

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

Current Board (2020-2021)

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

Meeting location: ZOOM

Meeting called to order: 6:01 by Daleen Askins

Guests

In attendance: Kyleigh Lash

Guest Comments or Concerns: *Spoke during our teen theatre discussion*

Secretary's Report

Board Meeting: October 19, 2020 Minutes

Corrections to minutes: None

*With the above corrections noted:

Motion to accept: Cyrus Foos, Floyd Collins

Motion carried:

Treasurer's Report*

Treasurer's Report is only available by request.

*Motion to file for audit:

Motioned by: Cyrus Foos

Show In House Report- No show is currently in-house

Liaison (last show) Report- No report given due to COVID shutdown

Correspondence

Certified letter from the IRS- Mary Jo Foos dropped it off to Rick Holland's office today (November 16, 2020)

Dance studio in Fremont reached out as a reference for Madison Wilson

Karen Langley sent a postcard saying she missed us and her \$10 membership fee

Huntington Bank (Tiffanie)- contacted teen advisors to see if teens in video about teen checking. Floyd has spoken to Tiffanie and is working out the details- (further information will be gathered after their employees in quarantine are out).

Committee Reports

Audit Report: Becky White: No report---will work on late November

Box Office: No report.

Building and Grounds: Tim Bolton: There is a small leak in the lobby roof next to the auditorium wall - I can go up Sunday or Monday to apply some sealant, but there is also some bubbling in that roof, so we'll need to call for repairs. They'll keep patching it and will look at some other options until it can be replaced.

Floyd Collins: Everything is about the same as always. Not much going on other than we seemed to have lost power a few times and had to reset the security cameras. Two signs in the back remain, but the one in the front blew away and will need to be replaced. On 11/9, Floyd sprayed for bugs inside the building, lots of dead crickets in the mice traps, no mice. Going to plan another workday with Tim when he has time off.

Constitution and By-Laws: Jim Posey: Jim needs to set a meeting time.

Costumes: No report.

Director's Resource Manual: Sarah Stamm: Nothing new at this time. When I have any time, I still plan to work on digitizing the forms and updating them. Mary Jo Foos and Floyd Collins will be forwarding digital files to Sarah Stamm to go through.

Grants: Jim Posey: Fremont Small Business Grant: we have been selected to receive CARES Act money from the City of Fremont. They needed to receive some verification of information and that was given to them. I will give a further update when funds are received.

Graphics Designer: Floyd Collins: Lynne and I made a graphic for Giving Tuesday, after submitting several different design ideas, we both landed on one we really liked.

Historian: None

House Managers: They will set up a date in the near future for a deep clean of the theatre. All costumes will be moved into the green room in order to fix the coat rack.

Lobby Décor: None

Membership: Sarah Stamm:

New Members: Crystal Hill (payment in mail) & Karen Langley (payment being mailed)- Both have been invited to join the FB group. We are at a total of 50 members (9 still needing to fill out the form)- **I need information for the interest form on:**

Yates, Donielle

Zimmerman, Claire

Langley, Heather (still hasn't filled out form - not counted in total)

Hill, Crystal

Langley, Karen

Murder Mystery Troupe: Jim Posey: I spoke with Brenda Havens, and she shared with Mary Jo and me an idea about a possible date of July 2021. I still need to contact Pam Meggitt as it was shared with me that she has costumes and such for us to do Murder Mysteries, but I know we are not looking at those at this time.

Newsletter Editor: Jim Posey: Newsletter was sent out in the first part of November, I tried to get a release date of Halloween, but it just didn't work out in my favor for that to happen. Just looking for feedback; and I would like things to put into the next edition to, hopefully, be put out before Thanksgiving, especially to get more notice for Giving Tuesday. Please get me entries by November 24.

North Lot Planning: Tim Bolton: tabled until further notice

OCTA Delegate: None

Play Reading: No report given.

Playbill and Program Editor: None

Props: None

Publicity: Amy Wylykanowitz:

Ornament on the Downtown Fremont Ohio tree was created by Floyd Collins

Winter Wonderland drive-through at the Sandusky County Fairgrounds will be designed by Delilah and Michael PJ Foos.

Downtown Fremont Ohio still Christmas parade- Amy is currently worth with some designers and will share more information as it's available. She may need some additional volunteers to put this all together (will post in the FCT Members Only page)

Record Retention: None

Season Tickets and Patronage: Lou Nitkiewicz: not sure there is anything we can do at this moment since we are still a year away from starting shows at least.

Social Committee: Daleen Askins: Not much that we can do right now, but am keeping options open

Marketing & Social Media: Lynne Wagner: Telethon talk for Social Media Giving Tuesday (December 1, 2020) from 7am to 7pm Facebook Livestreamed with a top Goal of \$50,000. We discuss sales of t-shirts/Gift certificates (Mary Jo will deliver in the immediate area and accepts cash/check). We will look at ideas to sponsor one month (\$2,000) or certain levels. (Michael PJ Foos) Santa for Santa Video Calls: \$25 minimum (3-5), \$50 minimum (5-7). We'll all write Santa Letters: \$20 minimum Graphic (mentioned earlier in the minutes) created to start publicity and will be posted soon as event on FCT. Other ideas for entertainment like skits, challenges, characters will continue to be workshopped in the FCT Board group. Gingerbread House to be decorated during Telethon and entered into the Speigel Grove contest on December 10th

Teen Theatre: Floyd Collins, Kylie Lash: Not a lot to report activity wise. **Floyd Collins motions that funds be earmarked in the amount of \$7000 in preparation of producing the teen summer show, Matilda. Said earmark will expire August 2021, if not allocated, or unless last resorts of other funds have been utilized prior including money market account. Said motion is requested to go to roll call vote and documented.**

Teen Theatre Scholarships: None

Webmasters and Technology: Floyd Collins: I have done some maintenance on the back end of the SQL database. Still need to figure out what features to keep or what to update for the new website.

Youth Theatre: Floyd Collins: Nothing to report activity wise.

Floyd Collins motions that funds be earmarked in the amount of \$4,000 in preparation of producing the youth summer show, The Lion King. Said earmark will expire September 2021, if not allocated or unless last resorts of other funds have been utilized prior including money market account. Said motion is requested to go to rollcall vote and documented.

Business

Old Business:

Burmeister Trophies contacted and given information for Stanley plaque. They will contact Daleen Askins when it is completed (it may be toward the end of November).

Please read Floyd's Treasurer's Proposal document – included at the end of the agenda.

New Business:

Do we want to change the date of the next board meeting since it's so close to Christmas? Think about it. Monday, December 14, 2020 at 6pm. It will be held through Zoom.

Jim Posey: I would like to suggest maybe doing a drive-thru chicken paprikash dinner sale that is drive thru only. I have seen many churches and fire stations do chicken BBQ dinners that are drive-thru only. I think this would be a simple way to make some money, food would be prepackaged, and we could even do presale tickets just to make sure we are only making what is needed. Obviously there would need to have some further discussion on this manner, but I just want to put the idea out there, and I am sure that there are members who would be against this, and I'm fine with that, just trying to get the ball rolling on some type of income.

Jim Posey: I also have been spending my lunch breaks at the theatre, not always going in, but just to make it seem that someone is there regularly. I have cleaned the toilets, taken out trash from bathrooms and one from behind the counter in the lobby, I believe that Tim has taken out the other trash, but I noticed that the theatre stunk because of the trash. Once we can get the lobby cleared out, it will need a deep cleaning. I can bring some movable hanging racks to be able to move the costumes into the green room if that is what the Costume committee would like.

Fort Jennings, Ohio OCTA stage is for sale- Daleen Askins received through email. Board agrees it is currently not a good time to spend money on extra expenditures.

Floyd Collins: As board liaison of Mamma Mia, Floyd motions that funds be earmarked in the amount of \$7,000 to produce Mamma Mia in case it is the opener for the 2021 season and said earmark be held of funds in place will expire September 2021 if not allocated, or unless last resorts of other funds have been utilized prior including money market account. Said motion is requested to go to roll call vote and documented.

Mary Jo Foos discussed the specifics of the constitution (*Article IX-A that subsidiaries will not elect a treasurer, and IX-A-5 clearly states that the subsidiary organization "shall have no separate treasury, but shall request funds, if needed, from the board of trustees and shall remand any funds raised by any of its activities to the FCT treasury"*) which talked about the legalities of maintaining separate accounts for the youth and teen subsidiary theatres. She suggested using profit and loss statements and business statements in order for business practices and education.

Mary Jo Foos proposed that, "Fremont Community Theatre should close both the youth and teen accounts to move the money to the money market account less \$10,000 in the adult checking to cover future bills during the COVID-19 pandemic. The money in the money market account will remain until needed per board approval."

Kyleigh Lash, one of the FCTT advisors, asked how to request funds for the teens' social events if the FCTT account is closed. Mary Jo Foos explained that the process would be the same as any reimbursement, with receipts being submitted and approved. Floyd Collins expressed some concern over the choice of youth shows due to budget constraints if there is not a budget built up in their separate accounts. Mary Jo Foos discussed variety and choices of specific shows for youth and teen theatre to cover expenses and only build a bit toward the theatre. Streamlining the number of accounts will make it easier for the future treasurers to be able to track and monitor.

Cyrus Foos makes a motion to accept the proposal made by Mary Jo Foos regarding the youth & teen accounts. Randy Brown has seconded the motion. All approved, motion carried.

Lynne Wagner proposes that the three motions from Floyd Collins be tabled until Spring when there is a better idea of the COVID-19 pandemic and possibilities of restrictions being lifted.

Adjournment

Moved to adjourn: Cyrus Foos

Time: 8:02pm

Next Meeting

Date: December 14, 2020

Time: 6:00pm

Location: Zoom

Upcoming Events

**Fremont Community Theatre and Literary Society, Inc.
Board of Trustees Meeting: December 3, 2020**

Current Board (2020-2021)

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

Meeting location: Facebook group

Meeting called to order: No meeting- just a roll call vote

Mary Jo Foos proposed a motion that, “Fremont Community Theatre participate in the Think Fremont Community Card through Downtown Fremont, Inc.”

Mary Jo Foos also proposed a motion that “Fremont Community Theatre allow Fundraising to sell homemade masks for \$8 with minimal material expense for elastic and notions.”

Floyd Collins moved to accept both proposals.

Cyrus Foos seconded to accept both proposals.

Discussion and details of the Think Fremont Community Card. It is a GIFT card, sold by Downtown Fremont. They sell them electronically for any increment that can be used at any of the participating businesses (25 right now). The only thing FCT would pay is the credit card fee when they are used. They can spend all of it at FCT or a portion of it. FCT gets that money from Yiffy, the sale organizer. It is to encourage people to buy local.

Discussion and details of the facemasks motion. We have lots of extra fabric upstairs in the loft. Sue would like to make a bunch of masks and sell them for eight dollars apiece. First, we would publicize this to youth, teen, and members of our adult theater, preferably in their show groups. They are hoping to make masks out of memorable fabric from past shows. The only expenses would be for elastic and maybe for noses and other decorative items. We may designate a day for them to be picked up at the theater, or I may deliver them to the customers.

Daleen Askins and Jim Posey determined that this vote will be a roll call of all officers and trustees.

First motion regarding the Think Fremont Community Card was passed unanimously with all 8 yes votes.

Second motion regarding the facemask passed with 6 yes votes, Jim Posey and Ashly Conley voted no.