

## Minutes of Fremont Community Theatre – Board Meeting held December 17, 2019

Minutes taken by Ann Stendera

In attendance: Floyd Collins, Lea Ann Wilson, Daleen Askins, Jim Stendera, Ann Stendera, Ashly Conley, Sarah Stamm – no guests in attendance.

Meeting began at 6:30 pm.

Secretary – Note to Karen: please update previous month's minutes to show any motions made and the voting outcome. Future minutes should follow this same rule. Minutes tabled until corrected.

### Treasurer -

Adult checking balance \$22857.73

Teen checking -\$10873.01

Youth checking- \$16223.40

These are as of 12/10/19

1. We are still being charged \$50.13 for AT&T per month. I have tried to get Tim Bolton to address this but have had no luck. I need someone to tell me what this is for. I have no account number or anything to get the charges stopped. I need help on this.
2. We are being charged \$17.50 per month for yellow pages fees. Do we want to continue?
3. Annual Termite treatment renewal is \$124.03.
4. Bill from Chamber of Commerce for \$200 for Sandusky County Fair tent? Yes to pay?
5. Dracula finals - Actual cost \$3274.66 Budget \$ 4153.00 under budget by \$878.34 Box Office MINUS SEASON TICKETS= \$2604.00. Need to discuss how to apply season ticket money to each show box office.
6. Add to agenda (other than above) - people buying items from internet but have no receipt. \$232.33 spent on Anne Frank so far on FCT Visa but no receipts because purchased from individual sellers. Consider that these costs will probably fall within their budget. Should we be concerned about receipts against credit card or not? I need to know what I should expect/ audit. Please let me know if you have any questions or issues. I have not yet asked Croghan Bank for another Visa but I have it on my to do list.

### Discussion:

- 1. Floyd gave Ann a notice from At&T which included the account number. Ann and Tim Bolton will get this payment stopped.
- 2. We will continue the Yellow Pages fees because this includes on line data for the theatre.
- 3. Someone will check insurance to see about the termite bill.
- 4. The Chamber invoice was paid.

- 5. Ann will attempt to get season tickets sales and patron sales in order to credit each show.
- It was decided that some form of report for these items should be given to the treasurer to indicate the purchase and include any information on the sale. Copies of email or on line receipts are fine. The treasurer's forms on the FCT Box office door can be used.

It was requested that Ann include the \$25000.00 account in all future Treasurer reports.

In House Show report – Charlie Brown and Frozen Jr – Ashly sent a note saying the show was well done with a few small issues which were resolved in good order. Floyd agreed and said the shows met his expectations. The box office was a good indicator of the success within our community.

Correspondence:

Karen sent a thank you to Mosser Construction for the trailer on loan during the CBC and Frozen shows.

Received a letter from the YMCA to see if we could make a donation to their annual silent auction event. We decided to pass.

Received a letter from Fremont City schools thanking us for 2 donated tickets to see CBC/Frozen. (we sent them as a thank you for letting us use their building for some rehearsals.)

Received a letter from Downtown Fremont New Year bash asking for funds. We decided to pass.

Received a letter from Kyleigh Lash wishing to become a member of FCT – Jim Stendera will take care of this.

Publicity and Marketing – No report from chairperson Amy. It was briefly discussed that the entire membership should be seeking sponsorships for our shows – especially corporate sponsorships. Program ads would be another way to offset costs associated with our shows.

- We lamented that communication from this committee seems to be waning. Daleen said she will speak with Amy to encourage a more open line of communication. There are several people who wish to be on this committee: Kyleigh Lash, M. Cristina Rodriguez and Hannah Widman.

Audit Report – no report

Box Office – no report –

- We discussed having written instructions for the box office so those working can use it as a check list. We also need to consider on line ticket sales, reservations and payments. Sarah will begin the process to do this.

### Building & Grounds –

The sink in the Ladies room had been plugged up and water was all over the floor. It has been resolved.

Lobby Renovation – Jim reported some changes to the estimate on the restroom stall walls based on the material. There was discussion about plastic, metal and laminate but We selected plastic but Jim will continue to see what will work best for us.

Becky White will donate \$1000 toward the vestibule renovation. Jim suggested commercial rough surface floor “carpet” tile which has a shoe cleaning type surface. He brought a sample to show us what the vestibule would look like and we liked it. Floyd said we might need to add power to the vestibule and/or outside. We might consider moving the framed case outside.

Constitution & By Laws – Tracy Armantrout sent a copy of what she and Daleen had accomplished so far with an explanation of the changes. Daleen suggested we meet and go over all the suggested changes and wording during the Christmas break.

Costumes – Sue Stotz has loaned some items to Bethany for upcoming show. It was noted that St. Joe and Clyde high schools will be asking to borrow items as well.

- There was discussion to create some form of tracking for what costumes are being loaned and who is borrowing them. We feel there is a need for a sign out and in type of book so we know where our items are. There should be some form of compensation for our items being on loan as well. Needs further discussion with this committee.

Director's packets – Sarah has been working diligently on updating the packets. We will need an additional meeting to review the updated package once it is completed.

Grants – no report

Graphic Design – Banners have been completed for Ann Frank. The “feet” banner was printed and will be installed on the bottom of the outdoor sign.

Historian – no report

Set Build – no report

House Managers – Vanguard students will once again clean the theatre on the Tuesday before opening day.

Membership – Jim reported that as of 12/11/19 there are only 64 members in good standing. Sarah has updated the membership form and she and Jim will need to review the changes. The new form will be used for the next fiscal year. Any membership money received now will be applied to the next fiscal year.

Murder Mystery Troupe – still need someone to head up this committee.

### Newsletter –Jim Posey reported:

I wanted to start by giving a HUGE thank you to Tracy Armentrout. She showed me how simple it was to create the newsletter in Publisher than it was trying to use the software Canva I was previously using. I am still trying to get easier access to Publisher, and she mentioned to me that if the new computer up in the office at the theatre did not have Publisher, she is able to share her Publisher with up to 5 different computers. She is willing to do this but would like the board to vote on this. I don't think this is necessary because I can go to the library in Pemberville or the Jerome library at BGSU and get Publisher there for free. Let me know your thoughts on this.

I am also very new to this whole process and I really thought I was getting all the kinks and bad things fixed and out of the way. Again, I am very sorry for messing up the dates on the newsletter. I will contact those people that will need to submit information, other than the board members, who have seen my post on the FB page, so that they will get their information to me by the new date and I can get everything done in time.

If you have any questions or concerns, please do not hesitate to reach out to me by phone: 419-376-2612 or by my personal email [jimmyposey2011@gmail.com](mailto:jimmyposey2011@gmail.com).

- Newsletter submissions should be sent to Jim Posey by 1/5/2020.

North Lot Planning: Committee has been tabled until further notice.

OCTA Delegate – no report

Play Reading – Pet Lowry reported:

All is going well on the play reading committee. We just have one more show to choose before we recommend a new season to the Board. We should be ready to submit sometime in January.

- The board has concerns that the rights for all of our selected shows may not be available and might request an alternate show – just in case.

Playbill & Program Editor –

John Bordner is our new Editor and will take over in January. Floyd will be meeting with him again soon.

Season Tickets – Lou Nitkiewitz was absent but asked for the following considerations:

We need better control of the printed season tickets as there are unsold tickets missing now and who has them is unknown. The tickets should be signed out by the person who takes them. Also, season tickets which are donated should be accounted for as to who gave them and to whom.

Last – can we consider another credit card square or other means of charging credit cards during season ticket sales being done the same time as the box office?

- This was tabled until the next meeting.

Social Media – no report

- Floyd said he has had to approve a lot of new people to the FB group because the December media has helped push awareness of the theatre! Great news!

Teen Theatre – The teens have selected Matilda as their summer show.

Teen Theatre Scholarships – no report

Webmasters and Technology – The sound system is working perfectly fine now. All channels are correct and mic packs working. Better control of this system is essential to protect the memory.

Youth theatre – nothing to report. Shows are being considered.

Old Business-

Ann is working on another Visa card for the theatre (not a new card, just an additional one for the same account).

New Business –

- Floyd asked Board members to complete a survey for the future of FCT. Bring it back to the next meeting.
- Kyleigh Lash has fulfilled her requirement to be an Assistant Director. She is hereby approved as Director in accordance with the vote approving her at the last meeting. She is interested in doing musicals which we will welcome at FCT.
- Jim Posey has requested to be a Director but needs to fulfill the position of Stage Manager before it can be granted. Ashly Conley has expressed interest in being a Director but also needs to fulfill requirements.
- Ann needs to be able to access Pay Pal as there is no one other than Tim Bolton who can get into our account.
- Daleen will pick up the Laurels plaque from Bay Trophy.
- Daleen has created a book of “Important Papers” that will be placed in FCT for anyone to access.

Next Meeting will be held on 1/20/2020 which is a Monday.

Daleen moved to adjourn at 9:07 pm.

Respectfully Submitted,

Ann Stendera