

Fremont Community Theatre and Literary Society, Inc.
Board of Trustees Meeting: August 23, 2021

Current Board (2021-2022)

Amy Wylkanowitz, President
Aaron Brown, Vice President
Lynne Wagner, Secretary
Mary Jo Foos, Treasurer
Randy Brown, Chairman of the Board

Jim Posey, Vice Chairman
Daleen Askins, Trustee EXCUSED
Wayne Biggert, Trustee
Cyrus Foos, Trustee

Meeting location: FCT

Meeting called to order: Randy Brown called the meeting to order at 6:33pm

Guests

In attendance: Tracy Armentrout, Floyd Collins, Kyleigh Lash

Guest Comments or Concerns:

Secretary's Report

Board Meeting: July 12, 2021 minutes

Corrections to minutes: None

*With the above corrections noted:

Motion to accept: Wayne Biggert made the motion to accept, Jim Posey seconded. All approved, motion carried.

Treasurer's Report*

Financial report is only available upon request.

There was a large spike in electric bill. Watch air conditioner use. No lock on thermostats.

Mary Jo Foos has stressed the need for directors and chairs to better record spending and not pay tax, because she has to spend a lot of time guessing what purchases are for what show and what director. Receipts are important, even for Lowe's and Visa purchases. Each show needs to have all of the expenses and income balanced. All receipts have been reimbursed for May, July, & August shows.

Mary Jo Foos also had to make new spreadsheets to record Visa, Lowe's, Paypal, and Squares since we are back in business.

*Motion to file for audit:

Motioned by: Cyrus Foos

Show In House Report

- Show Liaison Daleen Askins attended the second night of auditions and found the directors to be doing a fine job. Rehearsals are also going well. Some problems with masking issues. Need to discuss and put a policy in place.

- Randy Brown: Mamma Mia! has been completely blocked. First with main characters and the second time with ensembles. I'm very pleased with my cast and staff. Many of the dances have been started and the music is being reviewed as we are running the scenes. The set is coming along but could use more help on Saturdays as they are our main building day. Randy Brown said he was spoiled by Jim and Bob who came out during the day to build set. He hopes to start painting before September. Setting lights and creating the light cues stack will be started once the set is built. Costumes are also being gathered and created by an awesome team of costumers. T-shirts are being ordered to wear for publicity and parade. Mamma Mia! should be a great opening show for our 66th season. Still need a guitarist for the orchestra. Caroline Guy (Sophie) was in an accident, but will return this week.

Correspondence

None

Committee Reports

THEATRICAL PRODUCTION COMMITTEE- Chair:

Costumes (Sue Stötz)- No report

Properties (Randy Brown)- No report

Scene Shop

TICKET SALES COMMITTEE- Chair:

Box Office (Mary Jo Foos & Tim Bolton)

Grimm box office report: \$2,893.49 Income, \$917.84 Expenses = \$1,975.65 Profit

Grunch box office report: \$4,837.75 Income, \$1,686.76 Expenses= \$3,150.99 Profit

The box office received new squares. Having problems using with our older iPads (one FCT purchase from years ago and the other is a used donation from the Wilsons). Filled out and submitted application to Costco about possibly donating newer compatible iPads.

May need to update phone message with new mask requirement -will be addressed under new business

Total of reservations for Mamma Mia! 164?

Season Tickets (Mary Jo Foos)

\$1860 deposited

Includes 2 saints, 4 archangels, 6 adults, 21 seniors, and 23 honorary members.

Stub discounts: 10 people have received discounts (previous unused ticket stubs), 22 opted to pay full price.

Patronage (Cristina Rodriguez)

No report, but they will be listed in program for Mamma Mia!

ARCHIVE COMMITTEE- Chair:

Historian (Darla Brown): No report

Audit (Lora Huff): No report

Record Retention (Cyrus Foos): No report

PUBLICATIONS COMMITTEE- Chair: Floyd Collins

Graphic Design (Floyd Collins)

Created a hand-out to have printed for marketing to hand out at the parade

Roadside banner for Mamma Mia! is in place and posters have been printed for Mamma Mia

Newsletter Editor (Jim Posey)

Next newsletter will be sent out no later than September 2nd (deadline for articles is August 30th)

Send information to Jimmyposey2011@gmail.com

No newsletters will be mailed. Copies will be available in FCT lobby.

Playbill & Program Editor (Sarah Stamm)

Sarah Stamm will be taking over the playbill responsibilities. Floyd made a template to assist in setting up the playbill.

Directors' Resource Manual (Sarah Stamm)

As soon as a finalized list of committee heads is known, Sarah will be asking the committee chairs to create/update their document for the manual. Books will also be created for the youth and teen shows.

COMMUNITY OUTREACH COMMITTEE- Chair: Lynne Wagner

Network Groups (Amy Wylykanowitz)- FCT (Mamma Mia! cast) will be participating in the Labor Day parade- more under the new business.

Publicity (Lynne Wagner)- will be setting up promo photos for Mamma Mia! as soon as sets/costumes are ready

Marketing

Social Media- community posts (as well as FCT groups) will be ongoing for Elf auditions and Mamma Mia! performances

Fundraising- will be scheduling a group meeting to discuss telethon ideas (Giving Tuesday- November 30, 2021) to raise funds for a storage building for this year's focus.

Murder Mystery (Mary Jo Foos- until scheduled events are completed)- there was a meeting at Our Lady of the Pines on August 9th to see the space for our next performance on September 16th. There is one other event on October 25th, but is currently tentative due to the pandemic.

ACTIVITIES/ VICE-PRESIDENT

Membership (Aaron Brown)

New members:

Tricia McElfresh, M Christina Rodriguez, Joyce Purk, Allen Darr, Jake Wylykanowitz

Returning members:

Jeff & Laura Buchanan, Jim Posey, Anita Kupka, Pam Meggitt, Denny Stotz, Lea-Ann Wilson, Bethany Wethington

Current Count: 54

Updates:

Aaron Brown updated the members' addresses, submitted my first membership dues bank deposit, took a stack of Deposit Receipts out of the office, and will update the Facebook Members Group

Issues:

I was given PayPal forms from people that have paid dues. The problem is, Jason and Rebecca Holland's were for the 2020-2021 season. They need to pay dues for this year and fill out the application.

A few returning members don't remember when they first became members.

Jim Posey gave me \$12, I need to give him \$2 back.

Brittney Forster (Frenchy) has filled out an application, but hasn't paid dues yet.

I don't have all the information from those who have paid through PayPal

Need to start checking out places for 2021-22 Laurels banquet. MJ suggested the Pines. Need to set a date and call to reserve the date. \$25 per person pays for the room and dinner. Will start considering date options.

Social Gatherings (Amelia Purk & Allie Schmidt)- Addendum A (Hard Copy Only)

See packet for listing of social and theatre events

Labor Day parade on September 6, 2021

Bonfire on September 11, 2021

Ladies of Harmony (Ritz Theatre) on September 18, 2021

Dear Evan Hansen movie (date TBD)

Wine tasting at Copper Whale Winery, Clyde- October 16, 2021

Big Spooky Affair (BSA) on Saturday, October 23, 2021

BUILDING AND GROUNDS- Chair: Randy Brown

Floyd Collins, Tim Bolton, and Jim Posey (Members)

Floyd spoke to carpenter teacher at Vanguard and he has a specialist coming into check out our roof and make a quote sometime next week. Jim will be contacting the teacher.

Need to begin researching sheds, prices and necessary procedures to obtain one.

House Manager (Daleen Askins): Theatre is schedule for cleanup on Tuesday, September 21 at 1pm. She is waiting to hear back from Vanguard regarding student volunteers.

CONSTITUTION AND BY-LAWS- Chair: Wayne Biggert

Present: Wayne Biggert, Daleen Askins, Jim Posey, Tracy Armentrout, Amy Wylykanowitz, and Floyd Collins

Discussed goals and ways to improve the constitution.

Bylaws need to be updated as the board has voted on several issues.

Need to go through years of committee notes and discern if votes resulted in changes to bylaws or if they should be given to specific committees. Tracy and Daleen will be working on that.

GRANTS- Chair: Jim Posey

Sandusky County Foundations is the current work in progress.

OCTA- Chair: Amy Wylykanowitz

No report

PLAYREADING- Chair: Tracey Armentrout – ADDENDUM B

See the playreading report included in your packet.

List of directors with potential interest, not interested but qualified, and those being removed from prequalified list reviewed
Tracey A started a Facebook group for ease of contact/access and will be scheduling a zoom meeting for interested members

TEEN THEATRE- Chair: Kyleigh Lash, Floyd Collins

Grimm box office results were very positive and the teens were excited to be back onstage.
Teen Laurels were on August 6, 2021 at Old Fort Church.
Floyd Collins will be stepping down as teen theatre advisor as of September 2021.
Kyleigh Lash will be stepping down as teen theatre advisor as of September 2021.

TEEN THEATRE SCHOLARSHIP- Chair: Randy Brown

Audience choice cans gathered \$1,291.96 through youth & teen shows.

WEBMASTERS & TECHNOLOGY- Chairs: Floyd Collins, Tim Bolton

Web Security report submitted to the board.
Floyd is making training resources for the tech booth. Check out link on the website. The site is at the bottom.
Projector is still on back order. Tim and Floyd will install when it comes in.
Sound system was checked over and re-configured for youth. The system was balanced for Grunch and had no audio issues.
All mics checked out fine. Some issues need to be addressed, but will be handled as needed and time permits.

YOUTH THEATRE- Chair: Floyd Collins – ADDENDUM C (Hard Copy Only)

Read over Floyd's Reflections about youth theatre program included in your packet.
Would like to move back to 3 week schedule for next year's Lion King show.
Would also like to have workshops while teens have evening rehearsals.

Business

Old Business:

Update on Streamlining the FCT committees and locating chairpersons for each.

Wayne Biggert made a motion to accept the committees as written, with changes: house manager moved to Building and Grounds, Light & Sound being moved under Webmasters & Technology. Cyrus Foos accepted the motion, Jim Posey seconded. All approved, motion carried.

Discussion on kind of programs for FCT shows- we will provide a minimal number of print playbills, but will also provide digital programs for the lobby screen, website, and social media.

Summer membership meeting outcome

Laurels 2020-21: Sarah Stamm

The video has been completed and uploaded on to YouTube. It will premiere on August 22 at 7 p.m. It was uploaded to our social media channels, but there were issues in automatic publishing. Posts were recreated on August 23, 2021.

New Business:

Issue of using the name of FCT for self-profit was brought up in discussion:

Amy Wylykanowitz taught a Kids College class at Terra State Community College for 4 days. She was identified through Fremont Community Theatre program by Terra. Amy donated the check to FCT for Mamma Mia!

We will check with the Attorney General's office that govern non-profits to ensure we understand the limitations and guidelines for board members and general members. Discussion tabled until further information can be gathered.

Refreshments for Mamma Mia:

Cyrus Foos made a motion that Fremont Community Theatre purchases pre-packaged snacks and beverages (including bottled water, tea, coffee, and individual condiments) to serve during Intermission for the 2021-2022 season. Wayne Biggert accepted the amended motion as written above and Jim Posey seconded. All approved, motion carried.

Covid policy for FCT with the Delta variant in mind- there was much discussion regarding other businesses in the area and suggested policies regarding masks.

Jim Posey proposed that all current signage is removed and replaced with "FCT strongly recommends wearing a mask. Masks are available upon request." Cyrus Foos accepted, Amy Wylykanowitz seconded. A blind ballot vote of all board members was held with 6 yes votes, and 1 no vote. Motion carried.

Outside display case:

Floyd Collins suggested a waterproof case to showcase upcoming shows for those who travel to the theatre to see what is upcoming. He was able to get a quote of \$300 from Vanguard for the case, posts, and installation.

Mary Jo Foos proposed that \$300 from the budget be allowed for Vanguard to design, build, and install an outdoor sign in the front of FCT. Cyrus Foos accepted the proposal, Wayne Biggert seconded it. All approved, motion carried.

Approval of budget for Elf: The Musical

Rights- \$2,830, Scripts- \$1,100, Programs- up to \$500, Publicity- up to \$450, Director's stipend- up to \$200 for a total non-discretionary budget of \$5,080.

Set construction/decoration- \$1,500, Properties- \$700, Costumes- \$2,000, Business expenses- \$100, Tech- \$50, Hair/Makeup- \$100, and \$50 for lobby display for a total discretionary budget of \$4,500.

Wayne Biggert made a motion to accept the Elf: The Musical budget, Cyrus Foos seconded. All approved, motion carried.

Labor Day Parade on September 6, 2021 for Downtown Fremont

Tim Bolton will be driving. Amelia Purk and Allie Schmidt will be building the float. All Momma Mia! cast members will be invited, with other members invited if additional numbers are needed.

Need to change FCT's primary contact for MTI and assign Tracy an access level. This was solved before our board meeting. She now has access as our Playreading Committee chair.

Randy Brown will be speaking about FCT at the Kiwanis meeting at the Elks on Thursday, September 16th at noon at the Elks. He may not be able to do it, so Mary Jo Foos and Amy Wylykanowitz will check schedules to ensure it is covered.

Adjournment

Moved to adjourn: Jim Posey

Time: 10:06pm

Next Meeting

Date: September 27, 2021 *moved due to Elf auditions at FCT

Time: 6:30pm

Location: Fremont Community Theatre

Upcoming Events

One of two letters were individually emailed to all prequalified directors on 7/31/21 and individual contacts were attempted for those without a known email. The active directors (i.e., those who have directed at FCT within the past five years and also those that have not yet directed at FCT but have been approved in the last 5 years) received one letter and the inactives (those approved prior to 5 years ago that haven't directed at FCT in the last 5 years) received a similar letter that also explained their need to get reapproval.

One on one contacts were then initiated with all of the prequalifies to (1) confirm they received their letter, (2) to see if they had any interest (not a commitment) in potentially directing in 2022/2023, and to (3) see if they had plays to submit for review. All but 2 of the 35 prequalifieds have been successfully contacted and **the remaining person (Donna Wollenslagel) hasn't** returned my contact yet (I have no contact info for Jason Kramer).

From the 33 one on one contacts we have the following:

Potentially Interested in Directing Next Year (*)Inactive status thus will require new board approval

Tracy	Armentrout
Toni	Biggert
Tim	Bolton
Laura	Buchanan
Cyrus Foos	
Mary Jo	Foos
Mike PJ	Foos
Deliliah	Foos (*)
Cyndi	Hineline (*)
Steve	Koenig (*)
Pete	Lowry
Bethany	Wethington
Pam	Meggitt
Jim	Posey
Amy	Wylykanowitz

Not Interested (At This Time) in Directing Next Year

Randy	Brown
Floyd	Collins
Hilary	Frater
Scott	Havice
Ron	Hill
Kyleigh	Lash
Eric	Nones
Cody Noon	
Mindie	Ottney
Ryan Randolph	
Linda	Rich
Claire	Zimmerman

Being Removed From Our Prequalified List Per Their Request

Mitch	Antesky	
Candi	Barickman	<u>Shows Submitted / Shows to be Reviewed</u>
Linda	Bower	
Candi	Cantrell	
Judy	Smith	
Jan	Wilcox	

<u>No.</u>	<u>Show</u>	<u>Genre</u>	<u>Special Notes</u>
1	The Play That Goes Wrong	Comedy	(Rights Not Available)

2	Avenue Q	Musical Comedy	
3	Storybook Theatre	Children's Books	
4	Death of a Salesman	Drama/Modern Tragedy	
5	A Few Good Men	Drama	
6	Importance of Being Ernest	Comedy	
7	Proof	Drama	
8	Blythe Spirit	Farce	
9	The Curious Incident Of The Dog In The Night-Time	Drama	
10	Vanya & Sonia & Masha & Spike	Comedy	
11	All The Great Books (Abridged)	Comedy/Satire	(PreCast Spotlight?)
12	Frankenstein: The Modern Prometheus	Drama/Mystery/Thriller	
13	Putnam County Spelling Bee	Musical Comedy/Aud. Part.	
14	Sister Act II	Musical Comedy	
15	The Full Monty	Musical Comedy	
16	Menopause: The Musical	Musical Comedy	(Rights Not Available?)
17	Urinetown (recorded)	Musical Satire	
18	Visiting Mr. Green	Comedy/Drama	
19	Artichoke	Comedy/Drama	
20	Oliver	Musical Drama	
21	Vagina Monologues	Comedy	(Spotlight?)
	Requested New Plays / One Acts		(Spotlight?)
	Any Shakespeare		

Committee Members: Daleen Askins, Cheryl Bolton, Karen Langley, Sarah Stamm, Pam Meggitt, Lynne Wagner, Allie Schmidt, Kim Collins, Wayne Biggert, Jim Posey, Aaron Brown & Jan Wilcox & **Ryan Randolph**

First Committee Meeting: Currently trying to schedule

Needed From Trustees & Officers:

- Two individuals have expressed a desire to possibly direct a Spotlight show. Should the committee review potential spotlight shows to include in the 2022/2023 season? If yes, how many should we recommend? Any/All we believe would be a good fit? Only 1 if we believe more than 1 would be a good fit?
- ~~In using the MTI site online I created an account to start taking action on FCT's behalf. MTI records show Mitch Antesky as FCT's primary contact thus only he can give me access by assigning me a "level". A decision is therefore needed on who FCT's current MTI Primary Contact should be and the applicable paperwork completed & submitted accordingly. (Emailed RB & AW 8/16 w/MF CC'ed)~~
- One director, who has assistant directed in the last 5 years, but not directed in the last 5 years, indicated that they thought their assistant director status should be considered as actually directing (but only if they are on the prequalified list?). I don't believe that was the intent of our current by-laws especially since all director issues are noted in the singular tense, not as having more than one. If someone co-directs, and their show promos note each director as a co-director, i.e., with equal billing, I think that is different & should count as directing. How do the trustees and officers want the director title interpreted when establishing if a prequalified person has directed in the last 5 years? My recommendation would be to limit it to those advertised as either a director or co director, with equal billing, on our official FCT documents (posters, programs, etc.).