

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

**Current Board (2021-2022)**

x Amy Wylykanowitz, President	x Jim Posey, Vice Chairman
UN Aaron Brown, Vice President	x Daleen Askins, Trustee
x Lynne Wagner, Secretary	x Wayne Biggert, Trustee (on phone)
x Mary Jo Foos, Treasurer	x Cyrus Foos, Trustee
x Randy Brown, Chairman of the Board	

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

**Guests**

In attendance: Tracey Armentrout, Zoe Holland, Jason Holland

Guest Comments or Concerns:

**Secretary's Report**

Board Meeting: September 27, 2021

Corrections to minutes: Budget for Waiting for Godot was mislabeled in new business.

\*With the above corrections noted:

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

**Treasurer's Report\***

Financial report is only available by request.

Mary Jo Foos will not be pursuing the position of treasurer again and is willing to have those who may want to run shadow her to learn more about the role.

\*Motion to file for audit. Motioned by: Cyrus Foos

**Show In House Report**

Floyd Collins: Elf is going well. Posters are printed and being delivered, the roadside sign is up, and costumes are being created. They're using the stage on Saturday to build set, sing, and dance for extra rehearsals. They're still waiting for the projector to arrive, which will impact the final set. So far 267 reservations have been made.

**Liaison (last show) Report**

Daleen Askins Mamma Mia Board Liaison: The cast and crew for Mamma Mia seemed to get along very well. I had no complaints. They did not complain during tear down and theater clean up. They all signed up for different jobs and pitched in and got it done. I would gladly work with this group again.

Randy Brown: As director for our season opener, Mamma Mia, I thought we put on an exceptional show here at FCT. The cast, crew, and orchestra provided a consistently upbeat and energetic show for each of its eight performances. I do believe our crowd sizes were affected by the Covid and our policy of a required, but necessary, wearing of face masks in the auditorium. I am grateful for all those who helped in some way to make this phenomenal show possible.

**Correspondence**

Received a thank you note from Downtown Fremont regarding video for Crop Circle.

Received a thank you note from Ron Hill, along with a \$50 donation.

Received a \$5,000 donation from Sandusky County Share & Care toward our storage building project.

Received a \$200 donation and thank you for the great show (Mamma Mia!) from Helen Tonkin.

**Committee Reports**

**THEATRICAL PRODUCTION COMMITTEE- Chair:**

**Costumes (Sue Stötz)-** No individual report

**Properties (Randy Brown)**

Darla Brown and Daleen Askins helped to reorganize the hat containers and decrease the number of totes used.

Randy pulled out a clothes stand in the corner of the loft and replaced it with a rolling rack. It now holds specialty costumes from The Little Mermaid, Frozen, and Mamma Mia. He will be meeting in the near future to sort through boxes and bags.

**Scene Shop (Jason Holland)-** No individual report

**TICKET SALES COMMITTEE- Chair:**

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

Kaleb Crooks from Penta and his instructor met with Tim and Mary Jo. He will be volunteering in the box office under the direction of MJ and Tim. He helps by paper clipping the tickets and alphabetizing the reservations.

Lindsay Sooy has been contacted to work in the box office during ELF and will be helping out.

**Season Tickets (Mary Jo Foos)**

Collected \$7032 in sales (before Square fees)- 172 total ST ...includes 42 new season ticket holders. Spreadsheet was sent to Jim Posey to cross-check email addresses for newsletter distribution.

Mary Jo put out a list of people who contributed to FCT through the season ticket promotion. There were quite a few people listed as Saints and Archangels. She also is taking reservations for the entire season from those season ticket holders who prefer to do so. A form was constructed and hopefully will be put in the next newsletter.

The prices for reduced season tickets is also available through the third show for anyone to purchase them for use or Christmas gifts. Again this chart should be added to the newsletter and will be posted on our social media.

**Patronage (Cristina Rodriquez)-** No individual report

**ARCHIVE COMMITTEE- Chair:**

**Historian (Darla Brown):** No individual report

**Audit (Lora Huff):** No individual report

**Record Retention (Cyrus Foos):** Will be working at looking at digitalization (with categorization) for next meeting

**PUBLICATIONS COMMITTEE- Chair: Floyd Collins**

**Graphic Design (Floyd Collins):** No individual report

**Newsletter Editor (Jim Posey):** Newsletter deadline is November 7, 2021 for December newsletter

**Playbill & Program Editor (Sarah Stamm)** No individual report

**Directors' Resource Manual (Sarah Stamm)** No individual report

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

**Network Groups (Amy Wylykanowitz)-**

**Publicity (Lynne Wagner)-** Publicity for ELF has started. We'll be doing a collaborative community event at the Birchard Public Library on Saturday, November 20 at 10am and 11am. We'll have a few of the cast members available to host a special ELF: the Musical storytime, singalong, and craft program.

**Social Media (Lynne Wagner)-** We'll be planning on a "Raise the Roof campaign" for Giving Tuesday on Nov 30, 2021.

**Fundraising:** Licensing for MTI's All Together Now has been secured. Lynne is working with Floyd to finalize the details before asking for member volunteers/auditions next week. We're planning on Friday, November 12th as just a one-night show with no reservations, all donations.

**Murder Mystery (Mary Jo Foos- until scheduled events are completed):** One last murder mystery to be held on Monday, October 25 at the Neeley Center.

**ACTIVITIES/ VICE-PRESIDENT**

**Membership (Aaron Brown)-** No individual report

**Laurels (Aaron Brown)-** No individual report

**Social Gatherings (Amelia Purk & Allie Schmidt)-** Big Spooky Event at BSA is cancelled due to illness. There were 8 attendees at the Copper Whale Winery for the October social event.

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

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

FCT received a \$5000 donation from Share and Care to be used to help purchase a storage building for the theatre.

Our committee made a walk-through our grounds the other day. Members pointed out things that needed attention in different areas of our property. The upstairs office has now been cleared of items that are no longer used or some to be taken to storage at Lock-it Up. The prop loft is now organized after Mamma Mia. The costume loft, the trailers, outside landscaping, and the lobby/restrooms all need to have work done.

The roof over the lobby/restroom/box office still remains a concern. A bid from Damschroder Roofing is over \$15,000. We are hoping to include the Vanguard class in this project. This means we'll want to budget for a stretch goal of \$25,000 for the Giving Tuesday campaign.

**House Manager (Daleen Askins):**

The Dyson sweeper was not working properly, so with Randy's permission, Daleen took it to Fremont Vacuum to have it fixed. It needed a new Hepa filter and a good cleaning. The estimated cost was \$98.32 plus tax. Daleen will take our tax-exempt paper when she goes to pick it up. Daleen will also be pricing heavy duty or industrial sweepers to replace the red one.

The toilet paper dispenser key that was kept in the women's restroom under the sink is missing. Looking into replacements.

Mamma Mia HM report. The water and prepackaged goodies seemed to go over well with our patrons. However, we went through a lot of water. A suggestion was made that we ask our members to donate packs of water or the prepackaged treats since we aren't asking for cookies. I will give it a try to ELF.

ELF HM report. There will be a theatre clean-up at noon on November 30th. The Vanguard students will be coming to clean, but they need some guidance from those that know how to clean, so if anyone would like to come and help with this, I would be most appreciative.

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

No report except to say that the committee is circulating minutes from prior meetings over the years in an attempt to fully recreate a complete version of the by-laws.

**GRANTS- Chair: Jim Posey**

We did not get a grant from Sandusky County, since first time applicants are given priority.

MJ reported that our Costco grants were denied, but the Perrysburg warehouse grant was approved. MJ picked up a \$50 gift card to purchase intermission snacks.

**OCTA- Chair: Amy Wylykanowitz**

Last month OCTA voted for delegates and there are 12 for our region.

**PLAYREADING- Chair: Tracey Armentrout**

There are 20 shows total that are being reviewed for the 2022-2023 and most of our playreading members should be able to complete a review of all of them. We've had 2 members drop recently (Aaron and Ryan).

**TEEN THEATRE- Chair:**

Need to establish a committee to interview and select new advisors- will discuss in new business.

**TEEN THEATRE SCHOLARSHIP- Chair: Randy Brown: no individual report**

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

Members: Ryan Randolph and Alex Schmidt

**No report**

**YOUTH THEATRE- Chair: Floyd Collins**  
**No report**

\*Any new/changes to chairs or committees

**Business**

**Old Business:**

The outside display case has been installed by Vanguard students.

There will be no refund for ELF scripts. MTI reported that the scripts were delivered two weeks earlier than the usual allotted time, which was after the scheduled auditions.

Update on MTI All Together Now: Lynne. **Mary Jo Foos made a proposal to allow the MTI All Together Now event occur on Friday, November 12, 2021 at 7:30pm to kick off the "Raise the Roof" campaign. Daleen Askins accepted the motion, Cyrus Foos seconded. All approved, motion carried.**

Update on creating budgets for some of the committees to eliminate coming to board every time a purchase is needed. Mary Jo Foos will bring some rough outlines to the next board meeting.

Teen committee to interview candidates for advisors. Amy Wylykanowitz will contact those involved (Daleen Askins, Lynne Wagner, Rebecca Holland, Lindsay Sooy) to set up a Zoom meeting. A post was created to seek any members who may be interested and we received 3 applications. We'd like to get the teen advisors selected as soon as possible to allow teens time to meet with them before looking at shows for this summer. FCT will reimburse selected advisors for background checks required.

**New Business:**

Approval of Steven Koenig's resume for reinstatement as an FCT director. **Daleen Askins made a motion to re-approve Steven R. Koenig as a qualified director for Fremont Community Theatre. Cyrus Foos accepted the motion, Wayne Biggert seconded. All approved, motion carried.**

Jim Posey brought some concerns to the board about the Saturday matinees for the upcoming Wizard of Oz. Some time was spent reviewing budgets, number of available (and already reserved) seats, number of performances, how to handle larger cast of children, etc. No decisions or motions were made at this time but could be revisited at the next meeting.

The Saints board in the FCT lobby needs to be updated for 2019, 2020, and 2021. Rates should be raised in a future meeting since they've not changed for a significant time.

**Adjournment**

Moved to adjourn: Jim Posey

Time: 8:34pm

**Next Meeting**

Date: November 15, 2021 (Randy Brown will be excused)

Time: 6:30pm

Location: FCT

**Upcoming Events**