

Board Meeting
May 19th, 2020

Venue: Zoom
Meeting started at 6:42 pm

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

Guests in Attendance: MARY JO FOOS, CYRUS FOOS, LYNNE WAGNER, RANDY BROWN

Minutes:

- *Moved to start of meeting as RANDY had to leave early*
 - Props:
 - Crystal Hill borrowed the wagon from Frozen Jr. and needed to note this. She will return after Clyde's show. School is closed to anyone right now. Been cleaning and organizing props, wood storage and workroom too. Got some things to recycle or pitch.
 - Teen Theatre Scholarships:
 - Randy Brown recommendation for teen scholarships from the committee.
 - Jacob W and Sam R. are each to be awarded \$950 from scholarship fund as decided by the committee.
 - SARAH motioned to accept these two nominees to be awarded the amount of \$1000 scholarship each from the teen scholarship fund.
 - JIM P accepts
 - Motion Carried
- SECRETARY'S REPORT (Completed by SARAH)
 - April 21, 2020 board meeting (Minutes posted to Facebook group by the following Friday proceeding meeting. Once approved will move to FCT website)
 - Corrections to minutes: none
 - LEA-ANN motion to accept, Motion carried.
- SECRETARY'S REPORT Continued (Completed by SARAH)
 - May 12, 2020 Special Meeting (Minutes posted to Facebook group by the following Friday proceeding meeting. Once approved will move to FCT website)
 - Corrections to minutes: None
 - JIM P. motion to accept, Motion carried.
- TREASURER'S REPORT
 - (Treasures report posted to Facebook group one week prior to next meeting.)
 - Treasurer's report for May 2020
 - As of May 12, 2020
 - Adult Checking \$14,703.68 Includes \$4900.00 for teen scholarship/Audience Choice funds Teen Checking \$7,332.69 Youth Checking \$15,223.40 Other Checking \$25,059.25 Black Rock \$5,283.15
 - no update As of the last FCT Visa invoice dated 4/13/2020
 - no money was charged for show rights.
 - ANN spoke with Pete Lowry and asked him to check with the company about the charges and when or if they have already charged our account. This charge will almost meet the account maximum so we need to be careful not to exceed our limit until the amount is paid on June 10th. It is expected that the next Visa bill will show up within a week and will report on the Facebook page as soon as the situation is known.
 - I plan to meet with Mary Jo Foos to turn over my books sometime in the near future. Please be aware that my paperwork will need to be taken to Rick Holland once tax season is finished to be scanned into his system. I never got access into his system so there is nothing more I can do. There is an outstanding issue that was given to Daleen to be sorted out. Once she has access to Rick's system, I can help sort this out for audit purposes. Reminder: once Mary Jo becomes Treasurer, and she gets on the signature cards, we must inform Croghan to remove me from online access. This was not done when I came on and Brandon Hord wasn't removed and continued to have access until a short time ago.
 - *Motion to file for audit: Motioned by DALEEN
- SHOW IN HOUSE REPORT:

- Shows suspended and moved to next season.
 - This includes *Mamma Mia*, *Matilda*, and *Lion King*
- ~~LAST SHOW LIAISON REPORT:~~
- REPORT CORRESPONDENCE:
 - Reply back from Attorney Gen office concerning our survey. E-Mailed to all.
- Marketing: NO REPORT
 - From LYNNE looking into getting shirts to sell as a fundraiser for teens. Shirts can be preordered and also sold at farmer's markets and in the lobby when open again. Shirts will be \$6 or \$8
- ~~Publicity: NO REPORT~~
- ~~Audit Report: NO REPORT~~
- ~~Box Office: NO REPORT~~
- Building and Grounds:
 - Jim S. looked at the door closer for the lobby and we will help him re-attach it.
 - New photocell is installed on outside light by front doors so it goes off during the day.
 - Work needs done on tick list and we will start working on that soon.
 - Molding up in the bathrooms. Spot painting Vents up, TP roll dispenser in the Men's Need to get volunteers to do that.
 - New Ceiling tile will be gotten as soon as Floyd can see clear to get the card and go to Lowes.
 - Tim is adjusting temperature to save money on Util Bills
 - Gardening: 5-16 Floyd pulled weeds on the front and sprayed weed eater to help get rid of onions. 5-17 Tim mowed
 - Note: Need someone who is good at trimming bushes to take a look at the big bushes by the doors.
- Constitution and By-Laws: TABLED
 - Daleen Askins from the Chair- There is a section we will need to look at the wording on in the by-laws this can happen later as it does not affect anything right now but it seems when we shorten the wording at the Feb meeting it now conflicts with wording in the constitution. We will need to address this down the road so I would like it tabled here for now. Maybe Sarah could look them over and see what she thinks the wording should be?
- Costumes:
 - Sue Stotz, Ashly Conley Please pass this on to any current and new members of the board that I may have missed. I have 3 schools with costumes that they are no longer going to be using. I don't know if they have access to them and have not contacted them yet. I didn't want to do anything until you all had a say and guidelines set for their return and putting them away. Thanks. Sue
- Director's Resource Manual: working with Sue and Ashly, I, Sarah, created a costume document for the director's binder. I will be taking apart the binders for *Lion King*, *Matilda*, and *The Underpants*. As we make further decisions I will work to get with directors or continue dismantling their binders
- ~~Grants: NO REPORT~~
- Graphics Designer: New Graphics are made for the FB pages and Website FB Page will roll out May 11
- Social Media:
 - Goal to promote FCT memories since we cannot have shows yet we will keep our audience engaged with posting memories. All next seasons' graphics are made along with the brochure we just need to see how things pan out for us re-opening and make adjustments when we can.
- ~~Historian: NO REPORT~~
- ~~House Managers: NO REPORT~~
- Membership:
 - (VP) Jim Stendera Trustee Lea-Ann Question to the Laurel Awards Committee:
 - How many awards will each show be able to give out from FCT money? What shows will be giving out awards from this season?
 - Sarah and Jim to present proposal for Awards and possible budget request at future date.
 - Needs voted by the board in new business.
 - New Member Orchestra Business Stanly Award (this will be a vote given to Mr. Ball if he will do it this year for us.
 - Note: did someone contact Mr. Ball and see if he will take care of our Stanly votes and who should receive the results?
 - JIM S. moves to vote that the Christmas show is 2 shows and is granted 10 awards for the laurels, 5 for Frozen Jr. and 5 for Charlie Brown Christmas.
 - JIM P. accepts
 - Ashly Seconds
 - Motion carried unanimous
 - JIM S. moves to propose a budget of \$550 for laurel awards for the awards and venue if and when they can be done.

- JIM P accepts
- Ashly seconds
- Motion carried Unanimous

● ~~Murder Mystery Troupe: NO REPORT~~

- Newsletter Editor:
 - Jim Posey sent out a small newsletter with updated information. Looks great thanks for taking the time on that Jim. Floyd and Jim are going to work on getting a new email set up.
- North Lot Planning:
 - Tim Bolton This committee is tabled till further notice. Trying to schedule a meeting so we can go over Jim's plan for a lean-to building on the side.
- OCTA Delegate: NO REPORT
 - Did they cancel for this year do we know?
 - OCTA is cancelled this year
- Play Reading:
 - Pete Lowry: I received a form to fill out for our refund request. They cautioned that it may take some time for them to process it since they are getting many of these requests. Sounds like they are willing to work with us on this. I'll get it filled out and sent in tonight and I will keep you updated as I get more info. We will need to move Lion King and Mamma Mia to next season yet dates need to be set before we contact MTI.
- Playbill and Program Editor:
 - On Hold – Ryan has his template ready to go and is excited about doing these for the theater.
- Season Tickets and Patronage:
 - Lou wanted to know if she should send out a notice to our season ticket holders. Jimmy posted a short news letter telling everyone that season tickets are on hold till further notice.
 - From the Chairman of the board: Thoughts from the board on season ticket, comp tickets and ticket give always for next season given the current state of the theatre income. Pros and Cons
 - With no season tickets, we could use Bench and Mamma Mia season tickets as Comp ticket to any show we may be able to do this season
- Social Media: NO REPORT
 - Lynne is doing an outstanding job keeping people's attention about theater and providing a lot of activities to keep our members and patrons alike engaged with FCT. Bravo Lynne
- Teen Theatre: Kyleigh Lash, Floyd Collins
 - Floyd and Kyleigh hosted a zoom trivia night for the teens on 5/9.
 - Teen officers have been actively working on ideas for promoting their theater and keeping local area teens interested in FCTT. Last activity was a costume contest to see who could come up with costumes from their closet of their favorite show. It is slow going getting the kids engaged but they are coming up with ideas and are trying. New teen FB Page is created with new logo. Old group page will start to be phased out as we see that the new FB page is what the teens wanted. Kyleigh and Floyd have the username and password to the account. There is some thoughts on a summer camp workshop with 9 or less but still not sure how that would work.
- Webmasters and Technology:
 - Projection equipment was approved to be installed. Since there is more time now I, Floyd, suggest we wait till August to buy and install the projection equipment. Floyd used his frequency mapping software and created a frequency map for the wireless equipment in the building once we can be in the theater we will move the equipment to the new frequencies. We are having interference with the company beside us and Kroger's. This should help with the feedback on the headsets also.
 - Sarah setup a google drive folder for all our important board files.
- Youth Theatre:
 - Moved to next season.
- OLD BUSINESS Motions and Inquires:
 - 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.
- NEW BUSINESS:
 - Questions:
 - With the new constitution, who will vote for the new chairman? If it is a ballot vote how will that work on zoom should we use the built in poll? Need to have a plan in place for June since we may be remote then as well or do we do it at the theater and spread out.
 - Daleen Askins. I would like to make a motion that books and plays in the upstairs office published prior to 1970 be weeded out and given to OCTA or trashed. Floyd has requested to save some of the books for creating decorations for the theater with.
 - DALEEN moves that the books and plays in the upstairs office be weeded out at Daleen's discretion to be repurposed or donated, or trashed.

- LEA-ANN accepts. JIM P seconds. Motion Carried
- Executive Session was called to vote on New Member, Orchestra Member, Outstanding Business for the Laurel Awards.

Adjournment: JIM P moved to adjourn. NEXT MEETING: Tuesday, June 16, 2020