

Fremont Community Theatre and Literary Society, Inc.
Board of Trustees Meeting: July 20, 2020

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

Meeting location: FCT Stage
Meeting called to order: 6:00 pm

Guests

In attendance: Pete Lowry, Tracy Armentrout

Secretary's Report

Corrections to minutes: Zoom meeting, motion adjournment made by Ashley Conley

*With the above corrections noted:

Motion to accept: Floyd Collins made the motion to accept both sets of minutes (June and Emergency Zoom)

Motion seconded: Cyrus Foos

Motion carried

Treasurer's Report *Spreadsheet is attached

Finance Records to members upon request

Money market account is earning poor interest currently. Can only withdraw 6 times per year from that account.
Future consideration requested to receive a certain % from teen/youth shows after each season to cover expenses.

Donations were received by Jane Ordorff and Ron Hill. Ron Hill, Randy & Darla Brown, and the Foos family need to be added to the list of Saints.

After a brief discussion, it was determine that there was not much of a benefit to remain listed in the yellow pages when most people do not have/use them anymore. **Cyrus Foos made a motion: "to cancel Fremont Community Theatre's contract for its listing in the yellow pages" and Randy Brown seconded. Motion carried.**

*Motion to file for audit:

Motioned by: Floyd Collins

Show In House Report

None

Liaison (last show) Report

None

Correspondence

A sympathy card was sent out to Mindie Ottney for her father's death. We received the AACT membership renewal form (which also gives us a discount for our ASCAP membership). **Cyrus Foos made a motion: "to pay for the yearly membership fee for the Fremont Community Theatre using the included renewal form." Floyd Collins seconded it. Motion carried.**

Committee Reports

Audit Report: Becky White will be meeting with Rick in the future.

Box Office: None

Building and Grounds: Floyd and Tim have both been working to update the punch list. Floyd will sand and paint the board on the lobby wall to match. Air handler filters were installed, tech booth floor was fixed (sinking), air conditioners adjusted, eaves for the entire building were cleaned, and restroom door/back doors were painted. Tim Bolton has mowed and Cheryl Bolton has trimmed branches. Jim and Daleen cleaned out the box office. Trash service has been adjusted to just once per month and an LED ghost light for the pit was installed.

Floyd will also get quotes for the outside wall for mold remediation and treatment for our next board meeting. It may be able to be done with volunteers, but the board wants to ensure that it's taken care of correctly. Then the lobby wall can be painted to match. They will contact Fremont Floor covering about issues with the brand-new carpet in front of the men's bathroom.

Constitution and By-Laws: Jim will be setting up a meeting to discuss verbiage to eliminate the conflict in language.

Costumes: 3 schools still have outstanding costumes. The spotlight has been picked up from SJCC. There are draperies being donated to the theatre by a patron. There is still a need to revamp and institute a rental agreement form for costumes/props; Lynne Wagner will draft up a new one.

Director's Resource Manual: Sarah Stamm has manuals ready and will be passing out to new directors to review, even if shows may not occur as scheduled or without changes. This will allow them to familiarize themselves with the business necessary for a show.

Grants: None

Graphics Designer: None

Historian: None

House Managers: None

Membership: Sarah Stamm will include the membership form with interest survey in the director's manuals. We reviewed memberships, committees/heads, and she will update the membership database with any additional notes needed. We discussed adding information about those with experience in technical aspects to make it easier for directors to find those who know how to help or would be interested in learning how to help.

Sarah Stamm also updated us about the Virtual Laurels that will be upcoming. After some deliberation, we thought it might work best for the Laurels to be pre-recorded and posted at the advertised time. There would also be a designated drive-by time to pick up awards to minimize contact.

Murder Mystery Troupe: SCVB (Brenda Havens and Peggy Courtney) have been directed to not schedule any more of these until further notice.

Newsletter Editor: None

North Lot Planning: None

OCTA Delegate: None

Patronage: None

Play Reading: Pete Lowry was hoping to start the play reading meetings in August, but is debating if it is best to hold in person or through Zoom.

Playbill and Program Editor: None

Publicity: Lynne Wagner will be showing a "Magic of Makeup" video on Facebook Live in cooperation with the Birchard Public Library for the Summer Reading Challenge. She and Lori Willey will be out at the theatre on Tuesday, July 21, 2020 at 2:00pm. It will be a short 5 minute video, but will help publicize the theatre and show off the magic created on stage.

The board has requested to include regular sweatshirts, along with the t-shirts and hoodies that we'll be selling later this summer. Amy Wylykanowitz will check on the prices and will include them on the order form. The top 3-4 sayings (from the Facebook poll), along with a standard FCT shirt, will be offered on our Facebook page, group, and in-person at Fremont Farmer's Markets later this year.

Props: None.

Season Tickets: None

Social Committee: None.

Social Media: Since there was no regular members meeting, Lynne will make a post about membership information. This will allow members to remain a member in good standing and be invited to the members-only Facebook group. She will link to the updated membership form and the website (with updated payment information) in her posts.

She will also be creating a members-only Facebook group to publish business information (meeting minutes, important business, etc) that will be inclusive to only members in good standing. There is a Broadway karaoke night planned this month, along with a Broadway trivia night planned for August.

Teen Theatre: Zoey Holland (FCTT President) is hoping to organize a Teen cabaret coming up. Lynne will contact her to see if it can be done virtually or promoted through media.

We discussed a previous motion carried (with the previous board) addressing consideration for eligibility for youth/teen shows (for those who have aged out) and will revisit when we have a better idea of when we are able to open/what restrictions we might have.

Teen Theatre Scholarships: Randy Brown will send the information to Lynne once he receives it.

Webmasters and Technology: Spectrum is currently \$163 per month, but necessary for more bandwidth. We are in the process of getting emails and other services set up. Floyd will update us after he's able to contact them.

Youth Theatre: None

Business

Old Business:

We need to create a new committee to check deadlines for how long records are to be kept, where they are to be kept, and policies outlining this information. Cyrus Foos will head up this Record Retention committee.

New Business:

Jim Posey will be looking into the possibility of a virtual membership meeting to allow members to get together safely.

Adjournment

Moved to adjourn: Randy Brown

Time: 8:35pm

Next Meeting

Date: August 17, 2020

Time: 6:00pm

Location: TBA

Upcoming Events