

**Fremont Community Theatre and Literary Society, Inc.
Board of Trustees Meeting: January 18, 2021**

Current Board (2020-2021)

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

Meeting location: Zoom

Meeting called to order: Randy Brown called to order at 6:06pm.

Guests

In attendance: Tracy Armentrout, Amy Wylykanowitz

Guest Comments or Concerns:

Secretary's Report

Board Meeting: December 14, 2020.

Corrections to minutes: Previous spelling error noted by Mary Jo Foos.

*With the above corrections noted:

Motion to accept: Cyrus Foos, Floyd Collins 2nd

Motion carried

Treasurer's Report*

Financial Reports are only available by request.

*Motion to file for audit:

Motioned by: Floyd Collins

Show In House Report

No show is currently in-house

Liaison (last show) Report

No report given due to COVID shutdown

Correspondence

Clyde CHS Drama Club- thank you to Fremont Community Theatre to borrow the cubes in the program for their show, Box, performed this past weekend.

Committee Reports

Audit Report: N/A

Box Office: N/A

Building and Grounds: Floyd purchased more mice traps from Lowes and might need to make other purchases soon with the weather change; we are getting more and more. Kim donated another gallon of organic environmentally safe bug spray she is no longer using, so FCT is good on bug spray for a while. Need to find a new vendor for organic spray in the future unless we go back to the company to spray for us when we are making money.

We are averaging 1 – 2 mice a month. Thank you, Lynne, for finding the one in the box office and thank you Jim P for removing it. I am spot checking traps and spraying for bugs is ongoing. Floyd checked sump pump because of the big thaw - all is working well. The printer was moved upstairs to the office. It still needs to be hooked up but is now up there. The plaques have been hung up in lobby and the coat rack has been fixed. Floyd fixed the small drip in back work room sink. Might need to replace cold on/off valve or rubber washer down the road if it is not staying tightly closed. Should be fine for now. Floyd is thinking it is because it is not used.

Constitution and By-Laws: Nothing new to report.

Costumes: N/A

Director's Resource Manual: Sarah Stamm: If we are planning in the near future (which doesn't look too likely) to do ANY form of show, whether that be a streamed show, a virtual show, etc., I would want to make sure that that person who directs gets a binder for what they will need and will have time to go over it with me. What they will need will depend upon what we are able to do, SO I just want everyone to keep in mind what any offered projects might entail for all the things a director/show usually needs (budget, times, costumes, builds, publicity etc.)

ALL of that will have to be figured out before it begins so we can create these materials, and this will take time, and it will take people (in a pandemic).

Grants: Network for Good (Facebook) sent some grant information to us but the deadline were too quick in order to apply.

Graphics Designer: Nothing new to report

Historian: N/A

House Managers: N/A

Membership: Sarah Stamm: As per the constitution and by-laws, February 1st is the LAST day I will be accepting any dues for any NEW members for THIS year.

4. Any member of the preceding year who does not pay their dues for the following year by the opening performance of the first production will be automatically dropped from the membership roll until payment. In order to vote and run in elections, a new member's dues are due by February 1. Payment after this will be for membership for the next election year starting June 1. Honorary members, who have paid dues at FCT for at least 25 years, shall not be required to pay dues and shall receive a complimentary season ticket.

- Anything after this and NEW members will go onto the 2021-2022 membership roster.
- I am going to make a post about this on our Facebook pages.
- Any OLD members will also be notified in this post that they should have the new membership form filled out and paid up as well because voting will be coming up soon and I am not at ALL confused on who is/isn't a member and when they did/didn't pay and I will hold them accountable.

(We are at 51 with 1 missing payment and multiple missing forms)

She will try to contact previous members who may not have paid for this year to see if they'd like to be considered members for this year.

Murder Mystery Troupe: Nothing new to report

Newsletter Editor: Nothing new to report

North Lot Planning: has been tabled until further notice

OCTA Delegate:

Play Reading: N/A

Playbill and Program Editor: N/A

Props: Nothing new to report.

Publicity: Nothing new to report

Record Retention: Nothing new to report

Season Tickets and Patronage: N/A

Social Committee: N/A

Social Media: Matching funds from Facebook-\$80 (Network for Good).

Teen Theatre: Teens had a virtual meeting on Jan 8 from 6:00 – 6:30 pm, then had movie time where they watched a movie (The Greatest Showman) together. Next meeting for teens is Jan 30 - this is our annual meeting.

Teens are requesting \$100.00 to buy door prizes for their annual members meeting on Jan 30. **Floyd Collins made a motion requesting \$100 for the teens to spend toward door prizes.** Ashly Collins accepted the motion, Randy Brown seconded. AA, MC.

Teen Theatre Scholarships: Randy Brown: No updates and still have no teens to whom to send scholarship information. Randy has requested that Floyd Collins bring up the teen scholarships during the annual meeting in a few weeks.

Webmasters and Technology: Nothing to report. Still waiting on suggestions that I understand are coming in now! Thank you to all who have given ideas for the site. We will move on those ideas once fully compiled. Jim Posey sent out emails regarding the website to several members.

Youth Theatre: Nothing to report. Hope to have something to report next meeting, we are working on a few things currently.

Business

Old Business: Mary Jo Foos was able to deliver all the outstanding Laurel awards (except one) as a Secret Santa mission.

New Business: Jim invited Amy and Tracy to the meeting to share their experiences of the show they did with Black Swamp Players.

Tracy: I would love to share my experience, and other known information, regarding my semi-recent Black Swamp Players Virtual Theatre experience led by Amy Wylykanowitz. In case it's helpful to your and/or other FCT officers or board members to ponder ahead of time, I am attaching to this email some basic initial research information on this topic when first exploring the virtual theatre concept. Also included on the second page of the attached is a breakdown of known information regarding "BSP's" costs & income from this production (which they graciously agreed I could share with our board). Additionally, should you choose for me to do so during the FCT board meeting, I can screen-share a few scenes of one of our final BSW rehearsals so attendees can get an idea of what our paying public saw when they watched our virtual performances.

Amy: The most difficult part of the direction is the blocking since you can't actually see them and you don't know what type of space they were working in. Relying on a clockface to give direction of what to look at made it easier to explain, but it was still a lot of trial and error in order to ensure the actors were positioned in specific lineups on the Zoom screen. An actress dropped a week before opening night due to issues with wifi connectivity. The interaction between the cast and crew was much different than the usual experience since rehearsals and performances were held only online, but still very enjoyable overall.

Virtual Theatre Basic Decision Considerations

First Major Decision - What type of performance? (Can sell tickets if private posts)

- Record scenes individually, then use video editing software to piece it altogether into one long "performance" that can then be posted on a website or shared with cast members.
- Record a live production, where all your cast members are on the video conferencing platform at the same time doing the show straight through from beginning to end without any unscheduled breaks in action, but there is nobody else on the site.
- Livestream a performance with all your cast members on the video conferencing platform at the same time doing the show straight through from beginning to end.
- Livestream a performance AND record it simultaneously. This is the whole kit-and-caboodle for virtual theatre, capturing the magic of a live performance while creating a lasting record of it to share with a larger community. (This is what BSP chose to do)

Available Platforms

- Take a look at what features are available at the free level and where the restrictions are. On Zoom, for instance, you are limited to a meeting length of 40 minutes and a limited number of participants unless you upgrade to one of their paid tiers, whereas Facebook or Instagram Live are fully free, but don't have the same suite of features as Zoom.
- Even within a certain pricing structure of Zoom, there's an additional option to sign up for a Webinar, which gives you the most ideal set of features for a live performance. Based on your needs, it might be worth the higher cost. <https://zoom.us/webinar>
- Do your research to choose the best platform to meet your needs and your budget. Here are links to several websites for both video conferencing and livestreaming sites: **DISCLAIMER:** Pioneer Drama Service is neither endorsed by nor affiliated, associated, or connected with Zoom or any of these services in any manner.

<https://zoom.us/>

<https://www.irisconnect.com/us>

<https://www.younow.com/videos>

<https://www.pscp.tv/>

<https://www.youtube.com/live>

<https://www.facebook.com/facebookmedia/solutions/facebook-live>

<https://www.twitch.tv/>

<https://gsuite.google.com/products/meet/>

<https://www.skype.com/en/>

- When you set up a webinar on a video conferencing platform, the software has built in roles that correspond analogously to the roles of a theatrical production. On Zoom webinar, for instance, these roles are called HOST, COHOST, PANELISTS, and ATTENDEES.

Read more info on managing roles and participants in Zoom here:

<https://support.zoom.us/hc/en-us/articles/115004834466-Managing-Participants-in-Webinar>

- You need a solid understanding of how to utilize the features of your video conferencing service to enhance your production and maximize the immersive experience for your viewers. Use the available features.

Tickets

- **CONTROLLING ADMISSION AND TICKETING:** No matter the platform, make sure you know how to screen who is allowed to join a live performance, generally through a waiting room, so you don't have to worry about who's watching your show.

- It's quite possible to have sold tickets in advance, probably through Venmo or PayPal. When people appear in the waiting room, your stage manager can make sure they're on the list of who has bought tickets before allowing them access to the performance. Zoom Webinar has built-in pay-per-view ticketing with PayPal integration. You can learn more here: <https://support.zoom.us/hc/en-us/articles/360018597111-Configuring-Zoom-Webinars-with-PayPal>

Black Swamp Players Experience for "A Virtual Christmas Carol" from Pioneer Drama Service

Non-Discretionary Expenses (This is an approximate number)

Rights	\$120	\$40 x 3 performances
Scripts	\$130	\$6.50 each x 20 performers & key personnel

Streaming Costs \$0 BSW used "On The Stage" to stream their production. "OTS" was paid directly via a \$3.18 fee per ticket which attendees paid at the same time they purchased their \$15 ticket/login link

Total Non-Discretionary Expenses \$250

Total Income \$1650 \$15 tickets x 110 (34 Fri., 43 Sat., & 33 Sun.)

Total Non-Discretionary Profit \$1400

(Note: BSW also incurred discretionary expenses for postal mailings of scripts, costumes, photos, etc., which are all variable, and not fully identified, thus they are not included. It's believe that these expenses totaled approximately \$200.)

Floyd Collins makes a motion to form a committee to produce a production at FCT within the confines of COVID 19. Ashly Conley accepted, Randy Brown seconded. All approved, motion carried. Jim Posey will create the new committee and will meet this week.

Adjournment

Moved to adjourn: Randy Brown

Time: 7:53pm

Next Meeting

Date: February 15, 2021

Time: 6:00pm

Location: Zoom