

April Board Meeting
April 21st, 2020

Venue: ZOOM conference

Time: 6:03

Attendance: FLOYD COLLINS, DALEEN ASKINS, LEA-ANN WILSON, ASHLY CONELY, JIM POSEY, SARAH STAMM, JIM STENDERA, ANN STENDERA

Guest in Attendance:

Minutes:

- **“Secretary’s” report** contained two misspellings.
 - With the above corrections noted, JIM P. motioned to accept. Motion carried
- **Treasurer’s Report**
 - Report posted 4/20/2020
 - Treasurer’s report for April 2020
 - Adult Checking \$13,915.95 Includes \$4900.00 for teen scholarship/Audience Choice funds
 - Teen Checking \$8,332.69
 - Youth Checking \$16,223.40
 - Other Checking \$25,058.22
 - Black Rock \$5,283.15 – no update
 - A stop payment was issued for the \$250.00 Security Deposit check payable to Washington Township for the Frozen Jr. Costume rental. The cost was \$29.00 for the stop payment fee.
 - Brandon Hord was removed from on line access to our checking accounts. Thank you to Jim Posey for this information.
 - Pledge funds were returned along with letters of explanation.
 - Once I get to the theatre and retrieve some checks, I will move \$1000.00 from the Youth and Teen accounts to the Adult account for Frozen Jr. Should be done this week.
 - Thank You letters were issued to all show sponsors and donations to the theatre.
 - All show rights have been paid for except for the ones that will need to go through the credit card.
 - As we have gotten no materials for *Matilda*, Randy had called about canceling and getting money back, and Pete will do the same for the half run of *Bench in the Sun* which will be about \$270.
 - The money should come back as a check in the mail
 - DALEEN motioned to file for audit.
- **Show in House**
 - The feeling is that it is still too early to make a decision for Lion King Jr.
- **Correspondence**
 - Surveys of how the pandemic is affecting nonprofits and theaters have been filled out by DALEEN.
- **Building and Grounds**
 - Roof has been repaired in the lobby. Next step will be working on funding for a replacement of some type. Still looking into the leak in the loft.

- Plans to put up another wood strip up on the opposite wall in the lobby for posters deferred to Jim S. for future.
- The lack of discipline in following the rules for stage floor and paint is still an issue. Therefore, a poster will be made and posted clearly with the rules so all are aware.
- New switch installed on the sub pump 4/11/2020 by Tim
- Lawn mower and rolled 4/11/2020 by Tim
- We need more ceiling tiles and light bulbs
- Lobby Project
 - The auditorium door closing device needs to be put back up.
 - Final forms have been submitted by JIM S. and filed with the treasurer for audit.
- Security cameras have been an asset as people are not frequently at the theater.
- JIM S motions to have his proposal for the new addition accepted as an option which will go to all addition committees, such as North lot and West lot committee, for further discussion with the chairman.
 - Note: please understand that the wording expresses this is an option. This does not mean that the board has approved his plan as the plan; this is just approval for it to be brought forward with the addition committees so it can be further discussed to allow more motion within the project.
 - SARAH accepts. JIM P. seconds. Motion carried with 3 in favor and 1 abstention.
- **Constitution and By Laws**
 - There is a section that needs to be reworked as to not conflict with the constitution. It is not affecting anything, but for the future.
- **Costumes**
 - Sue is still updating a costume paper.
 - The light fixture for the hallway needs to be moved for accessibility. An electrician needs to be called.
 - The directors packet needs a costumes doc so that directors are not wasting money to rent or disrupting the costume loft by aimlessly looking for articles.
 - The ghost light also needs to be left on.
- **Director's resource manual**
 - The binders are completed and waiting for the pandemic to lift to be delivered and gone over with directors.
 - SARAH will create a costume document and make sure the ghost light information is in the binders.
- **Graphic Design**
 - The brochure is on hold until we have a better understanding of the season and season ticket costs.
 - Mamma Mia and the new season will need new banner with new dates
- **Membership**
 - The new membership application needs to get out and signed. They are going to be emailed out and asked to be mailed back in with money, or it will have to be when they can come back in person.
 - This needs to be accomplished to put the interest form in the director's binder.
 - The slate for the elections is
 - Pres - Jim and Aaron
 - VP - Sarah
 - Sec - Lynne and Frenchy
 - Tres - MJ

- Trustees - Randy, Cyrus, Kyleigh, Allie, Hannah
 - Voting will be held online (with 5 mailed out for those with lack of email) on the 25th of April via google forms. The voting will run from 9am to 9pm and will be announced after the mail in ballots have time to be returned.
 - Paper ballots must be returned by May 2nd to be counted. The announcement of the new board will be held after May 2nd.
 - JIM S moved that due to the abbreviated 2020 season, the Laurel awards for the 2019-2020 season be combined with the 2020-2021 season and be conducted by the incoming 20-21 Vice President. he will be happy to assist if the incoming VP so desires.
 - ASHLY accepts. DALEEN seconds. Vote by hand or voice without video. 3 for and 4 against. Motion did not carry.
- **Newsletter**
 - No new newsletter needed while the theater is closed.
- **Play reading**
 - As per treasurer report Pete reports that all payments have been accepted.
- **Playbill**
 - Ryan is working with Randy for Mamma Mia
- **Season Tickets and Patronage**
 - We need to find out from this chair how much she feels we should lower season tickets for next season.
- **Teen Theater**
 - Teen theater officer board met on 4/11/2020 via zoom and is talking about different activities.
 - The teens want to add a business page to facebook to allow the teen alumni to keep the old page and not create a flow of unnecessary traffic. While having a page with updates to the public.
 - This new page was approved but will be given a three month trial during which advisors MUST monitor who has access to post. If it does not work out, they will consider removing it and going back to the old group page. If they do like it, then they can make the current group page private, or deleted, and lock it so it is still there for alumni members but locked from the outside public.
- **Technology**
 - A two projector system has been approved for purchase and installation. This installation will be done by FCT members.
- **New Business**
 - Reopening the theater will be worked on as a combined effort between the current board and the incoming board.
 - FLOYD motions to accept as an adopted document that board members will sign along with IRS conflict of interest's forms, the Memorandum Pledge to Duty form that was presented to the board via FB on 4/10/2020 for additions, comments, and changes.
 - ASHLY accepted. LEA-ANN seconded. Motion carried.
 - The Motion to vote that it be understood that after the September timeslot if Momma Mia cannot open then the show will need to be canceled and considered with Underpants for 2021 – 2022 season was removed until a time directors can meet.
 - TABLED - Trustee committee – The chair would like input on forming a records retention committee to investigate the law pertaining to our records including membership records and how long they need retained. To set policy for proper record keeping and to insure FCT is retaining proper membership logs and records.

DALEEN moved to adjourn at 8:55 PM