



Horton Plaza Theatres FOUNDATION
Nurturing Arts and Culture

SPECIAL MEETING NOTICE and AGENDA
HORTON PLAZA THEATRES FOUNDATION
Board of Directors Meeting
June 24, 2025

In-Person Meeting: 3:30 p.m. – 4:30 p.m. (Immediate after closed session)
Stockdale Management Office, 324 Horton Plaza, San Diego CA 92101

Public Zoom Link: <https://us06web.zoom.us/j/2499673350?omn=83269968902>

1. Call to Order
2. Roll Call
3. Non-Agenda Public Comment
Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board on any issue brought forth under the “Non-Agenda Public Comment.”
4. Executive Director Report

CONSENT AGENDA

5. Acceptance of Horton Plaza Theatres Foundation’s Unaudited Financial Statements as of April 30, 2025

REGULAR AGENDA

6. Approval of Horton Plaza Theatres Foundation’s April 22, 2025 Board of Directors Meeting Minutes
7. Acceptance of Horton Plaza Theatres Foundation’s Unaudited Financial Statements as of May 31, 2025

ORAL UPDATES

8. Civic San Diego Report
9. Commission for Arts & Culture Report
10. Stockdale Report

11. President's Report

12. Board Member Comment

URGENT NON-AGENDA ITEMS

ADJOURNMENT

REQUESTS FOR ACCESSIBILITY MODIFICATIONS OR ACCOMMODATIONS

This information will be made available in alternative formats upon request, as required by the Americans with Disabilities Act (ADA), by contacting Sandra L. Simmons, 619-238-8388, sandra@hptf.us. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting Sandra L. Simmons, 619-238-8388, sandra@hptf.us. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible in order to ensure availability. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.



Horton Plaza Theatres FOUNDATION
Nurturing Arts and Culture

ITEM #4

DATE ISSUED: June 17, 2025

ATTENTION: Horton Plaza Theatres Foundation
Special Board of Directors Meeting of June 24, 2025

SUBJECT: Executive Director Report

REQUESTED ACTION: No action required (informational only).

The following are the noteworthy activities since the last Executive Director's Report issued on April 15, 2025:

- Lyceum Tour: Larry Cousins
- Lyceum Tour: Matt Carney
- Lyceum Tour: Larry and Carol Marshall
- Lyceum Tour: Jennifer Van Grove
- Purchased 1000 new checks
- Paid Stockdale for 2024 tax reconciliation
- Paid Studio Maha for Lyceum renovation photos
- Attending and spoke at City Council regarding budget
- Bi-monthly Office of Boards and Commission Meeting
- Weekly planning meetings with Civic Communities
- Weekly construction meetings with Civic Communities and Bilbro Construction

Facilities Oversight

- Invoiced The Old Globe for EAW Sub (2 @ \$100/each) and Crown 8-channel Amp (\$300). Total \$700 funds towards PAF. Check banked. City authorized the sale of equipment with funds going into the PAF.
- Invoiced Cygnet Theatre for JF80 (10 @ \$100/ea), JBL JRX Subwoofers (2 @ \$200 ea), QSC 2450 amp (5 @ \$100 ea), 2 personal speakers at \$50 each. Total \$2,000 funds towards the PAF. Check banked. City authorized the sale of equipment with funds going into PAF.
- Invoiced Coleman Clark on behalf of Coronado School for the Arts for 2 personal speakers at \$50 each. Total \$100 funds towards PAF. Check banked.
- Lyceum Theatrical Punchlist Walk Thru
- Fire Watch annual fire extinguisher maintenance inspection
- Grah installed threshold/sweep on 4th Avenue door (completed)
- Grah installed new mechanism on HVAC mechanical room off loading dock 1
- Meeting w/Matt Lescault-Wood regarding pricing on sound equipment to sale

- Siemens, Paradigm finalized boiler operations
- Siemens replacement of batteries (annual fire requirement)
- Siemens replacement actuator FCU-1
- Summit Electrical conduit run to operator's office
- Summit Electrical run cat-6 wire to establish internet connection to computers in operator's office
- Everon Diego computer moved to operator's office
- Siemens computer moved to operator's office
- Siemens revising controls on HVAC system (3 full days)
- Siemens installation of HVAC actuator
- ADT on site continued work on resetting controls (3)
- Paradigm start up AHU units
- Reclassified Siemens (boiler setting) #5180 in the amount of \$807.50 from facility maintenance to ROPS 18. Approved by Civic.
- Painted new A/V Lockup room
- Purchased moisture meter (check black box walls)
- Purchased lock box for Paradigm (key to loading dock 1 door)
- Kone Freight Elevator Service calls (3)
- Proposal from MSI for back of stage floor epoxy
- A.O. Reed annual back flow inspection
- DCJ hang theatrical lights on line-set
- Ashely, Evan, Hannah two-day lighting hang in main stage
- Ashely, Evan, Hannah, Lexi two-light hang in main stage (completed)
- Monthly pest control service – Lloyd Pest Control
- Quarterly preventative maintenance on building controllers – Siemens
- Quarterly preventative maintenance on freight elevator – Kone
- Quarterly preventative maintenance of HVAC – Paradigm

Respectfully submitted,



Sandra L. Simmons, Executive Director



Horton Plaza Theatres FOUNDATION
Nurturing Arts and Culture

ITEM #5

DATE ISSUED: June 17, 2025

ATTENTION: Horton Plaza Theatres Foundation
Special Board of Directors Meeting of June 24, 2025

SUBJECT: Horton Plaza Theatres Foundation's Unaudited Financial Statements for the period ending April 30, 2025

REQUESTED ACTION: That Horton Plaza Theatres Foundation ("HPTF") Board of Directors accept the unaudited financial statements for the period ending April 30, 2025.

DISCUSSION: HPTF unaudited financial statements are attached.

- A. Statement of Financial Position as of April 30, 2025 Statement of Activities and Budget to Actual – Variance Analysis July 1, 2024 – April 30, 2025

RECOMMENDATION: The Finance Committee reviewed financial statements on May 12, 2025 and recommended that HPTF Board of Directors accept the unaudited financial statements for the period ending April 30, 2025.

FISCAL CONSIDERATIONS: None

Respectfully submitted,

Sandra L. Simmons, Executive Director

Attachments:

- A – Financials for period ending April 30, 2025

Horton Plaza Theatres Foundation
Statement of Financial Position
As of April 30, 2025

Assets

Operating Assets

Cash and Cash Equivalents	\$ 446,443
Account Receivable (ROPS)	\$ 51,214
Prepaid Expenses	\$ 1,715
Total Assets	\$ 499,372

Liabilities and Net Assets

Liabilities

Account Payable	\$ -
Credit Card	\$ 456
Total Liabilities	\$ 456

Net Assets

Net Assets without Restrictions	\$ 413,312
Net Asset with Restriction - PAF	\$ 88,154
Net Income	\$ (2,550)
Total Liabilities and Net Assets	\$ 499,372

Horton Plaza Theatres Foundation
Statement of Activities
as of April 30, 2025

Sources of Funds

City Funding	\$	292,500
Interest Income	\$	7,229
Total Sources of Funds	\$	299,729

Expenses

Insurance	\$	27,671
Property Taxes	\$	17,152
Facility	\$	47,535
Utilities	\$	110,816
Office Expense	\$	3,201
Audit/Acct/Paychex	\$	8,062
Consultant	\$	12,600
Other: Flowers	\$	75
Administration	\$	75,166
Total Expenses	\$	302,279

Change in Net Assets	\$	(2,550)
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Horton Plaza Theatres Foundation

Budget to Actual

as of April 30, 2025

	Current Month Actual	Monthly Budget	Current Month Variance \$	Current Month Variance %	Variance Notes	YTD Actual	YTD Budget	YTD Variance \$	YTD Variance %	Approved FY25 Budget	Variance Notes
<u>Sources of Funding</u>											
City of San Diego	\$ 58,500	\$ 27,083	\$ 31,417	86%		\$ 292,500	\$ 243,750	\$ 48,750	20%	\$ 325,000	
Interest Income	\$ 695	\$ -	\$ 695	0%		\$ 7,229	\$ -	\$ 7,229	0%		
Total Sources of Funding	\$ 59,195	\$ 27,083	\$ 32,111	119%		\$ 299,729	\$ 243,750	\$ 55,979	23%	\$ 325,000	
<u>Expenses:</u>											
Insurance	\$ -	\$ 2,917	\$ 2,917	100%	1	\$ 27,671	\$ 29,167	\$ 1,496	5%	\$ 35,000	
Property Taxes	\$ 1,715	\$ 2,083	\$ 368	18%		\$ 17,152	\$ 20,833	\$ 3,681	18%	\$ 25,000	2
Facility	\$ 4,449	\$ 3,750	\$ (699)	-19%		\$ 47,535	\$ 37,500	\$ (10,035)	-27%	\$ 45,000	3
Utilities	\$ 8,092	\$ 9,500	\$ 1,408	15%		\$ 110,816	\$ 95,000	\$ (15,816)	-17%	\$ 114,000	4
Office Expense	\$ 89	\$ 375	\$ 286	76%		\$ 3,201	\$ 3,750	\$ 549	15%	\$ 4,500	
Audit/Acct/Paychex	\$ 102	\$ 792	\$ 690	87%		\$ 8,062	\$ 7,917	\$ (145)	-2%	\$ 9,500	
Consultant	\$ -	\$ -	\$ -	0%		\$ 12,600	\$ -	\$ (12,600)	100%	\$ -	5
Other: Flowers	\$ 75	\$ -	\$ -	0%		\$ 75	\$ -	\$ (75)	100%		6
Administration	\$ 7,461	\$ 7,667	\$ 206	3%		\$ 75,166	\$ 76,667	\$ 1,501	2%	\$ 92,000	
Total Expenses	\$ 21,982	\$ 27,083	\$ 5,176	19%		\$ 302,278	\$ 270,833	\$ (31,445)	-12%	\$ 325,000	
Net Income/Deficit	\$ 37,212	\$ -	\$ 26,935			\$ (2,549)	\$ (27,083)	\$ 24,534			

Variance Notes:

1. Paid annual insurance in full
2. Funds for property tax adjustment
3. Hoistway cleanout required by State \$5,805.80 1/23/25
4. Chill water motor running - October 24 \$20,501
5. Unbudgeted consultant Victoria Plettner Saunders
6. Flowers for Barbara Maisel (City funding not used)

Horton Plaza Theatres Foundation
Statement of ROPS 18 FY25 Funding
As of March 31, 2025

7/1/24	Beginning Balance	\$250,000.00
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7/26/24	Home Paint Solutions	\$ 7,777.50
8/28/24	HPS Mechanical	\$ 5,969.62
9/19/24	DFS Flooring	\$ 4,808.50
10/14/24	Paradigm Mechanical	\$ 1,510.76
10/15/24	DCJ Theatrical Lighting (Phase 2)	\$ 96,254.46
10/29/24	Paradigm Mechanical	\$ 1,940.00
10/29/24	DFS Flooring	\$ 52.50

	Total Expensed - Receipt 1/7/25	\$118,313.34	\$131,686.66
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7/23/24	Summit Electrical	\$ 1,070.00
12/13/24	AO Reed	\$ 2,516.00
12/23/24	AO Reed	\$ 553.00
12/23/24	AO Reed	\$ 2,713.10
1/6/25	Amazon (paper towel dispensers	\$ 1,533.40
1/23/25	Siemens	\$ 3,213.75
2/12/25	Siemens (boiler components)	\$ 13,925.00
3/11/25	Siemens (VAV)	\$ 1,013.75
3/11/25	Paradigm (replace valves boiler)	\$ 10,415.00
5221	James Rueles	\$ 275.00
5214	Sonshine Painting	\$ 545.00
5210	Siemens (AH trouble)	\$ 1,220.00
5223	Summit Electrical (conduit operators)	\$ 1,542.00
5217	DCJ Lighting	\$ 1,600.00
5218	Everon (move computer)	\$ 2,330.00
5212	Grah Safe (4th Ave)	\$ 6,530.23
4/16/25	Sherwin Williams (paint for AV rm)	\$ 218.73

	To be invoiced	\$ 51,213.96
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	Balance Remaining	\$ 80,472.70
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Horton Plaza Theatres FOUNDATION
Nurturing Arts and Culture

ITEM #6

**HORTON PLAZA THEATRES FOUNDATION
MINUTES OF BOARD OF DIRECTORS MEETING
April 22, 2025**

Item #1: Call to order: 3:05 p.m. by President Suzanne Varco at Lyceum Theatres 500 Horton #100, San Diego CA 92101

Item #2: Roll Call

Board Members Present: President Suzanne Varco, Vice President Jennifer Gattey, Treasurer Patrick Stewart, Director Jay Henslee, Director Christie Kong, Director Leo Divinsky

Executive Director: Sandra L. Simmons

Excused: Secretary D. Candis Paule

Guests: Gary Bosse and Daniel Kay, Civic San Diego; Judith Burkett, Kristyn Jacobson, Cathy P, VenueTech (Zoom); Phil Johnson; Javier Velasco

Item #3: Non-Agenda Public Comment

None

Item #4: Executive Director Report

Ms. Simmons reported on noteworthy activities from the Executive Director's Report issued on April 15, 2025.

CONSENT AGENDA

Item #5: Acceptance of Horton Plaza Theatres Foundation's Unaudited Financial Statements as of September 30, 2024; October 31, 2024; November 30, 2024; December 31, 2024; January 31, 2025; February 28, 2025; and March 31, 2025

Motion: Treasurer Stewart moved and Director Montoya seconded the motion to accept the unaudited Financial Statements of Horton Plaza Theatres Foundation as of September 30, 2024; October 31, 2024; November 30, 2024; December 31, 2024; January 31, 2025;

February 28, 2025; and March 31, 2025.

Vote: Varco, Gattey, Stewart, Henslee, Kong, Divinsky, Montoya “Aye.” **The motion passed.**

REGULAR AGENDA

Item #6: Approval of Horton Plaza Theatres Foundation’s October 15, 2024 Board of Directors Meeting Minutes

Motion: Director Henslee moved and Vice President Gattey seconded the motion to approve the Horton Plaza Theatres Foundation’s October 15, 2024 Board of Directors Meeting Minutes.

Vote: Varco, Gattey, Stewart, Henslee, Kong, Divinsky, “Aye.” Montoya abstained. **The motion passed.**

ORAL UPDATES

Item #7: Ad Hoc Committee Report

None

Item #8: Civic San Diego Report

Mr. Kay and Mr. Bosse reported renovation are nearing completion. There are still several outstanding work items to be performed by Stockdale before the Lyceum can open.

Item #9: Commission for Arts & Culture Report

President Varco reported our funding for Fiscal Year 2026 is \$225,000.

Item 10: Stockdale Report

Elevator/Entrance will be complete by Q1 2026.

Item #11: President’s Report

None

Item #12: Board Member Comment

None

SPECIAL SESSION

Item #12: Future Labor Agreements

In closed session, the Board discussed existing and future personnel contracts. No action was taken.

ADJOURNMENT: 3:42 p.m.



Horton Plaza Theatres FOUNDATION
Nurturing Arts and Culture

ITEM #7

DATE ISSUED: June 17, 2025

ATTENTION: Horton Plaza Theatres Foundation
Special Board of Directors Meeting of June 24, 2025

SUBJECT: Horton Plaza Theatres Foundation's Unaudited Financial Statements for the period ending May 31, 2025

REQUESTED ACTION: That Horton Plaza Theatres Foundation ("HPTF") Board of Directors accept the unaudited financial statements for the period ending May 31, 2025.

DISCUSSION: HPTF unaudited financial statements are attached.

- A. Statement of Financial Position as of May 31, 2025 Statement of Activities and Budget to Actual – Variance Analysis July 1, 2024 – May 31, 2025

RECOMMENDATION: The Finance Committee will recommend requested action at the board meeting.

FISCAL CONSIDERATIONS: None

Respectfully submitted,

Sandra L. Simmons
Executive Director

Attachments:
A – Financials for period ending May 31, 2025

Horton Plaza Theatres Foundation
Statement of Financial Position
As of May 31, 2025

Assets

Operating Assets

Cash and Cash Equivalents	\$ 394,558
Account Receivable (ROPS)	\$ 77,207
Prepaid Expenses	\$ -
Total Assets	\$ 471,766

Liabilities and Net Assets

Liabilities

Account Payable	\$ -
Credit Card	\$ 88
Total Liabilities	\$ 88

Net Assets

Net Assets without Restrictions	\$ 413,312
Net Asset with Restriction - PAF	\$ 88,154
Net Income	\$ (29,789)
Total Liabilities and Net Assets	\$ 471,766

Horton Plaza Theatres Foundation
Statement of Activities
as of May 31, 2025

	<u>City Budget</u>	<u>From Reserves</u>	<u>Totals</u>
Sources of Funds			
City Funding	\$ 292,500		\$ 292,500
Interest Income	\$ 7,915		\$ 7,915
Total Sources of Funds	\$ 300,415		\$ 300,415
Expenses			
Insurance	\$ 27,671		\$ 27,671
Property Taxes	\$ 18,867		\$ 18,867
Facility	\$ 47,767		\$ 47,767
Utilities	\$ 128,168		\$ 128,168
Office Expense	\$ 3,458		\$ 3,458
Audit/Acct/Paychex	\$ 8,970		\$ 8,970
Consultant		\$ 12,600	\$ 12,600
Other: Flowers		\$ 75	\$ 75
Administration	\$ 82,627		\$ 82,627
Total Expenses	\$ 317,528	\$ 12,675	\$ 330,204
 Change in Net Assets	 <u>\$ (17,113)</u>		 <u>\$ (29,788)</u>

Horton Plaza Theatres Foundation

Budget to Actual

as of May 31, 2025

	Current Month Actual	Monthly Budget	Current Month Variance \$	Current Month Variance %	Variance Notes	YTD Actual	YTD Budget	YTD Variance \$	YTD Variance %	Approved FY25 Budget	Variance Notes
<u>Sources of Funding</u>											
City of San Diego	\$ -	\$ 27,083	\$ (27,083)	-100%		\$ 292,500	\$ 243,750	\$ 48,750	20%	\$ 325,000	
Interest Income	\$ 686	\$ -	\$ 686	0%		\$ 7,915	\$ -	\$ 7,915	0%		
Total Sources of Funding	\$ 686	\$ 27,083	\$ (26,397)	-97%		\$ 300,415	\$ 243,750	\$ 56,665	23%	\$ 325,000	
<u>Expenses:</u>											
Insurance	\$ -	\$ 2,917	\$ 2,917	100%		\$ 27,671	\$ 32,083	\$ 4,412	14%	\$ 35,000	
Property Taxes	\$ 1,715	\$ 2,083	\$ 368	18%		\$ 18,867	\$ 22,917	\$ 4,049	18%	\$ 25,000	2
Facility	\$ 1,039	\$ 3,750	\$ 2,711	72%		\$ 47,767	\$ 41,250	\$ (6,517)	-16%	\$ 45,000	3
Utilities	\$ 17,352	\$ 9,500	\$ (7,852)	-83%	1	\$ 128,168	\$ 104,500	\$ (23,668)	-23%	\$ 114,000	4
Office Expense	\$ 258	\$ 375	\$ 117	31%		\$ 3,458	\$ 4,125	\$ 667	16%	\$ 4,500	
Audit/Acct/Paychex	\$ 908	\$ 792	\$ (116)	-15%		\$ 8,970	\$ 8,708	\$ (262)	-3%	\$ 9,500	
Consultant	\$ -	\$ -	\$ -	0%		\$ 12,600	\$ -	\$ (12,600)	100%	\$ -	5
Other: Flowers	\$ -	\$ -	\$ -	0%		\$ 75	\$ -	\$ (75)	100%		6
Administration	\$ 7,461	\$ 7,667	\$ 206	3%		\$ 82,627	\$ 84,333	\$ 1,706	2%	\$ 92,000	
Total Expenses	\$ 28,733	\$ 27,083	\$ (1,649)	-6%		\$ 330,204	\$ 297,917	\$ (32,287)	-11%	\$ 325,000	
Net Income/Deficit	\$ (28,046)	\$ -	\$ (24,748)			\$ (29,788)	\$ (54,167)	\$ 24,378			

Variance Notes:

1. Water/Sewer - Expense is estimated as City is unable to read meter (behind fencing)
2. Funds for property tax adjustment
3. Hoistway cleanout required by State \$5,805.80 1/23/25
4. Chill water motor running - October 24 \$20,501
5. Unbudgeted consultant Victoria Plettner Saunders
6. Flowers for Barbara Maisel (City funding not used)

Horton Plaza Theatres Foundation
Statement of ROPS 18 FY25 Funding
As of March 31, 2025

7/1/24	Beginning Balance	\$250,000.00
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7/26/24	Home Paint Solutions	\$ 7,777.50
8/28/24	HPS Mechanical	\$ 5,969.62
9/19/24	DFS Flooring	\$ 4,808.50
10/14/24	Paradigm Mechanical	\$ 1,510.76
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10/29/24	Paradigm Mechanical	\$ 1,940.00
10/29/24	DFS Flooring	\$ 52.50

	Total Expensed - Receipt 1/7/25	\$118,313.34	\$131,686.66
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12/13/24	AO Reed	\$ 2,516.00
12/23/24	Summit Electrical (dock lights)	\$ 1,070.00
12/23/24	AO Reed	\$ 553.00
12/23/24	AO Reed (finding gas leak)	\$ 2,713.10
1/6/25	U.S. Bank (paper towel dispensers)	\$ 1,533.40
1/23/25	Siemens	\$ 807.50
1/23/25	Siemens (boiler evaluation)	\$ 3,213.75
2/12/25	Siemens (boiler components)	\$ 13,925.00
3/11/25	Siemens (VAV)	\$ 1,013.75
3/11/25	Paradigm (replace valves boiler)	\$ 10,415.00
4/4/25	Siemens (AH trouble)	\$ 1,220.00
4/4/25	Grah Safe (4th Ave)	\$ 6,530.23
4/4/25	Sonshine Painting	\$ 545.00
4/22/25	DCJ Lighting	\$ 1,600.00
4/22/25	Everon (move computer)	\$ 690.00
4/22/25	James Rueles	\$ 275.00
5/3/25	Evan Rayder	\$ 1,812.50
4/22/25	Summit Electrical (conduit operators)	\$ 1,542.00
5/3/25	Helen Strickland	\$ 1,120.00
5/3/25	Lexi DeLeon	\$ 560.00
5/7/25	Ashley McFall	\$ 2,150.00
5/7/25	Siemens	\$ 9,951.25
5/7/25	Paradigm (AUH, etc)	\$ 2,751.75
5/7/25	Grah Safe & Lock	\$ 927.49
5/7/25	Grah Safe & Lock	\$ 1,793.61
5/7/25	Everon (fire alarm repair)	\$ 865.72
5/21/25	Siemens (actuator)	\$ 3,250.51
5/21/25	Everon	\$ 1,640.00

4/16/25	Sherwin Williams (paint for AV rm)	\$	218.73	
	Totals		\$ 77,204.29	
5/7/25	Grah Safe & Lock (addl #5234)	\$	3	\$195,520.63
	Remaining ROPS		\$ 54,479.37	