

**Fremont Community Theatre and Literary Society, Inc.**  
**Board of Trustees Meeting: July 12, 2021**

**Current Board (2021-2022)**

<input checked="" type="checkbox"/> Amy Wylykanowitz, President	<input type="checkbox"/> Jim Posey, Vice Chairman
<input checked="" type="checkbox"/> Aaron Brown, Vice President	<input type="checkbox"/> Daleen Askins, Trustee
<input checked="" type="checkbox"/> Lynne Wagner, Secretary	<input type="checkbox"/> Wayne Biggert, Trustee
<input checked="" type="checkbox"/> Mary Jo Foos, Treasurer	<input type="checkbox"/> Cyrus Foos, Trustee
<input checked="" type="checkbox"/> Randy Brown, Chairman of the Board	

**Meeting location:** Fremont Community Theatre  
**Meeting called to order: 6:30pm by Randy Brown**

**Guests**

In attendance: Tracy Armentrout

Guest Comments or Concerns:

**Secretary's Report**

Board Meeting: June 21, 2021

Corrections to minutes: time called to order, typos in B&G report, spelling in new business

\*With the above corrections noted:

Motion to accept: Cyrus Foos, Daleen Askins seconded.

Motion carried: All approved, motion carried.

**Treasurer's Report\***

Financial report is only available upon request.

- See spreadsheet
- We have Columbia Gas credits for April, May, June. We did not use all of budget monies and will have 3 months of no payments to catch up. Updated 2020-2021 fiscal report.
- Fiscal Year 2020-2021 Audit Book is ready for audit
- Sent fiscal year statements to Holland CPA
- Paid \$640 for two performances of Oz. We are now paid in full, but they need to update the invoice.
- Have some invoices that may be teen expenses, and they will be recorded when MJ finds out.

\*Motion to file for audit:

Motioned by: Jim Posey

**Show In House Report**

Update on The Grunch (Addendum A)- will need to address refreshment request in new business

Update on Mamma Mia!

- Auditions are set for July 18 and 19 @ 6:30pm here at FCT.
- All former cast members have been contacted and many are returning.
- A list of available parts was placed on FCT Facebook page under Auditions.
- Still looking for a few orchestra members yet.

**Liaison (last show) Report**

No report given due to COVID shutdown

**Correspondence**

Donation of face masks from Chuds- will send a thank you note.

Donation from Ron Hill.

## **Committee Reports**

**Audit Report:** No report at this time

**Box Office:** Tim Bolton

- Box Office is in transition. Tim Bolton will be taking over as Chairperson.
- Box Office committee consists of Mary Jo, Sarah, Scott, and Delilah.
- Seat tickets are printed and in the board for teen and youth shows.
- Manager and committee are staffing box office and season ticket sales.
- Squares will need replaced- will be addressed in new business

**Building and Grounds:** Randy J. Brown (chair) with Floyd Collins and Tim Bolton (Members)

Tasks completed.

- Replaced damaged ceiling tiles. Floyd
- Installed new sump pump switch. Tim
- Cut down part of the tree out front that had fallen during storm. Floyd
- Floyd and Jim P will be in charge of *\*This portion is removed for security concerns\**

Tasks needing to be completed.

- Purchase and install a grab bar in ladies' handicapped restroom stall.
- Patch roof over front of lobby near box office.
- Cut down the remainder of the damaged tree out front.
- Seal around the outside auditorium air duct so it doesn't leak.
- Get a quote on fixing the east lobby wall to prevent it from effervescing.
- Yellow vac doesn't suck. Tim will clean it out.
- Get estimates to repair lobby roof. Project hopefully will be set for Fall 2021.
- Order and install a laser short throw projector so it can be used for our new season. Funds were approved. 6-21-21

**Constitution and By-Laws:** Wayne Biggert

- Wayne is working on setting up a committee and hopes to have a meeting in late July or early August.

**Costumes:** Sue Stötz

- Wedding dress donated to costumes; rack of random costumes were put away
- Still in need of a Costume/prop rental form. Lynne will bring examples with her to the next board meeting.

**Director's Resource Manual:** Sarah Stamm

- All directors have binders. Date pages have been updated and place in mailboxes.
- Only other thing that may have changed is the production rights/costs.

**Fundraising:** Lynne Wagner, Mary Jo Foos (member)

- Completed, posted and shared a new flyer detailing Amazon Smile and Kroger Community Rewards.
- Would like to print some flyers off for our patrons to take.
- Consider putting info in digital programs for future shows.
- Amazon Smile/Kroger rewards will be added to the next newsletter

**Grants:** Jim Posey

- Grant Seekers Information meeting on Thursday, July 22, 2021.
- Must attend to apply. Jim is unable to attend. Daleen will represent FCT.
- Not sure if meeting is in-person or virtually. Need to check back for info- waiting for confirmation still

**Graphics Designer:** Floyd Collins

- Made cast announcement graphic for Youth theatre.
- Made a graphic for season ticket sales flyer for Mary Jo.

**Historian:** Darla Brown (No report at this time)

**House Managers:** Daleen Askins

- Remember to empty the canister every time you use a vacuum.

**Laurels 2021:** Sarah Stamm

- Each board member will need to send a video to Sarah

**Membership:** Aaron K. Brown

- Currently we have 38 members.
- Newest members include Holly Mills (BGSU senior, Tech director for Elf) and Lora Huff (returning member).
- Will be sending emails to former members with instructions and an application.
- Will revamp and allow for digital signatures each year with no changes, adding preferred form of contact

**Murder Mystery Troupe:** Jim Posey

- The box of props for show has been found. Thanks, Pam.
- Rehearsal was last night. Show is July 13. Seven people have signed up for Murder mystery presentation.
- Amy and Jim met with Brenda Havens and Emily from Terra State. FCT would like to move away from murder mysteries and are looking for an alternative, possibly bring bus tour to FCT to watch a live rehearsal.
- Probably will not be doing the October show.

**Newsletter Editor:** Jim Posey

- Jim will be reaching out to people for information for newsletter. Deadline is July 23.
- Youth deadline will be extended until after show closes.
- Next newsletter will be out in early to mid-August.

**North Lot Planning:** has been tabled until further notice

**OCTA Delegate:** Amy Wylykanowitz

- Amy updated info as the OCTA contact from our theater.
- OCTA has been notified that Jim Posey is still newsletter contact.
- Problems with NORTH region website and is being checked out.

**Patronage:** Cristina Rodriguez (No report at this time)

- One new archangel: Vogel

**Play Reading:** Tracy Armentrout (Addendum B, C)

- See paper in your packet on Playreading Chair and slate concept.
- List of 20 qualified directors (4 unsure of qualification, 11 need to complete requirements)
- Code of conduct will be presented to directors
- Process for playreading will be publicized by August 30, 2021

**Playbill and Program Editor:** No report at this time

**Props:** Randy Brown (No report at this time)

**Publicity:** Amy Wylykanowitz

- Checked to see if Teen/youth groups wanted to participate in July 4th parade. No interest.
- Posters for the Teen show were taken to downtown merchants to hang in windows.
- Planning to discuss promotional ideas with show director. Update at August meeting.
- Looking at the Labor Day parade for Downtown Fremont; mentioned in their ads

**Record Retention:** Cyrus Foos (Addendum D)

- Check out the guidelines in packet.
- Committee will be created and will revisit for the future

**Season Tickets:** Mary Jo Foos

- Brochure was sent to Phoenix for printing.
- Brochure was sent to Jim Posey to forward to newsletter recipients.
- Season tickets were printed by MJ and are ready at the theater.

- MJ will sell season tickets until a chairperson is found.
- One order for Season Tickets came in.
- A list of ST holders who did not see Bench in the Sun was made. There are approximately 60.
- There is a list of 20 Honorary members on MJ's list, and MJ will be mailing those season tickets out.
- Jim was told to remove Barb Krzewinski, a ST patron, from the mailing list since she passed away.

**Social Committee:** Amelia Purk and Allie Schmidt (No report at this time)- Mary Jo Foos (Member)

**Social Media:** Lynne Wagner

- Needs administrative rights to the new FCTT page; Randy Brown will check on it
- Community posts went out on a rolling basis over the past two weeks.
- Would like to request an earlier promo photo date for future shows

**Teen Theatre:** Kyleigh Lash, Floyd Collins (No report at this time)

**Teen Theatre Scholarships:** Randy Brown

- The pictures and bios for FCTT Scholarship winners for the last two years were completed and hung on the wall.

**Webmasters and Technology:** Floyd Collins, Tim Bolton (Addendum E)

- Presenting a security report showing hits the website has taken/ blocked. See sheet in packet.
- The sound board is acting up and not carrying the sound to the speakers.
- The sound board needs to be reconfigured after teen show. Floyd will get it re-programmed and back it up on a thumb drive.
- Tim and Floyd are looking at options for purchasing a short throw projector recommended by B&H photo. We will have 30 days to check it out and return if not happy. We hope to order and get it installed ASAP and run some tests. If it doesn't meet our needs, we can box it up and send it back. Best option.

**Youth Theatre:** Floyd Collins

- Team is ready and excited to get going.
- There are 24 campers. All have received their scripts, parts, and music to practice.
- Next production meeting is July 12 with camp starting on July 13.

\*Any new/changes to chairs or committees

## Business

**Old Business:**

- Member notification- looking into automatic phone calls
- MTI Musical Review Show (Tabled until after auditions for Elf in September)
- Letters to qualified directors? Tracy Armentrout will send out to qualified directors, along with future directors that are completing the qualification process

**New Business:**

- Approve Mary Jo Foos's qualifications for re-directorship status (Addendum F)  
**Wayne Bigger made a motion to renew Mary Jo Foo's approval for serving as an FCT director. Daleen Askins accepted the motion, Jim Posey seconded. All approved, motion carried.**
- Need to appoint board liaisons for the 2021-2022 season.  
Mamma Mia!- Daleen Askins- Liaison  
Elf- Cyrus Foos- Liaison  
Kalamazoo- Amy Wylykanowitz- Liaison  
Waiting for Godot- Lynne Wagner- Liaison, Amy Wylykanowitz- Executive Director  
The Wizard of Oz- Randy Brown- Liaison, Ron Hill- Executive Director
- Need to appoint a board liaison for the Youth show, The Grunch  
Mary Jo Foos (1<sup>st</sup> and 3<sup>rd</sup> weeks), Randy Brown (2<sup>nd</sup> week)- Liaison
- Creating Social Media Planning/Promotion calendar for each show-  
This is done individually for each show, based on director's vision and cast capabilities.

- Streamlining the committees...Amy Wylykanowitz  
Will be creating a meeting and presenting them at the next FCT members meeting for approval
- Need to approve extra moneys for Elf so Floyd can get his scripts before auditions. Cost \$200.00.  
**Jim Posey made a motion to approve the revised budget to allow for early scripts for Elf in the amount of \$200.00. Daleen Askins accepted the motion, Wayne Biggert seconded it. All approved, motion carried.**
- Discussion about digital show programs.  
Lynne Wagner can create some lists that will outline what can be completed digitally/in print for programs.
- Approve a revised budget for Mamma Mia! (Addendum F)  
Additional changes were made when Daleen Askins, Mary Jo Foos, and Amy Wylykanowitz offered to help fund payments to the orchestra and it was removed from the revised budget.  
**Cyrus Foos made a motion to approve the revised budget for Mamma Mia! of \$9,080.00. Wayne Biggert accepted the motion, Daleen Askins seconded it. All approved, motion carried.**
- Summer membership meeting will be held  
Aaron Brown will check on shelter house reservations- August 8, 2021 at 2:00pm
- Squares will need to be replaced for the box office  
**Cyrus Foos made a motion to allow 2 squares to be purchased in an amount up to \$150. Daleen Askins accepted the motion, Jim Posey seconded it. All approved, motion carried.**
- Back-up refreshments for Grunch camp need to be addressed  
**Jim Posey made a motion to allow refreshments to be purchased for up to \$200 for the Fremont Youth Theatre camp and production of the Grunch. Daleen Askins accepted the motion, Cyrus Foos seconded it. All approved, motion carried.**
- Additional discussion about the Murder Mystery/Visitor's Bureau fundraisers  
Minimum of 30 people to reserve a block of seats on the 1<sup>st</sup> Saturday of a show- would be prepaid. Suggesting it to Brenda Havens as an alternative to the Murder Mystery dinner.
- We need to see if the North Lot can be merged into Building & Grounds committee and start getting funds raised for additional storage/buildings. Giving Tuesday Telethon will focus on that particular item this year.

### **Adjournment**

Moved to adjourn: Cyrus Foos

Time: 8:59pm

### **Next Meeting**

Date: August 23, 2021 \*Moved back one week to accommodate scheduling

Time: 6:30pm

Location: FCT

### **Upcoming Events**