

**Fremont Community Theatre and Literary Society, Inc.
Board of Trustees Meeting: December 14, 2021**

Current Board (2021-2022)

xAmy Wylykanowitz, President	xJim Posey, Vice Chairman
xAaron Brown, Vice President <i>*late</i>	xDaleen Askins, Trustee
xLynne Wagner, Secretary	xJeff Buchanan, Trustee <i>*1st meeting as named replacement for Wayne Biggert*</i>
xMary Jo Foos, Treasurer	xCyrus Foos, Trustee
xRandy Brown, Chairman of the Board	

Meeting location: FCT

Meeting called to order: 6:28pm by Randy Brown

1st 15 minutes of the board meeting was set aside for a mini team-building exercise for the trustees

Guests

In attendance: Floyd Collins, Tracy Armentrout

Guest Comments or Concerns:

Secretary's Report

Board Meeting: November 2021 minutes

Corrections to minutes: Under House Manager, vacuum is a Dyson (not Tyson)

*With the above corrections noted:

Motion to accept: **Cyrus Foos accepted, Jim Posey seconded. All approved, motion carried.**

Treasurer's Report*

Financial report is only available upon request.

*Motion to file for audit. **Motioned by: Daleen Askins**

Show In House Report

Kalamazoo- Mary Jo Foos has announced her cast: Ron Hill and Peggy McConnell. They'll be using an alternating schedule of earlier in the day/evening rehearsals (posted on the box office door).

Liaison (last show) Report

Elf: the Musical- Floyd Collins offered a thank you for the backing and support during Elf: the Musical. So far, there were \$6,254.84 in expenses, but there are a few outstanding yet.

Correspondence

Ron Hill included a cheery greeting as well as a donation to FCT.

Committee Reports

THEATRICAL PRODUCTION COMMITTEE- Chair:

Costumes (Sue Stötz)- No report

Properties (Randy Brown)- No report

Scene Shop (Jason Holland)- No report

TICKET SALES COMMITTEE- Chair:

Box Office (Mary Jo Foos & Tim Bolton)

Total attendance numbers for Elf: the Musical include 1241 people (504 adults, 244 seniors, 14 military, 326 children, and 9 comp), while the average attendance was 177. Refreshments brought in \$399.98 in profit, 50/50 brought in \$908.00, and Audience choice awards brought in \$713.90.

There were 3 primary people assisting with box office: Lindsay Sooy, Scott Havice, and Sarah Stamm, which works well with large crowds. Mary Jo Foos will start looking into online ticket sales after May and see how PCT has done with their online ticketing.

Season Tickets (Mary Jo Foos)

178 season tickets are currently sold: 24 (12 sets) saints, 5 archangels, 23 honorary, 19 adults, 104 seniors, and 3 donated tickets.

Patronage- No new report

ARCHIVE COMMITTEE- Chair:

Historian (Darla Brown):

Darla needs a poster and any other articles on ELF: The Musical for our records.

Audit (Lora Huff):No new report

Record Retention (Cyrus Foos):

Any progress on the scanner for digitalization? Cyrus will be testing the scanner upstairs in the office and will be pricing external hard drives. He will also see if there's enough space on the current external hard drive at FCT.

PUBLICATIONS COMMITTEE- Chair: Floyd Collins

Graphic Design (Floyd Collins)

Mary Jo Foos reached out to the theatre who used a Kalamazoo graphic she liked and got permission from the artist to use for her show. She had a good response with the graphic for her posts.

Newsletter Editor (Jim Posey)

January 15th is the deadline for the next newsletter and it will be sent out on January 18, 2022.

Playbill & Program Editor (Sarah Stamm)

Mary Jo Foos will be creating Kalamazoo's playbill.

Elf: the Musical purchased 800 playbills for \$464.00.

Floyd Collins was concerned about communication issues with Phoenix but was unable to find many local alternatives to that printer. Online is a possibility, but there is not much of a savings.

Directors' Resource Manual (Sarah Stamm)

COMMUNITY OUTREACH COMMITTEE- Chair: Lynne Wagner

Network Groups (Amy Wylykanowitz)- No new report

Publicity (Lynne Wagner)-

Lynne Wagner is working with the upcoming directors to discuss show-specific campaigns and ideas.

Amy Wylykanowitz created flyers for The Wizard of Oz and included them in the Santa bags for children who visited the Downtown Santa House.

Social Media (Lynne Wagner)-

Event for Kalamazoo has been created and a post about reservations now being accepted is pinned to the top of our Facebook page.

Marketing-

Mary Jo Foos, Cyrus Foos, and Lynne Wagner met with Stage Door, a podcast run by WTOL and features community theatres and shows around the area. They talked about Kalamazoo, Waiting for Godot and FCT in general.

Delilah and Michael PJ Foos created Peanuts characters for the Sandusky County Fairgrounds Drive-Thru light display on behalf of FCT. We will keep them and use them for future years.

Fundraising-

Giving Tuesday Telethon on November 30th went very well. Thanks Lynne and Cyrus for doing the live videos to promote projects at FCT, such as spotlights for all the remaining shows, the pillow drive for Community Christmas, the ELF basket

raffle, our lesser-known fund raisers, reduced season tickets, and general FCT facts and fun. So far we have raised \$3,550 on Facebook with more donations being sent directly to the theater. Lynne Wagner created individual donor graphics to add to our Facebook page on a photo album to thank them for their support- she will continue to add graphics and names to those who donate to the campaign.

Tracy Armentrout has thought of a creative wine and reader's theatre fundraising series. Wednesday Wine with Women- a Reader's Theatre, glass of wine offered once a month or even on a traveling scale.

With such a large goal, perhaps we should do another large-scale fundraiser in late Spring. Open for ideas: Silent Auction or a large-scale raffle (50/50 drawing for several months).

Elf Gift Basket winner was Kim Collins. For those who participated in our pillow donations for Community Christmas: Winner of Kalamazoo tickets- Linda Bell, Winner of Waiting for Godot tickets- Maxine Emly, and Winner of Kalamazoo & Waiting for Godot tickets- Megan Bradley.

ACTIVITIES/ VICE-PRESIDENT

Membership (Aaron Brown)

Updated the members' addresses.

No new members.

Membership Meeting: Tuesday, January 25th at theatre at 6pm. We will hold the meeting first, then attend Kalamazoo's Friends and Family night starting at 7pm.

Laurels (Aaron Brown)

Nothing to report on Laurels.

Social Gatherings (Amelia Purk & Allie Schmidt)

Looking into a zoo outing to the Toledo Zoo (Lights before Christmas) on December 19th. Cards were sent out to Gwen Kiser, Linda Bell, and Becky White.

BUILDING AND GROUNDS- Chair: Randy Brown

Members: Floyd Collins, Tim Bolton, Daleen Askins, and Jim Posey

Damschroder Roofing will be out to make final measurements on the roof. FCT has been penciled in for Monday, December 27th for the project to begin. The \$776 previous repair bill is being paid.

Thank you to Tim and Cheryl Bolton for all your work in the women's restroom.

House Manager (Daleen Askins):

Vanguard students were unable to clean the theatre due to school cancellations, so Daleen made sure it was done.

Mary Jo Foos may ask teens to assist with Kalamazoo to give Daleen a much-needed break.

Please be sure that you do NOT lock the box office or theatre without checking to see who else may still be in the building. Daleen Askins was locked out in the cold and we need to make sure that it does not happen again.

CONSTITUTION AND BY-LAWS- Chair: Wayne Biggert

Wayne Biggert will remain the Chair.

Need to look at how the Youth Theatre is structured, especially financially.

GRANTS- Chair: Jim Posey

Port Clinton Wal-Mart had community funds available through a grant. FCT Alum Sarah Edwards contacted FCT to let them know about it and pass along the information for applications. Application must be completed by December 31, 2021. It has not been completed yet, but Jim Posey will be doing it soon.

OCTA- Chair: Amy Wylykanowitz: Nothing new to report

PLAYREADING- Chair: Tracy Armentrout

See the playreading report included in packets. Tracy sent out a letter to the FCT prequalified directors to let them know the status of the show selection process for next season. She asked for anyone interested in providing feedback or input for the highest ranked shows to contact her before the next playreading meeting on December 20, 2021.

TEEN THEATRE- Advisors: Sarah Stamm and Delilah Foos

Organizational meeting to be held Wednesday, December 15 at 5pm.

Elections, playreading, and white elephant gift exchange are on the agenda.

Lynne, any word on the BCI/ codes? **VCA-Other** is the code used at the library for youth/teen services.

TEEN THEATRE SCHOLARSHIP- Chair: Randy Brown

Randy will be working on the scholarship packet to be sent out to our senior teen members to apply for our 2022 Scholarship program. Needs a list of possible applicants from teen advisors.

WEBMASTERS & TECHNOLOGY- Chairs: Floyd Collins, Tim Bolton

Members: Ryan Randolph and Alex Schmidt

A new headset/microphone purchased for Elf and it works well. The initial projector has been lost in transit and a refund was sent. They are looking into a new purchase of a projector soon. They used ipads from below for lights and sound during Elf: the Musical.

Floyd also gave a report on web traffic to the site (60,344 views), along with an overview of blocked attacks (508 total). Once he receives the updated public minutes, he'll add those to the website.

YOUTH THEATRE- Chair: Floyd Collins: Nothing new to report

Business

Old Business:

Daleen Askins dropped off the Saint board so names could be added. Any update? Still waiting for notification that it's complete.

Community Christmas project with Share and Care. Update: 19 pillows were donated and delivered to Share and Care so they could be packaged with the gifts. Thanks to all who donated. Lynne Wagner will be posting names and contacting the winners of the Kalamazoo and Godot tickets this week.

Costume and Prop rental form- we will continue to work on this form. There are several samples and suggestions that were updated to the FCT board page.

Committee budget update- this is also still a work in progress. We will continue to gather information on committee budgets.

Storage unit update- the new unit is at Storage America. It is a locked facility with a passcode, temperature controlled, and very clean. The ceiling is much lower than the previous unit, so we'll need to review what items we want to keep in storage.

New Business:

Damschroder Roofing project funds will be coming out of Adult checking account.

Christmas card shower for FCT Alum- Lynne will see if she's able to post on the FCT members only page and block Ginny from seeing: Virginia "Ginny" Wise.

Bethesda Care Center Room 409
600 Brush Street
Fremont, OH 43420

Scott Havice has free raffle tickets from Ross that he is offering to us for use in our 50/50 tickets.

Adjournment

Moved to adjourn: Jim Posey

Time: 7:59pm

Next Meeting

Date: January 17, 2022

Time: 6:30pm

Location: Fremont Community Theatre