colette Sabbagh, Vonderene Swigart, Dolly Vachon, Heather Fredricks, and Dave Cooper

SECOND VICE PRESIDENT: THERESA APPLE

2024-2025 Highlights:

- Completed job descriptions for all crew roles
- Updated production email lists with specific interest areas noted (ongoing effort)
- Completed an SOP for booking time in the theater
- Acquired a new light board
- Maintained the WLT master calendar
- Held regular meetings of Production volunteers to review and crew shows, plan, keep volunteers informed and active
- Ad hoc Production Tech Subcommittee meetings for technical needs; coordinated on audio, headset, lighting, and other technical issues
- Ensured crew staffing for every production; assisted directors/production managers
- Coordinated workshops with leaders (accents, directing, improv) Integrated new volunteers, found mentors, ensured a good fit with volunteer interests
- Addressed production-related and other WLT inquiries
- Assisted with coordination of technical fixes/upgrades/plans
- Served as liaison to the Board between Production volunteers committee, play-reading, Readers' Theatre, and WLT for Kids
- Coordinated and tracked loans of WLT equipment, props, and sometimes costumes to other groups
- Arranged for use of Lot 3 on Stewart Street for WLT parking for the last 3 years
- Facilitated a one-night outside comedian performance at WLT, netting WLT and the performer more than $1100 each

Looking to the Future

To move WLT productions into the 21st century on a technical level and expand the scope of possible productions and breadth of shows WLT can consider, within the next five years:

- Lighting
  - Purchase more moving lights
  - Replace old lights with more cost-effective LEDs
  - Repair older lights
  - Do safety fixes for lighting over the street and track sides
- Upgrade audio system; address outdated electrical to accommodate upgraded technical elements
- Work with Development and the Treasurer to locate grants, find donors, and plan fundraising to fund the above

IN LOVING

MEMORY OF
Bill Heavner

~ July 16, 2025 ~

Service on
Saturday, September 13th at 11:00am
Opequon Presbyterian Church.

217 Opequon Church Lane
Winchester, VA 22602

Family will receive friends prior at 10am.