

**Fremont Community Theatre and Literary Society, Inc.  
Board of Trustees Meeting: November 14, 2021**

**Current Board (2021-2022)**

xAmy Wylykanowitz, President	xJim Posey, Vice Chairman
Aaron Brown, Vice President	xDaleen Askins, Trustee
xLynne Wagner, Secretary	xWayne Biggert, Trustee
xMary Jo Foos, Treasurer	xCyrus Foos, Trustee
xRandy Brown, Chairman of the Board	

**Meeting location: FCT**

**Meeting called to order: 6:30pm by Randy Brown**

**Guests**

In attendance: Jason Holland

Guest Comments or Concerns:

**Secretary's Report**

Board Meeting: October board meeting- Helen Tonkin (sp), no instead of now (fundraising), "adds" to new business  
Zoom board meeting- Aaron Brown arrived late (not absent)

Corrections to minutes:

\*With the above corrections noted:

Motion to accept: **Cyrus Foos accepted, Daleen Askins seconded. All approved, motion carried.**

**Treasurer's Report\***

Financial report is only available by request.

Judy Smith's memorials received approximately totaled \$400.

\*Motion to file for audit. Motioned by: Wayne Biggert

**Show In House Report**

Cyrus Foos (Board Liaison) is trying to go once or twice a week, the set is moving along and being built, dancing is coming along slow but surely. Headset/microphone is not working and needs replaced. **Cyrus Foos made a motion to allow the purchase of a headset and microphone for Fremont Community Theatre with a cost up to \$200. Daleen Askins accepted the motion, Wayne Biggert seconded. All approved, motion carried.**

**Liaison (last show) Report**

**Correspondence**

**Committee Reports**

**THEATRICAL PRODUCTION COMMITTEE- Chair:**

**Costumes (Sue Stötz)- No report**

Due to Sue's commitment to Denny and his health, several people have pitched in to help organize the costume loft. The aisles were cleared of all boxes and bags and then the costumes were sorted and put in totes, labeled, and placed back under the racks of costumes. Several times pictures were sent to Sue for her opinion and she was able to sort some things at home and came out to help on one occasion. Members helping were Randy Brown, Daleen Askins, Darla Brown, Joyce and Amelia Purk, Mary Jo Foos and Sue Stotz. The next thing that needs to be done is pull the costumes off the racks (a little at a time), sort, rehang, and organize them in the loft.

**Properties (Randy Brown)-** No report

**Scene Shop (Jason Holland)- presented report in-person.** Jason will want to complete a purge after Elf since Kalamazoo will have no built set. Randy Brown will help him sort. Jason would like to build a proper mobile wood storage rack and find ways to organize the tool areas and closet. He would like to have an idea of what type of budget might be available to work with to get started and he'll make do with what he can.

**TICKET SALES COMMITTEE- Chair:**

**Box Office (Mary Jo Foos & Tim Bolton)**

Sunday, December 5 matinee is sold-out and the other dates are filling up. Great job.

Had to make new tickets due to a leaky roof.

Updating count daily, sometimes twice daily with Lynne posting a daily update with available seat numbers on Facebook.

**Season Tickets (Mary Jo Foos)**

Just a couple of additions since last report.

Acquired 1 new SAINT: Helen Tonkin. Adding Judy Smith as well.

Discount info has been sent to Jim and Lynne- will be published in newsletter and mentioned on our Facebook.

**Patronage- No new report**

**ARCHIVE COMMITTEE- Chair:**

**Historian (Darla Brown):**

Saint lists were found for the board in the lobby.

**Audit (Lora Huff):**

**Record Retention (Cyrus Foos):** In order to consider digitalization of all hard copy records, Cyrus will be looking for a reasonable priced scanner for the upstairs office.

**PUBLICATIONS COMMITTEE- Chair: Floyd Collins**

**Graphic Design (Floyd Collins)**

Floyd is working on the banner for Kalamazoo and the sign for the new display case outside.

Sandusky County Visitors Bureau added our ad to their publications.

**Newsletter Editor (Jim Posey)**

Jim is currently working on the newsletter for December. The November newsletter will not be going out until November 21<sup>st</sup>. He will be sending out a quick email blast to season ticket holders to make sure that they're calling in to make reservations for Elf.

**Playbill & Program Editor (Sarah Stamm)**

Sarah is doing the playbill for ELF. Working on getting everything she needs for program.

**Directors' Resource Manual (Sarah Stamm)**

**COMMUNITY OUTREACH COMMITTEE- Chair: Lynne Wagner**

**Network Groups (Amy Wylykanowitz)-**

**Publicity (Lynne Wagner)-**

Birchard Library and FCT will be hosting a specialty story time on November 20, 2021 at BPL to celebrate ELF. Some of the cast members will be there in costumes to read selected holiday stories and there will be crafts for kids to complete. Two sessions will be offered at 10am and 11am and will be free of charge, although registration is required.

**Social Media (Lynne Wagner)-**

Box office updates have been started for ELF to make people aware of the availability of tickets. They will continue to be updated on our social media pages/groups/event as needed.

**Marketing-**

Our donated season tickets will be given away for the 2<sup>nd</sup> Saturday performance with reservations already made in the box office.

## **Fundraising-**

Cyrus Foos and Lynne Wagner will be running our Giving Tuesday Telethon from 6:00am to 6:00pm on Tuesday, November 30, 2021.

Lynne is reaching out to teens and other interested parties to see if they would be interested in assisting throughout the day with a variety of skits and activities.

The theme is "Raise the Roof" with a stretch goal of \$25,000 to repair the FCT roof over the lobby, box office and restroom areas.

The event link will be created and published approximately 2 weeks in advance in to spread awareness and get people excited. Mary Jo Foos will be donating 2 pairs of tickets to Kalamazoo and Cyrus Foos will be donating 2 pairs of tickets for Waiting for Godot to use for Giving Tuesday campaigns.

**Murder Mystery (Mary Jo Foos- until scheduled events are completed)-** Received \$230 for our last Murder Mystery.

## **ACTIVITIES/ VICE-PRESIDENT**

**Membership (Aaron Brown)**

**Laurels (Aaron Brown)**

Total number of members: 60

Returning members include Jason and Rebecca Holland and Karen Langley.

Aaron updated members' addresses. Still needs to update the Facebook members' page.

Still missing a few membership applications and one person needs to pay dues yet.

No report on the 2021-22 Laurels

## **Social Gatherings (Amelia Purk & Allie Schmidt)**

## **BUILDING AND GROUNDS- Chair: Randy Brown**

Members: Floyd Collins, Tim Bolton, Daleen Askins, and Jim Posey

Organization continues in various areas. Storage remains a major problem, especially now that Elf is in need of backstage space and the silver trailer is stuffed. May need to rent additional storage unit.

Toilet in the women's restroom needs to be fixed. Tim is going to work on that when he returns.

Coat rack in the lobby has been fixed.

The patching of the roof and vent stack over the office area seems to be holding up for now.

## **House Manager (Daleen Askins):**

The one Dyson sweeper has been repaired and is back in the building. Please if you do see something on the floor that can be picked up, do so. This helps keep the sweeper in good condition.

The Vanguard students will be coming in on Tuesday, November 30 at 12:15 to clean. Daleen would appreciate any help to instruct the students on how to clean.

Parking for ELF. Daleen would like to park the cars perpendicularly to maximize our space. If it should snow, depending on the depth of the snow, what should we do? She will try to secure enough volunteers to help patrons park cars.

## **CONSTITUTION AND BY-LAWS- Chair: Wayne Biggert**

The board minutes were distributed to the committee members. We are reviewing and

Will meet in December to discuss.

## **GRANTS- Chair: Jim Posey**

## **OCTA- Chair: Amy Wylykanowitz**

### **PLAYREADING- Chair: Tracey Armentrout**

Tracy's email has asked for some specific direction for the Playreading committee- will be discussed in new business.

### **TEEN THEATRE- Advisors: Sarah Stamm and Delilah Foos**

Sarah and Delilah met and wondered if there were any rules for guidance written down somewhere. A Facebook group was established, and they are going to add members. They hope to have a December meeting to elect officers and set up guidelines for selecting a show. When Delilah and Cyrus Foos went to get the BCI background check, they were asked for an ORC code, which is not set up for FCT. Lynne Wagner will check with the library to see what code(s) is being used for youth & teen services.

### **TEEN THEATRE SCHOLARSHIP- Chair: Randy Brown**

### **WEBMASTERS & TECHNOLOGY- Chairs: Floyd Collins, Tim Bolton**

Members: Ryan Randolph and Alex Schmidt

Floyd needs the minutes for the website please.

The projector is not going to come from the B&H company we ordered it from. It was lost in transit, and they should be giving us a refund. Tim is checking with another company.

Floyd needs an updated list of the committees for the website and program.

Everything in the booth is operating properly.

### **YOUTH THEATRE- Chair: Floyd Collins**

#### **Business**

#### **Old Business:**

- Saint Board Update

Darla Brown went through the files and found names of the Saints who donated for the years 2017 through 2022. Need to take in the plaque and get it engraved- Daleen Askins will drop off.

- Update for Wizard of Oz change of dates- will maintain the current schedule
- Membership chair and committee will be setting up a date in January for the next membership meeting.
- Damschroder Roofing discussion and recommendation. **Mary Jo Foos proposed that "Fremont Community Theatre accept the Damschroder proposal and bid of \$15,236.12 for a lower roof replacement." Cyrus Foos accepted the proposal, Daleen Askins seconded it. Randy Brown has requested that all trustees vote, Amy Wylykanowitz approved. All approved, motion carried. Jim Posey will sign as representative.**
- Update on MTI All Together Now- canceled due to short timeframe.
- Any other suggestions for Lynne and Cyrus for Giving Tuesday? Will help Share and Care with a pillow drive for the Sandusky County Community Christmas. Randy Brown will help deliver pillows to Terra State Community College.
- Any update on budgets for various committees? Every committee chair will come up with an amount and will coordinate with Mary Jo Foos.
- Costume and Prop rental form. Who has a copy of what was submitted earlier? Lynne Wagner has the old materials brought up last board year and will bring to the next board meeting in December.

#### **New Business:**

- Community Christmas Project for Share and Care- will be able to combine into the Giving Tuesday telethon on November 30<sup>th</sup>.
- Playreading discussion about number of shows in our next season, spotlight shows, and views on precasting. Recommendations for the committee. **Daleen Askins made a motion that Playreading looks at a 5-show season with January or March show slots being open for less conventional options. Cyrus Foos accepted the motion, Wayne Biggert seconded. Randy Brown has requested all trustees vote, Amy Wylykanowitz approved. All approved, motion carried.**

- Storage. Do we need to rent another storage unit? Mary Jo Foos will call for pricing for storage units in the area.
- Discussion/ input on method of bookkeeping for treasurer for next year. Wayne Biggert brought up a discussion on how the youth program is structured financially. The discussion will be tabled to the constitution committee.
- Set up a committee to begin looking into storage systems, ie. Sheds....Would like to get something in place by next season.
- Review FCT's COVID policy. What is our policy for ELF? Remains the same until the board revokes the masks required for all patrons in theatre.

### **Adjournment**

Moved to adjourn: Jim Posey

Time: 8:29pm

### **Next Meeting**

Date: December 14, 2021 (moved for Christmas)

Time: 6:30pm

Location: Fremont Community Theatre

### **Upcoming Events**