

**Fremont Community Theatre and Literary Society, Inc.
Board of Trustees Meeting: April 19, 2021**

Current Board (2020-2021)

Jim Posey, President
Sarah Stamm, Vice President
Lynne Wagner, Secretary
Mary Jo Foos, Treasurer
Daleen Askins, Chairman of the Board

Randy Brown, Trustee
Floyd Collins, Trustee
Ashly Conley, Trustee
Cyrus Foos, Trustee

Meeting location: Fremont Community Theatre

Meeting called to order: Daleen Askins called the meeting to order at 6:01pm

Guests

In attendance: None

Guest Comments or Concerns: None

Secretary's Report

Board Meeting: March 15, 2021 minutes

Corrections to minutes: None

Motion to accept:

Cyrus Foos made a motion to accept the minutes, Floyd Collins seconded. All approved, motion carried.

Treasurer's Report*

Treasurer's Report is only available upon request.

Show In House Report:

Covid Spotlight shows have been in Zoom rehearsals until Saturday and are now moving to in-person rehearsals for blocking for Post-its and a Virtual Whodunnit.

Liaison (last show) Report: None

Correspondence

Information from Booktix.com needs completed in order to get FCT set up for streaming shows for a Virtual Whodunnit. The show will be streamed live on Saturday evening and Floyd Collins will be running an Ethernet cable from the tech booth to ensure a smoother signal. The Streaming Rider on the Dramatic Publishing contract will charge \$50 per performance or 10% of sales, whichever is greater.

Committee Reports

Audit Report: No report.

Box Office:

Reviewing ticket prices for the season- normally \$15 for adults, \$12 for seniors and military, and \$5 for students (12 grade and under).

Ashly Conley made a motion that Fremont Community Theatre will charge \$15 for streaming tickets, \$15 for adults, and \$12 for seniors, military, and students until FCT returns to full capacity. Floyd Collins accepted the motion, Randy Brown seconded. All approved, motion carried.

Floyd Collins moves that any remaining ticket stubs from our previous season can be used at any in-house show now (April 2021) through our closing show in May 2022. Cyrus Foos accepted the motion, Ashly Conley seconded. Randy Brown against, motion carried.

Building and Grounds:

Floyd Collins- I had to screw down the top of the road sign. Because of the shadow box and its weight, the top board became a little wobbly, so I ran some long screws to make it more secure. The top piece of wood is old and will need replaced soon. Looks like the onions are starting to pop back up need to keep spraying those to keep down the smell. The grounds could use a cleaning party if

anyone is interested in coming out some Sat morning when it is warm and the ground is dry so we can clean the debris around the building and wood line. He will also replace the dim hallway light with a new LED light.

Constitution and By-Laws: Nothing new to report.

Costumes: Sue Stötz, Ashly Conley: Ann Stendera donated some fabric that I will be taking to the theatre soon. Also have some costumes that were in for repairs that I will be returning.

Director's Resource Manual: Sarah Stamm- I dropped off a mini manual to Tim Bolton for the spotlight show

All directors for our "new" season already have their binders. So this committee is pretty much on hiatus till the 2022-23 season when we actually get new shows/directors.

My hope is to work on going to each committee and getting updated/any material for the binder for each. You know how I feel about documentation, and if a committee refuses/won't I will be making one of my own because it is not fair to a director/anyone to not be given access to FCT material when requested.

Grants: Nothing new to report.

Graphics Designer: Floyd Collins, Ryan Blechinger - Road sign banner made, printed by UPS store who sends the work out and I installed it. ON WITH THE SHOW!

All season graphics and posters are done except playbill graphics. (All directors have given okay for their posters, barring requests). Floyd will present the posters (lobby) for final board approval. Floyd Collins was able to create some posters in-class at Vanguard as part of the curriculum in to help offset printing costs.

Brochure is done, updated, thanks for the help board. *Recommendation: I am recommending that brochure be done by another committee in the future; I feel it should be done by whoever is the newsletter committee. The graphic committee will provide the needed thumbnail graphics and any graphic work the editor might need.* Floyd Collins also created a Youth Announcement with Jim to present to the members.

Historian: Nothing new to report.

House Managers: Daleen Askins- Covid Cleaning Protocol – I will share with you to see if anything needs to be added. Kim Collins donated cleaning supplies and masks to FCT.

Membership: Sarah Stamm - (THIS IS AS OF April 18, 2021)

I contacted the 10 remaining renewing members an additional time and got:

Hannah W. - no longer going to be member - moving to Columbus

Amelia Purk - completed

Alex Schmidt - completed

We have a total of 63 on the roster BUT only 60 who are eligible to vote (see below)

Jeff and Laura Buchanan

Paid 62nd and 63rd member but has no form

They are not eligible because they have not signed

Heather Langley - not a renew?

She's the paid 61st member on the roster but has no form/ not eligible/ unsure of who she is

The remaining renewers are:

Lora Huff (never responded)

Bethany Wethington (never responded)

Bob and Lou Nickewitz (said they would deal with it in April when they got back)

Stefanie Rogers (never responded)

As we send out voting info/meetings, it can go on the members' only page, but also needs to be emailed. There are only about 42 members on FB; there are 63 members who need the voting info/at least need to know the zoom info etc. There are quite a few members who don't have a FB/computer access, haven't joined the group, and also many who just don't frequent it often enough. All emails are on the roster.

Also, here are the members who cannot run as they are 1st years: **Brian Bryant Jr., Scott Havice, Pam Meggit**
Unsure about Heather Langley - didn't fill out the form so I don't know when she started.

Murder Mystery Troupe: None

Newsletter Editor: None

North Lot Planning: has been tabled until further notice

OCTA Delegate: None

Patronage: None

Play Reading:

Floyd Collins: Mamma Mia has 8 shows now and the dates have been changed. Elf the Musical dates are now locked in as well.

Floyd Collins moves that director Toni Biggert for Kalamazoo be replaced with director Mary Jo Foos. Randy Brown accepted the motion, Ashly Conley seconded. All approved, motion carried.

Floyd Collins motions the current slate for the 2021-2022 season be accepted by the board with modified dates and directors determined by the FCT trustees in good faith to produce the shows outlined in the season flyer posted on social media and brochure. Ashly Conley accepted the motion, Cyrus Foos seconded. Jim Posey abstained, motion carried.

Randy Brown has heard back from 13 of his original Mamma Mia cast that will be able to return for the fall show. He is still trying to contact a few more. Auditions will be held for roles for actors not returning and/or additional ensemble as needed.

Playbill and Program Editor: Ryan Blechinger - I may be working on some programs for the upcoming shows, Tim is deciding what he would like. I also have been working with Floyd to get the new season posters in order.

Props: Nothing new to report.

Publicity: Nothing new to report

Record Retention: Nothing new to report

Season Tickets and Patronage: N/A

Social Committee: N/A

Social Media:

Once the details are finalized for the Spotlight shows, Lynne Wagner will be creating Facebook events. She will also be promoting application dates for youth theatre, auditions for teen theatre, and performances for our Spotlight shows through our groups, page, and community outreach.

Teen Theatre: Kyleigh Lash, Floyd Collins- Teen officers meet with advisors in late March to go over the plans for the coming show. We will be meeting again at the end of April to go over auditions. Zoey Holland will be putting together an officer committee and setting up a date for a meeting in May. Kyleigh is working on her production team for the summer show. Floyd Collins was asked to be her executive director since she is a first-time director, Floyd agreed.

Show budget for the Brothers Grimm Spectaculathon was submitted: rights \$450, scripts: \$500, programs: \$500, publicity: \$450, and director's stipend \$200 for a total of \$2,100 of non-discretionary expenses. Set construction and décor: \$250 and costumes: \$300 for a discretionary total of \$550. All inclusive budget of \$2,650 for the Brothers Grimm Spectaculathon. Ashly Conley made a motion to accept the budget as stated above, Cyrus Foos accepted the motion, and Floyd Collins seconded. All approved, motion carried.

Teen Theatre Scholarships: Randy Brown, Linda Bower, and Judy Smith are recommending a \$250 scholarship to Emma Tucker from Woodmore High School (based on her punctuality of application, active member of FCTT, letters of recommendation, and previous experience at FCT).

Randy Brown motioned to approve Emma Tucker as the 2021 Fremont Community Teen Theatre Scholarship recipient for the amount of \$250. Ashly Conley accepted the motion and Floyd Collins seconded. All approved, motion carried.

Webmasters and Technology: Floyd Collins - Ryan B and Floyd will start the new design now when School is out. We will be moving our website over to spectrum and off go daddy. This will be a big project for the old site has a lot of content that needs preserved or purged depending on the outcome from the survey we requested. The new website housing will allow us to merge the social media

content to the website, so anything posted on our professional page by Lynne Wagner will appear on our website as well. This dynamic content is needed to keep the information fresh on our website.

Floyd Collins needs an administrator account at BookTix to see how to link BookTix with our streaming hardware. Tim was put in charge of online box office and is seeing how he can get me access.

Question: How does the board want the reserve seats/pay for seats to read on the website during this restricted seating? How about Pay-Pal? The options for online reservations and payment will be suspended for the Spotlight shows. Instead, the website will read "Contact Fremont Community Theatre Box Office reservation hotline at 419-332-0695."

Tim and Floyd are going to do some dry runs with streaming to work out the bugs, since FCT is extremely hard on technology due to so many electrical issues. They will be doing this in the next few weeks.

Youth Theatre: Floyd Collins – youth show budget

Select Youth Administrator- Tracy has reached out to me she feels that the board should have sent out a message saying we have an open camp administer position. The constitution says we need one in place. She said she would like the board to review the constitution on youth. Jim and I spoke, and I made a graphic to get names of people interested in the Youth Administrator spot, so far, I have had a couple people asking for details. Prior when Daleen asked for names, Sarah and Ashly spoke up about it.

Looking back at the constitution, the proper title is Youth Administrator. After a FCT board discussion, contact was made to both applicants to see if they would be willing to serve as Co-Administrators. Once both applicants have responded, the board will have a final vote of approval on Facebook to ensure that the role will be filled as soon as possible and will allow them to review the youth theatre camp applications together.

4/11/2021- Floyd Collins followed up with Tracy after we posted the graphic and let her know I posted to the Board in the FB group, and Jim was on it. She is happy the board took care of this so quickly and thanks the board for doing so.

Show budget for the Grunch was submitted: rights \$569, scripts: \$60, programs: \$300, publicity: \$150 for a total of \$1,079 of non-discretionary expenses. Set construction and décor: \$250, costumes: \$300, and business expenses of \$100 for a discretionary total of \$650. All inclusive budget of \$1729 for the Grunch. Randy Brown made a motion to accept the budget as stated above, Ashly Conley accepted the motion, and Cyrus Foos seconded. All approved, motion carried.

Business

Old Business:

T-shirts will be hung in the lobby during the spotlight shows to raise awareness and encourage sales.

Marilyn Missler and the Fremont Middle School Drama Club were given a tour of FCT on March 23rd. Mary Jo Foos directed a clipping of Charlotte's Web, Randy Brown hosted a scavenger hunt in the Prop and Costume Loft, Bethany Wethington talked about costuming, Daleen Askins ran some spotlights from the tech booth, and Floyd Collins did an introduction about youth and teen theatre.

Jim Posey reported that his business will not need to rent out FCT after all. An alternate location was found.

New Business:

Sonny Workman posted an interview with Jim Posey in the Fremont First community group about FCT.

Roadside Banner: The cost for wide print vinyl is going up, Floyd Collins can print our road sign on vinyl for **\$30.00** (cost) instead of the \$60.00 from UPS who is now outsourcing them, the price is estimated to go to \$80.00 + soon. The material they are using is also ridiculously cheap and thin and rips when posted on the board, requiring more staples in to hold it. The material used at the school is strong with 15mg thread. Floyd Collins is requesting to setup a service account with FCT and Vanguard school to start doing the road sign banner printing since he is also the one making them and can do them at cost as a nonprofit service to the theater. Vanguard would then bill FCT like UPS does.

Floyd Collins spoke to Cristina Carrothers from CKPhoenix, we now know how she wants things sent to her for print. Seems like a nice lady, small company just trying to make their way I say we give her a chance. She will match the price Dan gave us on the things he printed for us. Note: we used Staples for our 18x24 lobby prints. The price for the scripts for youth will be about 1.40 each

Question: Tracy Armentrout has questions on how we are reaching our members to inform them of meetings, elections etc. and feels Facebook and membership meetings are not considered proper communications because not everyone has Face Book. All invitations and information are being sent out utilizing two types of technology: Facebook groups and emails.

Stanley: Jim Posey brought Stanley ballots for us today. I'm going to have each of you fill one out now, seal it in the provided envelope, and return it as we're the only ones voting because there are no directors this season. I will then collect them. These will then be tallied by the audit committee. Once they are tallied, I will be given the result, and I want to make a small video awarding it to the winner (In June/July when we'd normally do it) to post with an explanation that there are obviously no laurels as there was no season, but we still have a Stanley.

Adjournment

Moved to adjourn: Ashly Conley
Time: 9:02pm

Next Meeting

Date: May 17, 2021
Time: 6:00pm
Location: Fremont Community Theatre

**Fremont Community Theatre and Literary Society, Inc.
Board of Trustees Meeting: April 22, 2021**

Current Board (2020-2021)

Jim Posey, President	Randy Brown, Trustee
Sarah Stamm, Vice President	Floyd Collins, Trustee
Lynne Wagner, Secretary	Ashly Conley, Trustee
Mary Jo Foos, Treasurer	Cyrus Foos, Trustee
Daleen Askins, Chairman of the Board	

Meeting location: Facebook Emergency Voting

Floyd Collins made the proposal for the FCT Board to approve both Toni Biggert and Tricia McElfresh to be joint Youth Administrators for the Fremont Community Youth Theatre. Cyrus Foos made a motion to accept the proposal, Randy Brown seconded. All approved, motion carried.