

Fremont Community Theatre and Literary Society, Inc.
Board of Trustees Meeting: June 16, 2020

Outgoing Board (2019-2020)

Daleen Askins, President
Jim Stendera, Vice President
XXX, Secretary
Ann Stendera, Treasurer
Floyd Collins, Chairman
Lea-Ann Wilson, Vice Chairman
Ashly Conley, Trustee *Arriving late
Sarah Stamm, Trustee
Jim Posey, Trustee

Incoming Board (2020-2021)

Jim Posey, President
Sarah Stamm, Vice President
Lynne Wagner, Secretary
Mary Jo Foos, Treasurer
Daleen Askins, Trustee
Randy Brown, Trustee
Floyd Collins, Trustee
Ashly Conley, Trustee
Cyrus Foos, Trustee

Meeting location: Fremont Community Theatre (Stage for current, seats for incoming to maintain social distance)

Meeting called to order: 6:32pm

Guests

In attendance: None, only current and incoming board members

Guest Comments or Concerns: None

Secretary's Report

Board Meeting: March 16, 2020 was presented.

Corrections to minutes: None

*With the above corrections noted:

Motion to accept: Lea-Ann Wilson

Motion carried: Yes

Treasurer's Report*as of June 8, 2020

Adult Checking: \$13,773.67

\$2,000 for teen scholarships have been written, but not delivered. \$2,900 remains in account for Audience Choice awards.

Teen Checking: \$7,332.69

Youth: \$15,223.40

Other Checking: \$25,059.94

Black Rock: \$5,283.15 – No update

Concern presented from Ann Stendera: The Board decided not to pay for the annual termite treatment using Central Exterminating. Same company has now ceased billing for monthly exterminating fees of \$41.20 per month, which may mean the company has also ceased whatever monthly rodent or pest control. Please decide if FCT should reinstate this service, seek a new provider or let it ride as is. There is still a reconciling item that needs to be researched through Holland's office. Daleen Askins has the details and Ann would appreciate a follow up once it has been sorted out. Please note that my notebooks of backup will need to be given to Holland's office for scanning into his system.

Reminder: Croghan Bank needs to be updated on signatures as well as removing my online account access

Missing Amazon receipt paid by FCT Visa on 4/24 for \$69.46. Any information would be greatly appreciated.

*Motion to file for audit:

Motioned by: Jim Posey

Motion seconded:

Show In House Report

No show is currently in-house

Liaison (last show) Report

No report given due to COVID shutdown

Correspondence

presented after new business

The 2019 from the Sandusky County Chamber of Commerce plaque was found during cleaning. Kiwanis club was wondering if someone would speak at one of their meetings. Randy Brown will be attending the Women's Connections meeting on Tuesday, July 14, 2020.

Committee Reports

Marketing/Publicity:

Lynne presented information from Amy Wylykanowitz. They'll be polling some phrases/sayings to come out with a few designs. We will offer sales directly to members on the Facebook page, but will also have several in-stock to present at Farmer's Markets in August and September. The marketing budget will be used to purchase the shirts up-front and the profit will go toward the Audience Choice awards to help fund the teen scholarships. We will offer colors (black, red, blue, purple, orange to coordinate with local school districts) with solid color lettering.

We also spent time discussing how marketing, publicity, sponsorships, and other information should be handled (and under what committee). All information that is flowing out of FCT should be handled under Marketing and Publicity (press releases, photos, postings, advertisements, etc). All incoming information should be handled under patronage (which is already set up under Season Tickets & patronage). It may help to split the patronage from Season Tickets in order to get the information done effectively.

Audit Report:

None

Box Office:

None

Building and Grounds:

Tim and Floyd will start working on the punch list for the theater later this summer. AC will be set for Tuesday's board meeting. Tim mowed several times since our last board meeting. Cheryl trimmed up the trees on June 7, 2020. Floyd re-sprayed for weeds. Chain lock on the back door. Lots of activity around the building since school is now out. Kids running around are setting off the motion detectors and shaking doors. Reminder to check the lights before leaving, but make sure the ghost light remains on. New light for hallway will take longer to warm up but should be brighter.

Still needing attention: 1- Board for posters in lobby. 2- TP dispenser in the men's room installed. 3&4- Trim molding in both men's and ladies up and mounted (or remove old) 5- Repaint bathroom doors. 6- Mount FCT above auditoriums doors in lobby. 7- Install door closer for auditorium doors since the old one will not work with remodeled walls. 8- Install new push plate for auditorium doors.

Constitution and By-Laws:

There is a section we will need to look at the wording on in the by-laws, but it does not affect anything immediately. Verbiage changes at the February meeting created a conflict in the constitution. We will need to address this down the road, but it should be tabled for now.

Costumes:

There are numerous costumes in the lobby that have been returned/donated, but they will need to be looked at and put away. There will be a standard rental form created for costumes and props to allow for more effective tracking. We also discussed what the policy should be for rentals and documentation, but no specific decisions were made.

Director's Resource Manual:

None

Grants:

None

Graphics Designer:

Floyd mentioned that we are still waiting until we know what needs done. The Fremont Staples store closed, so we won't be able to get the lobby posters from the same location. We can utilize a mail-in, but the time frame will be longer (Action Printing is more expensive for the larger posters).

Historian:

None

House Managers:

The mailbox and counter areas in the box office have been cleaned. All of the containers and trays have been cleaned. Please note that just because there is space (open cubicles, shelves, or counters), it does not need to be filled!

Lobby Décor:

Lobby Decor Committee currently has Ashly Conley and Jim Posey on it.

Marketing:

Presented first

Membership:

From Vice President, Jim Stendera: This will be my final report. All documents in my possession will be given to Sarah Stamm at the meeting. I will work with her for a smooth transition.

The final membership roster shows 66 members in good standing for the 19-20 season. I have collected some dues for 20-21. The records for this will be turned over to Sarah. As of this writing the plans for the Laurels are mostly complete. So far, the cost to the theater is estimated to be \$431.18 compared to an approved budget of \$550. I anticipate a few more expenses. This includes the plaques and a nice laurel award. My thanks to Sara for consulting and helping me on the awards. The Front 9 has been secured for August 29th from 3 to 7. A social hour is planned from 3 to 4:30 with hot and cold snacks and a cash bar. Awards will proceed after 4:30. Those attending the social hour will be charged \$15 per person to attend. After 4:30 people will be admitted to the ceremony free of charge no snacks, but the cash bar will continue to be available. I intend to send letters of invitation in a couple of weeks. How is signing the new membership app coming along? Do we have people sending them in? Top priority for the new VP.

Murder Mystery Troupe:

Mary Jo Foos has told Brenda from the SCVB has been told to not schedule any more until further notice.

Newsletter Editor:

Jim Posey will put out a mini newsletter this month with teen scholarship updates and some other details.

North Lot Planning:

None

OCTA Delegate:

The state OCTA board meeting was held virtually on May 16, 2020. After discussion, it was voted on and all 2020 OCTA regionals, OCTA Jr, and State OCTA presentations and contests were canceled. The 2021 and 2022 State OCTAs will remain set at Cherry Valley Lodge in Newark, as those contracts have already been signed. The 2023 State OCTA will return to the Eastgate Hotel in Cincinnati, where this September's presentations were scheduled to be held. The Eastgate hotel is willing to honor the existing contract and apply it to 2023. There was some discussion about the possibility of making OCTA 2021 open to excerpts from 2019-2020 seasons, as well as any shows performed in the 2020-2021 season.

Play Reading:

Daleen Askins has proposed plans for the rest of 2020-2021 and moving us into 2021- 2022 season, depending on the effects and restrictions from COVID-19.

Proposed 2020-2021 FCT Season:

The Underpants: Sept. 11-13, 18-20, 2020 or Dec. 11-13, 18-20, 2020

Bench in the Sun: Dec. 4-6, 2020

Kalamazoo: Jan 22-24, 29-31, 2021

Waiting for Godot: Mar. 12-14, 19-21, 2021

Mamma Mia: May 7-9, 14-16, 2021

Proposed 2021-2022 FCT Season:

If Mamma Mia can't be done in May, we will try Sept. 3-5, 10-12, 2021. If Mamma Mia is done in May, we will open with a straight show – possibly the Underpants or something like that.

Elf: Dec. 3-5, 10-12, 2021 (will need to be moved to this date rights are paid)

Straight play: possibly The Underpants if we can't do it elsewhere: Jan. 2022

Straight play: Mar. 2022

Wizard of Oz: May 6-8, 13-15, 20-22, 2022

Floyd Collins motioned: "the tentative season proposed with possible dates for the 20-21 and 21-22 seasons be approved by the board for licensure deadlines to be adjusted later, if needed."

Lea-Ann Wilson accepted the motion, Ashly Conley seconded. Motion carried.

Clarification from Floyd: Re-Casting of Mamma Mia there seems to be some confusion on who should be re-cast and/or why. It was the chairman of the board's understanding that if Randy was to direct the show, he could keep the same cast, but we wanted to make sure the following was observed:

The cast did not feel they needed to stay obligated to the show. They should be given the option to drop without hurt feelings.

If a cast spot(s) open, it is fair to the ones who did not make it the first time to be given a second chance.

If Randy Brown is unable to direct, and there is a new director, the new director may want to cast their own.

I see no reason why if Randy is going to direct it he would need to re-cast those he knows he wants in roles he has already casted if they are able to meet the dates yet to be decided that we are able to do the show.

Floyd Collins motioned: "director can tentatively revisit, re-audition, or be as flexible as needed with the cast of Mamma Mia."

Daleen Askins accepted the motion, Jim Posey seconded. Motion carried.

Floyd Collins requested that Mamma Mia be put on undecided status for dates, but had not heard anything about scripts. Lion King has been pushed back to end of July 2021.

Playbill and Program Editor:

All playbills are currently on hold – Ryan is ready to go and is excited about doing these for the theater when we re-open.

Props:

Randy Brown has organized and cleaned up the prop loft. It is looking fantastic!

Season Tickets and Patronage:

Daleen Askins spoke to Lou. We need to make it official that we will not have 2020 -2021 season tickets, but will honor missed shows or pay back (if requested) for Mamma Mia.

Floyd Collins motioned: "season ticket stubs for Bench in the Sun and Mamma Mia can be used as a comp ticket for any single adult season show before June 1, 2021"

Jim Posey accepted the motion, Ashly Conley seconded. Motion carried.

As discussed in the marketing & publicity section, we need to separate the Patronage portion of this committee to work on getting patronage, which is not the responsibility of marketing and publicity, and has not been completed as needed.

Social Committee:

Daleen Askins mentioned that Kris Krotzer and company are doing MacBeth (tentatively September 4-6) at the Strand Theatre in Fremont. Anyone interested in going as a group, please contact Daleen Askins.

Social Media:

Lynne Wagner wanted to address how to handle theaters wanting to post auditions and information on our page or group during COVID-19 shutdown of theaters, especially when theaters have not been cleared to re-open yet. The board wants to make it clear that we are not promoting ideals to go against current recommendations or restrictions due to COVID-19. Lynne will continue to monitor requests, but will allow those who are following restrictions and guidelines to be posted.

Teen Theatre:

Floyd Collins announced that the new Facebook teen page is up and running. They are still working on logistics for how they will be building it and utilizing it. Teens will vote on what they will do with the old one at the next board meeting. The teens are still doing social activities together on Zoom and hoping to do this summer (play in a day or workshop) if health regulations will allow it.

Teen Theatre Scholarships:

Congratulations to Sam Ricker and Jacob Wylykanowitz, our two scholarship winners this year. Randy Brown will pass along their details to Lynne Wagner to send out a press release when he hears back from both of them.

Webmasters and Technology:

Tim Bolton: Projection equipment was approved to be installed, but it will be on hold until our financial standing is clearer.
Sarah Stamm set up a Google drive shared folder to help organize information for the board members.

Youth Theatre:

None

*Any new/changes to chairs or committees

None

Business

Old Business:

Thank you to Lea-Ann for your years of service being on the board. Thank you to Jim and Ann for your service being on the board. Please stay active with FCT we need dedicated members such as yourself.

Motions and Inquiries: The outgoing chair will read in the new members to FCT board for the official records. The incoming trustees will nominate a new chairman and new vice chairman for the coming term.

Let it be known that as of June 16, 2020 the following elected officials will take over their duties to FCT, relieving the duties of those they are replacing:

Jim Posey, President

Sarah Stamm, Vice President

Lynne Wagner, Secretary

Mary Jo Foos, Treasurer

Daleen Askins, Trustee

Randy Brown, Trustee

Floyd Collins, Trustee

Ashly Conley, Trustee

Cyrus Foos, Trustee

New Business & new board responsibilities:

All new officers completed the signing of FCT pledge to duty and IRS conflict form.

Nominations and vote for new chairman and vice chairman:

Floyd Collins nominated Randy, who declined

Floyd Collins nominated Daleen, who accepted

Randy Brown nominated Floyd, who declined

No further nominees, Daleen is elected chairman with no further vote needed

Randy Brown nominated as vice-chair, who accepted.

No further nominees, Randy is elected chairman with no further vote needed

Lynne Wagner motioned: "FCT Board meetings to be held on the 3rd Monday of each month."

Floyd Collins accepted, Mary Jo Foos seconded. Motion carried.

Adjournment

Moved to adjourn: Lynne Wagner

Time: 8:29pm

Next Meeting

Date: June 20, 2020

Time: 6:00pm

Location: Fremont Community Theatre (in-person unless additional restrictions are posed)

Upcoming Events

None