

Minutes of Fremont Community Theatre – Board Meeting Held January 20, 2020

Minutes taken by Ashly Conley

In attendance: Floyd Collins, Lea Ann Wilson, Daleen Askins, Jim Stendera, Ashly Conley, Sarah Stamm

8 Members in attendance: Randy Brown, Sue Stotz, Brittany Forester, Tracey Armentrout, Kim Collins, Alandra Willis, Amy Wylykanowitz, Amelia Purk

1 Non-Member in attendance: Phil Wylykanowitz

Meeting began at 6:30 pm.

Secretary – Motion to approve November minutes: Jim P - Motion Carried and minutes approved.

Corrections to December Minutes: Pg 5 Incorrect spelling. Correct to *Pete. Motion to approve December Minutes: Jim P. 2nd: Lea-Ann. Motion carried and minutes approved.

Treasurer –

Adult checking balance \$28,438.96

Teen checking -\$11,031.48

Youth checking- \$16,223.40

FCT Money Market - \$25,050.12

These are as of 01/03/2020

- Jim S proposed to terminate payment for Termite treatment for the building. Motion by Lea-Ann. 2nd by Daleen. *Motion carried
- Disregard Agenda concerning Dracula. Dracula Summary handed out. Proposed budget was \$4,153.00. Actual budget was \$3,274.66 Total profit for show was \$1,908.34
- Dracula - Tracy did not receive a Stipend as noted in the budget.
- Charlie Brown Christmas/Frozen Jr. - Checks for deposits for scripts and costumes have not yet been received.
- CBC/FJ - Proposed Budget -\$7,500. Actual budget - \$8,369.65 Profit as of 1/5/20 is \$6,230.57
- Note: The Board agreed to move \$1,000 from the teen account and \$1,000 from the youth accounts to help offset the costuming cost for the Teen/Youth show of Frozen Jr. Money has not been moved as of 01/20/20
- Motion to File for Audit: Lea-Ann.

Correspondence:

- Amy W - Church was used 12 times by Ann Frank. The cast sent the church \$200, Thank you card, 2 Comp tickets, and was also given a full page add in the program.
- Daleen moved to give the church an additional thank you card and \$200 for allowing us to utilize their facility. 2nd - Jim S. Vote -Motion Carried
- YMCA Galla & Silent Auction - Feb 29, 2020 - Per December notes, we are not sending them anything.
- Received correspondence from Gas Company about Gas Safety.

Building & Grounds –

- Floyd and Tim suggestion for locking the back stage doors: Re-Key the lock on the back stage door so that only the Building & Grounds committee have a key as well as one in the safe. If in the event the front door is jammed there would still be people who could come in and unlock the back door to get in, yet also limit who has a key to that tricky door. The door could still be keyed open making the panic bar go in but this would limit people unlocking the door and leaving it in the unlocked position.
- Jim S moved to Re-Key the back stage door with a cost estimate of up to \$100. 2nd - Sarah. Voted - Motion Carried

Lobby Renovation –

- Jim S started a facebook group for renewal.
- Restroom partitions have been ordered.
- 2 drain extensions completed
- Jim S requesting 2 comp tickets to any upcoming show this season for his buddy that helped him with the drain extensions. * Motion to gift 2 comp tickets to any show for the drain guy. Motion accepted by Daleen. 2nd by Lea-Ann. Voted - Motion carried.
- Jim priced vanity and fabricated vanity with 2 sinks and a cupboard.
- SCCF Grant amount \$7,803. Becky's Donation: \$500. Current estimate: \$12,691. Shortfall of \$4,387 to come out of general funds.

Roof Repair -

- There is a new leak in the roof near the back wall and a new leak in area of Prop Loft. Both need to be patched properly

- Leak repair options:
 1. Patch with proper sealer: Roof seam power washed & sealed. Wall power washed and sealed from the roof. First 4 foot power washed and sealed. Estimated cost \$3,697.
 2. Proper Repair: 30 year guarantee. Roof power washed and sealed. Lobby Flat roof and foyer replaced. Estimated cost \$8,850.0
- Jim's opinion is to put clulk where leak is for now and get more accurate estimates for this project.

Jim's Presentation-

- Business breakdown - update breakdown with Business costs
- West Lot Storage & Work area addition drawings - Lean-to type addition. Estimated cost: \$66,300
- Discussion: Present all options to the FCT members. Jim S will present at next membership meeting per Daleen.
- Help from Vanguard? - Still waiting on an answer

Show in House- Amy W was in attendance and reported a nightly average of 135 seats (160 on Friday, 94 on Saturday, 155 on Sunday). Show is doing great!

Motion to accept B (Audit report), G (Grants), I (Historian), J(House Managers), L(Murder Mystery Troupe), N(North Lot Planning), O(OCTA Delegate), Q(Playbill and Program Editor),R (Props), S(Season Tickets and Patronage) as NO Report by Jim S. 2nd by Jim P. Voted - Motion carried

(A)Publicity and Marketing – Amy W in attendance. \$250 - Chamber, \$250 - Signs & Banners, \$250 - Downtown Fremont, \$250 - Facebook/Social Media, \$200 - Fair Tent, \$250 - Sandusky County Visitors Brochure, \$180 - Downtown Fremont, \$100 - Banner for 3 months of Downtown Fremont.

- Amy proposed to only be a member of Downtown Fremont and not the Chamber of Commerce.
- Proposed New Budget - \$1,250
- Discussion - Board approved in November to remain a member of the Chamber of Commerce.
- Lea-Ann went over Chamber benefits.

- Board requested an Itemized list & monthly updates from Publicity & Marketing.
- Budget was tabled until next meeting pending itemized list.

(C)Box Office – Amy W was in attendance and reported a nightly average of 135 seats (160 on Friday, 94 on Saturday, 155 on Sunday).

(D)Constitution & By Laws –

- Motion by Daleen to put 50/50 in the directors packet (not the constitution). Lea-Ann Accepted motion. 2nd by Jim S. Voted - Motion Carried.
- Jim S proposed that 50/50 be required unless director brings it to the board and asks not to do 50/50.

(E)Costumes –

- Costumes have not yet been received back from SSJ
- Costumes have been returned from Oak Harbor.
- Scenery/Prop/Costume Rental Agreement proposed. **Tabled.

(F)Director's packets – Tabled until next meeting.

- Update from Sarah
- Composing an Executive Directors Form

(H)Graphic Design –

- Banner made for Bench in the Sun and printed.
- Proposed that all play poster creations come through the Graphic Design committee for consistency. If a director wants to have input that is fine, but there are elements that should be on every poster and anyone putting out a play poster should have it approved by this committee for consistency.
- Request to ask John to help with next seasons posters and season flyers.

(K)Membership –

- As of 1/15/20 there are 61 total members, 40 of which are honorary. Of the paying members a few paid after the due date of the first show. Those members shall be known as members, but not in good standing (with no voting rights).

- Winter Membership meeting will be Feb 8th at 5 pm at the Fremont Yacht Club. Light snacks will be provided with a cash bar.
- Spring meeting will be at the theater to highlight the new lobby. Again with light snacks and drinks.

(M)Newsletter –Jim Posey reported:

- There is not too much to report from the newsletter. I was very confident in my latest edition, but still had some minor mistakes. I have been taking notes of what I have been missing or messing up, and hoping to perfect the system very soon. I will say that I am having difficulty with the print shop that we use. I know Tracy has told me that we should be making sure that the newsletter is being sent out in the post at least 10 days before opening night of a show. I normally try to get it to the shop that morning at the latest. This past edition, he had some issues with how many pages the newsletter was, being an odd number, and he didn't want to print it unless I could either come up with something else to put in the newsletter, or take something out. I told him that the page with the calendar and postage could be on one page, and that would be fine. He was fine with this decision, but then told me that they wouldn't be able to print it until the 13th, when he received the updated information by 10:30 am on Thursday January 9th, 2020. They have in the past been taking out newsletters to the post office for us, and for that I am grateful. I am just worried because I am not able to get to Fremont in time while they are open to pick them up and get them to the post office. I am not even sure how much money we are spending to use the print shop, but we might want to look at some other options because I would feel bad that I wouldn't be reliable to pick them up and take them to the post office. Just some food for thought. I know in the past we have discussed whether or not to even be sending the newsletter out, but to just have them available at the theatre. I just want to discuss this topic and see what the board is thinking. Thank you, Jim Posey
- Discussion tabled until next meeting.
- Daleen requested \$127.15 to pay for the stamps for the newsletters that we have printed right now.

(P)Play Reading – 2020-2021 Season

- The Underpants - Directed by Pete Lowry. Sept 18,19,20, 25,26,27 (2020) with auditions August 9-10
- Elf - Directed by Floyd Collins. December 4,5,6,11,12,13 (2020). Auditions September 20-21

- Kalamazoo - Directed by Toni Biggert. January 22,23,24,29,30,31 (2021)
Auditions December 6-7
- Waiting for Godot - Directed by Cyrus Foos. March 12,13,14,19,20,21 (2021).
Auditions January 24-25
- Wizard of Oz - Directed by Jim Posey. May 7,8,9,14,15,16,21,22,23 (2021).
Auditions March 14-15 (may be adjusted)
- Teen Show - Matilda - Directed by Kyleigh Lash. July 9,10,11,12 (2020).
Auditions June 10-11
- Youth - Lion King Jr. Experience - Directed by Floyd Collins. Camp July 7-August
2. Shows August 7,8,9 (2020)
- Motion to approve slate as read - Jim S. 2nd by Ashly. Voted- Motion Carried.

(Q)Playbill & Program Editor – Daleen to meet with John Bordner

(R)Props- Randy in attendance - Asked that everyone please put things back when they belong. **This needs to be put in the Newsletter and mentioned at the Membership Meeting.

(T)Social Media –

- Thoughts on consistency? Things need to be consistent with every show.
- Bring Lynne in to discuss - Tabled

(U)Teen Theatre –

- Daleen motioned to allow teens to do Matilda as their summer show. Directed by Kyleigh Lash. 2nd- Ashly. Voted: Motion Carried Abstain- Lea-Ann
- Ashly motioned to allow "Student Director/Stage Managers" 2nd - Jim S. Voted - Motion Carried.
- Teen meeting was January 11th from 11-12:30. Teens met and talked about different committees to start up.
- It was announced that the teens now had an Instagram page.
- Kyleigh gave out forms that will need to be filled out to track volunteering at the theater for their dues.

- Show committee decided that they really want to do Matilda and would like to get back into fundraising at the shows. Teens talked about having t-shirts made and will get information on that.
- Teens would like to do a "Play in a Day" and would like to do it right after MM is over and before they start into their season in May.
- They exchanged gifts and discussed ways to increase involvement with the news and get new members.
- They are going to start working on a membership book that will include code of conduct and expectations of being a teen at FCTT.

(V) Teen Theatre Scholarships – Randy in attendance. There are 5 seniors this year. Hopefully scholars will be chosen by the end of April.

NO (W)

(X) Webmasters and Technology -

- Still need to move our email and web services over to Spectrum (bigger project than expected due to back to back shows).
- I would like for the theater to consider purchasing two projectors to be mounted where they will stay and not be moved and will be controlled by the booth - TABLED
- The current projector does not have great illumination. Mike Sooy has offered to help us research what is needed. I don't want to waste his time so I am asking if the board would consider this or not. It would save a lot on set builds and free up space on the stage -TABLED
- Someone is using the printer in the office upstairs and it is running out of ink. Time and I (Floyd) have noticed that a lot of ink is being consumed. Suggestion to put a sheet up there that people would sign when they have made copies and how many. We need to start tracking it's usage better so we can see where all of the paper and ink is going. ***Agreed - Discuss at Membership Meeting.

(Y)

Youth theatre –

- Motion by Lea-Ann to allow youth to do the Lion King Jr. Experience. 2nd by Jim S. Voted - Motion Carried.
- Jim S motioned for camp costs to go from \$80 to \$100 per student and \$80 for the second (and additional) child (ren). 2nd - Ashly. Voted - Motion Carried.

- Expanding the educational component this summer. Going to need more materials and workbooks. Seeking someone to be the activities administrator for the learning portion of Youth Camp. 45 minutes at the end of each camp day to work with the kids on learning theater, dance, music, and do lessons and activities with the youth.
- Discuss an Education Administrator at the Membership Meeting for youth camp.

Old Business-

- S.W.O.T -From the Board (called SWOT papers from board members to compile for next meeting) - Tabled
- Review Goals for the board discusses at the next meeting - Tabled

New Business –

- Light on west side of theater so Comedy/Drama sign can be seen. - Tabled
- Joe Moran - What to do with his Laurel awards and his building keys - Tabled
- Go over what we need to announce at membership meeting - Noted under each committee.
- Bench in the Sun Budget - Total budget \$2,543.53 - Motion to accept budget - Daleen 2nd by Jim P Voted - Carried.
- Mamma Mia Budget - Total budget \$9,820.00 -Motion to accept Mamma Mia budget - Daleen. 2nd by Jim P. Voted - Carried
- Motion to purchase a third 6 or 8 foot plastic table \$80-\$100 and ask that anyone using out meeting tables as prop tables to please use the old wooden one first that we have now and leave the new and one of the plastic ones behind for meetings in the lobby. - TABLED
- Motion to approve the constitution and by-laws to present to the membership for their vote in good faith of its changes. - TABLED
- How should we make the minutes from our meeting available to our membership? Recall Aug 20 meeting how do we make what we do official and make sure we do it. Bylaws??? Post to members section of the website? Last meeting it was stated that the Facebook page is not a good idea for this we need a more "need to know" members section. Suggestions? - TABLED

Next Meeting will be held on 2/18/2020 at the Chamber of Commerce due to MM auditions.

Ashly moved to adjourn at 9:25 pm.

Respectfully Submitted,

Ashly Conley