

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

Current Board (2021-2022)

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

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

Meeting location: Fremont Community Theatre
Meeting called to order: 6:30pm

Guests

In attendance: None
Guest Comments or Concerns:

Secretary's Report

Board Meeting: August 23, 2021- Mamma was spelled incorrectly in new business

Corrections to minutes: None

*With the above corrections noted:

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

Treasurer's Report*

Financial report is only available by request.

*Motion to file for audit. Motioned by: Daleen Askins

Show In House Report

Board Liaison (Daleen) Comments: Everything has gone smoothly from my perspective. The cast was great to work with.

Mamma Mia is going very well. Lots of positive comments and very well received by those in attendance. Small houses though. Somewhat disappointing.

Elf auditions went well. Some cuts had to be made and we tried to keep the cast in the upper youth age so there are few younger cast members. Everyone is excited to be a part of the production and Brett will be working on the set at his home to get a jump on this.

The lobby decorations have been ordered for Elf and will be set up.

Obtaining the scripts was a bummer! MTI did not ship the scripts on time so we ended up using Broadway music for auditions. Thanks to Mike Sooy for playing for the auditions. Thanks to all who came out to support the auditions. Thank you to Lynne for putting it on blast.

Liaison (last show) Report

Correspondence

\$250 donation from Pam Meggitt for assistance with electric bill

Committee Reports

THEATRICAL PRODUCTION COMMITTEE- Chair:

Costumes (Sue Stötz)- No report

Properties (Randy Brown)- Will need to reorganize after Mamma Mia!

Scene Shop- No report

TICKET SALES COMMITTEE- Chair:

Box Office (Mary Jo Foos & Tim Bolton)

Season Tickets (Mary Jo Foos)

77 season tickets have been sold. 19 new ST holders.

23 HM, 31 Sr, 10 Ad.

3 Saints, 4 Arch, 3 donated

Total \$2520.00 (before Square fees)

Patronage (Cristina Rodriguez)- No report

ARCHIVE COMMITTEE- Chair:

Historian (Darla Brown): No report

Audit (Lora Huff): See attached report from Becky White

ADDENDUM A- see attached

Record Retention (Cyrus Foos): No report, but there was a discussion regarding the digital records of receipts to allow for categorization of digital tags. Cyrus Foos will check into this and will report back next month.

PUBLICATIONS COMMITTEE- Chair: Floyd Collins

Graphic Design (Floyd Collins)

The Elf road banner is ready to go up when Mamma Mia is over. Posters for Elf will be printed soon.

Newsletter Editor (Jim Posey)

Newsletter was sent out September 5, 2021.

Next deadline is November 7, 2021.

Playbill & Program Editor (Sarah Stamm)

Sarah completed the playbill for Mamma Mia. She picked it up and it looks great. \$406.00 for printing.

Floyd published the playbill to the website and still wants to give the QR code. After time, it might catch on.

Directors' Resource Manual (Sarah Stamm)- no report

COMMUNITY OUTREACH COMMITTEE- Chair: Lynne Wagner

Network Groups (Amy Wylykanowitz)-

Mamma Mia participated in the Labor Day parade in downtown Fremont.

Publicity (Lynne Wagner)-

After talking to Lynne Wagner, Randy called Dan Carson of the News Messenger to come out to take pictures and interview some of the cast members for an article in the local newspaper. He was here Monday, September 20

Lynne took photos of Mamma Mia for promos and headshots for program. Still promoting MM on Facebook.

Elf Facebook event will be launched on Monday, October 4th when reservations open

News-Messenger, Port Clinton News-Herald photo album- September 21, 2021

New-Messenger article- September 22, 2021, Sandusky Register article- September 23, 2021.

Explore 419 Website, Newsbreak.com, Lake Front Publications Community calendar, Press Publications Community calendar, Northern Ohio Tourism calendar

Social Media (Lynne Wagner)-

Giving Tuesday on November 30, 2021. Will be focusing on raising funds for storage building.

FCT Member purchased a pair of tickets to be used as part of our ticket giveaways for social media.

Marketing-

Farmers' Market went well. Took some reservations for Mamma Mia and sold \$480 in season tickets. Passed out brochures. 4 left messages at the theatre regarding season tickets and were sold over the phone.

Fundraising- discussed during social media (Giving Tuesday will be next big fundraiser)

Murder Mystery (Mary Jo Foos- until scheduled events are completed)

Made \$240 on September 16 by doing a Murder mystery at the Pines.
One last murder mystery will be held on October 25 at the Neeley Center.
We will do a season ad exchange with SCCVB

ACTIVITIES/ VICE-PRESIDENT

Membership (Aaron Brown)

New members: Stan & Jadlyne Moyer
Returning: Hilary Frater, Candi Barickman, Becky White
Current membership: 58

Updates: Updated member addresses, will need to add new members to Facebook group

Issues: Jason & Rebecca Holland needs to pay dues for this year and fill out application, some returning members don't know their original joining date, Brittney Forster completed application but has not paid dues, no access to information for those who pay through Paypal, Becky White doesn't have the date paid filled in on membership roster

Laurels (Aaron Brown)

Looking for ideas to start planning this year's Laurel awards ceremony
Will start looking at these options: Preplanned menu or buffet? Cost per person? Open Bar?

Social Gatherings (Amelia Purk & Allie Schmidt)

10 members attended The Ladies of Harmony at the Tiffin Ritz on Saturday, September 18.
Mamma Mia at FCT October 1-3 Four performances remaining.
Possible private showing of Dear Evan Hansen...TBDAmelia Purk
Wine tasting event at the Copper Whale Winery in Clyde on Saturday, October 16....MJ Foos
Big Spooky Event at BSA on Saturday, October 23.... Amelia Purk

BUILDING AND GROUNDS- Chair: Randy Brown

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

Floyd met with the Vanguard teacher who had the superintendent for Iron Works come out and look at the roof. It was discovered that the under support for the lobby roof is in bad shape and there is some rust on the rafters. Jim Posey is working on a grant and he was filled in on the cost to fix the lobby. At this point, the overlay would not be practical due to the structural issues. The Iron Works and Vanguard would be willing to help and provide labor for the project if it would lower the cost for FCT. This could be a good community project.

Tim discovered that the water to the men's toilet had been turned off. No reason why but was turned back on.
Committee needs to establish a pre-board meeting date for discussion and walk through.

Tony Zimmerman did a quick look at the side & front of building to determine if gravel is an option. Mary Jo Foos spoke with him at committee's request and will pass on the detail to the B&G committee.

House Manager (Daleen Askins):

The Vanguard students came and cleaned on Tuesday. They have a lot to learn about cleaning. Hopefully, I can help them out. They will be cleaning before each show this season.

CONSTITUTION AND BY-LAWS- Chair: Wayne Biggert- No report

GRANTS- Chair: Jim Posey

MJ Foos submitted 2 grants to Costco for iPads and intermission snacks.
Jim Posey is still waiting to hear back about the grant for the roof.

OCTA- Chair: Amy Wylykanowitz

PLAYREADING- Chair: Tracey Armentrout

ADDENDUM B, C, D- see attached

TEEN THEATRE- Chair:

Need to select a committee to interview teen theatre advisors. Some members have expressed interest. Need to advertise to all members through our social media, same as the youth advisors with a deadline before our next meeting.

TEEN THEATRE SCHOLARSHIP- Chair: Randy Brown- No Report

WEBMASTERS & TECHNOLOGY- Chairs: Floyd Collins, Tim Bolton

Members: Alex Schmidt, Ryan Randolph

Currently the theater spends a lot of money on simple copies. This would be Black and White copies that can be printed with an economical laser toner printer. We have three printers two are multi printers and one-color laser. The color laser is very old it is the one the was on the right of the computer. Over being shut down, the corona wire became bad and now will not print proper. I called around and asked for an idea to repair and was told that it would cost more to repair then the unit is worth. I asked the copier repair guy who was at the school, and he said yes, those HP are a bear to find parts for.

The second Multi-Printer was donated by the Foos family. It is a good unit but the cost for ink is kind of high. Also, the ink for this unit will dry out over time making it a great backup but only if we put it someplace it can get used often. Each print on this unit is higher because it is a ink jet printer not a toner laser like the HP.

Recommendation:

Ryan Blechinger is donating a B&W Brother printer and a Canon Color printer to FCT. I recommend we use the brother printer for anything we need to print non color it is fast, cheaper and we can duplex, (both sides). We discard the old HP since it is very costly. I would then suggest we keep using the Xerox printer for making copies and small color print jobs. Once that is end of life, we then use the cannon for color print.

We also have the big printer that still needs to be hooked up I will get to this I swear I will. I just need to figure out what to do with all the other stuff in that office. It is filling up again, we need more storage.

I ordered the mic pack from Sound Solutions hope we get that in before MM show.

Alex and I made more videos for the website on the technology. You can find the videos we made by going to our website and clicking the link Technology. It is the bottom link; we are working on organizing the booth and clearing out junk we will never use.

Floyd made a survey he asked to go into the director binder and have tech complete after each show.

We ordered more Gels and Batteries for Mamma Mia

Tim bought a replacement stand for the keyboard the old one was junk.

Light & Sound Booth- no individual report

YOUTH THEATRE- Chair: Floyd Collins – No Report

Business

Old Business:

MJ paid MTI \$200 for early delivery of the Elf scripts. Due to some mix-up or miscommunications, this did not happen. (Many of FCT members accounts were disabled.) MJ has asked for a refund. It was received 2 weeks early, but not before auditions.

Update on outside display case- Vanguard is almost done with the outside sign holder. They will be mounting it after it is done. OPPUS came out and laid out where the utility lines are for this.

Randy Brown spoke at the September 16 meeting of the Kiwanis at the Elks. Well received. Kiwanis secretary Kim Hoffman posted article on Facebook and it was shared on our Facebook page and groups.

New MTI contact person? Mary Jo Foos will be our main contact, but each director will need to create their own account.

MTI free Musical Review? This was tabled until after the Elf auditions. Lynne Wagner will work on licensing request (due by October 15, 2021) and will work with current in-house director (Floyd Collins) to determine the best options for All Together Now (weekend of November 12-15, 2021). It will be a total of 15 songs and will be done by donation only.

New Business:

Daleen suggested forming a committee from the board to create budgets for each committee to help eliminate the problem of coming back to board every time a purchase is needed. Budget committee would then report back to the board to finalize the budgets.

Budget for Kalamazoo:

Non-discretionary expenses: rights-\$720, scripts-\$90.65, programs- up to \$500, publicity- up to \$450, and director's stipend- up to \$200. Discretionary expenses: set- \$500, properties- \$150, costumes- \$200, business- \$50, and technical expenses- \$200. Total budget of \$3060.65.

Daleen Askins proposed to accept the budget for Kalamazoo and Cyrus Foos accepted it. Jim Posey seconded. All approved, motion carried.

Budget for Waiting for Godot:

Non-discretionary expenses: rights-\$600, scripts-\$28.95, programs- up to \$500, publicity- up to \$450, and director's stipend- up to \$200. Discretionary expenses: set- \$500, properties- \$100, costumes- \$200, business- \$100, and technical expenses- \$200. Total budget of \$2878.95.

Jim Posey proposed to accept the budget for Waiting for Godot and Daleen Askins accepted it. Randy Brown seconded. 3 approved, 1 abstain, motion carried.

Angels in the Balcony: Ben Wurzel: 1944-2021 and Paula Chambers: 1963-2021. This action requires a membership vote during our next membership meeting.

Renting MM set pieces to Black Swamp Players for Christmas production. Board agreed that Elf gets first dibs of any set pieces they would like to utilize, then any other pieces can be rented.

Paying MM orchestra members from donations given- Total of \$1,200 was donated by Daleen Askins, Mary Jo Foos, and Amy Wylykanowitz. Will allow all orchestra members to receive monetary donations.

What to do with the old sound/ light boards, power packs, and printers? We will look up when the next electronic recycling date is near us.

Donation to Heidelberg University for costumes (\$100) and will be taken out of the costume budget for Mamma Mia.

Adjournment

Moved to adjourn: Cyrus Foos

Time: 7:59pm

Next Meeting

Date: October 18, 2021

Time: 6:30pm

Location: FCT

ADDENDUM A (Submitted by Becky White): FREMONT COMMUNITY THEATRE AUDIT RESULTS FOR THE PERIOD OF JUNE 1, 2018 THRU MAY 31, 2019, RE: FY18

A. THE COMMITTEE, CONSISTING OF BECKY WHITE, MARY JO FOOS, & JUDI SMITH MET TO BEGIN THE AUDIT OF THE CHECKING ACCOUNTS & DEPOSIT/RECEIPT DOCUMENTATION FOR THE ADULT ACCOUNT, THE TEEN ACCOUNT & THE YOUTH ACCOUNT. WE SELECTED SEVERAL CHECKS PER MONTH DEPENDING ON ACTIVITY, & PLANNED AT OUR NEXT MEETING TO PHYSICALLY LOOK AT A COPY OF THE CHECK, CONFIRM THAT THERE WERE TWO SIGNATURES ON THE CHECK, FIND THE CHECK LISTED ON THE BANK STATEMENT, & LOOK FOR THE DOCUMENTATION EXPLAINING & SUPPORTING THE REASON FOR THE CHECK, & SELECT DEPOSIT SLIPS TO CHECK FOR SUPPORTING INFO FOR SOURCE OF FUNDS & WHICH ACCOUNT WHERE DEPOSITED. WE WERE UNABLE TO MEET AGAIN BECAUSE OF COVID RESTRICTIONS & ACCOUNTANT'S OFFICE WAS CLOSED & THEN MARY JO BECAME TREASURER & JUDI WAS INJURED. SO, I WENT TO ACCOUNTANT'S & WITH HIS HELP FINISHED WHAT I COULD OF THE AUDIT.

THESE RESULTS COVER MAY 2018 THRU DEC. 2018.

1. ADULT CHECKING ACCT.

A. 20 CHECKS RANDOMLY LOOKED AT

1. OF 8 CHECKS -7 HAD REQUIRED INFO, 2 SIGNERS, CHK. REQUEST, & ACCT. INFO, 1 (LOWES) HAD NO RECEIPT.

B. 14 DEPOSIT SLIPS LOOKED AT

1. 7 DEPOSIT SLIPS COULD NOT FIND SUPPORT DOCUMENTS—(PERHAPS BECAUSE DETAIL DIDN'T GET TO ACC. OR JUST WERE NOT SCANNED IN SYSTEM), 5 DEPOSITS WERE AUTO DEPOSITS (CREDIT CARD MACHINE), 2 DEPOSITS HAD DEP. SLIP & ACCT. NUMBERS.

2. TEEN CHECKING

A. 6 CHECKS LOOKED AT— 4 HAD SUPPORT & WERE OK & 1 CHECK ISSUED A NEW CHECK #, 1 CHECK (ACTION PRINT.) NO DATA

3. YOUTH CHECKING

A. 3 CHECKS LOOKED AT—3 HAD ALL REQUIRED SUPPORT & WERE OK.

NOTE: ALL INFO FROM JAN. 2019 TO MAY 2019 WAS NOT AVAILABLE BECAUSE ACCOUNTANT HAD A COMPUTER CRASH & LOST THOSE MONTHS. LAST CHECK AVAILABLE TO LOOK AT WAS #10429.

C. THE COMMITTEE IS SUBMITTING A REMINDER TO THE BOARD OF PROCEDURES & TO SAY THAT ALL PERSONS INVOLVED WITH BUYING THINGS AND/OR HANDLING MONEY SHOULD FOLLOW:

1. ALL PURCHASES SHOULD HAVE AN INVOICE, A RETAIL RECEIPT, A CREDIT CARD RECEIPT SHOWING THE NAME OF THE & THE REASON FOR THE PURCHASE & THE "SHOW" IT APPLIES TO.
2. DEPOSIT SLIPS SHOULD HAVE A DETAILED BREAKDOWN OF WHICH ACCOUNT THE MONEY IS TO BE APPLIED TO SUCH AS TICKET SALES & WHICH SHOW, SEASON TICKET SALES, DONATIONS, RAFFLE SALES, & ETC.
3. ALL AUTOMATIC WITHDRAWALS FROM THE CHECKING ACCOUNT FOR UTILITIES & SERVICES SHOULD BE BACKED UP WITH A PRINTOUT OF THE MONTHLY INVOICE WHICH IS SENT ONLINE. THIS MONTHLY INVOICE SHOULD ALSO BE CHECKED FOR ACCURACY—AS YOU WOULD DO PURCHASER AT HOME.
4. CREDIT CARD MONTHLY STATEMENTS SUCH AS LOWES, STAPLES, VISA SHOULD BE BACKED UP WITH THE CHARGE RECEIPT ATTACHED TO THE MONTHLY STATEMENT. THE COMMITTEE RECOMMENDS TIGHTER CONTROLS ON THE PAYMENT OF CREDIT CARDS. RIGHT NOW, VISA & LOWE'S MONTHLY STATEMENTS ARE PAID ONLINE—NO CHECKS WRITTEN & NO REQUIRED TWO SIGNATURES. THE TREASURER NEEDS TO MONITOR THOSE PAYMENTS.
5. THERE SHOULD BE A WRITTEN RECEIPT BY AN FCT MEMBER FOR ALL SEASON TICKET DOLLARS & FOR ALL DONATIONS WITH A COPY GIVEN TO THE INDIVIDUAL WHO BOUGHT OR DONATED & A COPY ATTACHED TO THE BANK DEPOSIT SLIP.
6. THIS WILL ALSO HELP PUT THE FUNDS IN THE CORRECT ACCOUNT. WE HAVE A RECEIPT BOOK WHICH EVERYONE SHOULD BE AWARE OF & FILL OUT AS NEEDED.
7. MONTHLY BANK RECAP STATEMENTS WHICH ARE ALSO ONLINE SHOULD BE PRINTED OUT AS BACKUP TO THE CHECKING ACCOUNT.
8. 7. THE TREASURER WILL BE THE ONE TO GATHER RECEIPTS & INVOICES & MATCH RECEIPTS WITH CREDIT CARD STATEMENTS, TO PRINT OUT CREDIT CARD STATEMENTS & BANK STATEMENTS, & TO VERIFY THAT DEPOSIT

RECEIPTS ARE PROPERLY FILLED OUT. THE CHECKS WHEN SIGNED BY TWO OFFICERS WILL BE MAILED BY THE TREASURER.

- D. I WILL BE DOING THE NEXT YEAR'S, JUNE 2019 THRU MAY 2020, AUDIT IN THE NEXT MONTH. ANN STENDARIS KEPT NOTEBOOKS OF ALL BILLS & BANK STATEMENTS. I TALKED TO THE ACCOUNTANT & HE & I FELT THAT SINCE RECORDS WERE KEPT IN THIS MANNER INSTEAD OF ON THE COMPUTER, THAT I COULD GO THRU THE NOTEBOOKS, CHECK A FEW RANDOM BILLS & IF EVERYTHING IS IN ORDER, SIGN OFF ON EACH ONE & LIST THEM ON THE REPORT. THE ACCOUNTANT FELT THAT FCT HAD GOOD PROCEDURES IN PLACE THAT WERE BEING FOLLOWED & WOULDN'T NEED AN IN-DEPTH AUDIT. THE BOARD WILL HAVE TO DECIDE IF THEY AGREE WITH THIS EVALUATION.

1. What show number & name are you reviewing:

No. _____ Name _____

2. I certify that I have read completely, or watched completely, this show before completing this review.

- Yes
 No (Please stop this survey and return to complete once read/watched)

3. After reading and/or watching this show, what best describes your single immediate reaction?

- | | | | |
|--|-------------|---|------------|
| <input type="checkbox"/> I loved it | (10 points) | <input type="checkbox"/> It was OK | (4 points) |
| <input type="checkbox"/> I really liked it | (8 points) | <input type="checkbox"/> I didn't care for it | (2 points) |
| <input type="checkbox"/> I enjoyed it | (6 points) | <input type="checkbox"/> I hated it | (0 points) |

4. What audience type(s) would the entertainment, literary, or educational value of this show appeal to or for? Please mark all that apply

- | | |
|--|--|
| <input type="checkbox"/> Youth (To age 17) | <input type="checkbox"/> Mature Adults (36-64) |
| <input type="checkbox"/> Families | <input type="checkbox"/> Seniors (65 & up) |
| <input type="checkbox"/> Young Adult (18-35) | <input type="checkbox"/> None of the above |

5. If this show is selected, what positive aspect(s) do you think would be encountered with it going forward? Please mark all that apply. (1 point for each)

- It would draw in new attendees who typically do not attend FCT shows
 It contains a relevant topic currently faced by a population in our community
 It has immediate name recognition or an enticing title or premise
 It would offer a new type of show or experience for our membership or attendees
 It's royalty free
 Other (please specify) _____

6. If this show is a top scorer for one of the audience types, what potential problem areas do you think the committee should discuss before choosing it as a recommended show?

- Anticipated difficulty in casting needed roles
 Anticipated difficulty in accomplishing needed special effects
 Anticipated difficulty in creating the required set
 The show itself, or a portion of it, is too radical or inappropriate
 It's been done already at FCT and/or in our area already
 It doesn't bring anything new to attract new attendees

7. Do you believe this would be a good "spotlight (i.e., one weekend) show" instead of a regular season show?

- No
 Yes & this is why (please explain): _____

Please score your total points:

	_____	Points from Question Three
+	_____	Points from Question 5
+	_____	Plus 1 bonus point if never done by FCT adults (see summary sheet)
Equals	_____	Total Score

Signature _____

Date _____

First Name _____

ADDENDUM C (Submitted by Tracey Armentrout)

Show No. & Title: 13 – The 25th Annual Putnam County Spelling Bee (Submitted by 1)

Available Via: MTI (Music Theatre International)

Link: www.mtishows.com/the-25th-annual-putnam-county-spelling-bee

YouTube: www.youtube.com/watch?v=GipcTwN1FtA

On-Line Script: www.nthurston.k12.wa.us/cms/lib/WA01001371/Centricity/Domain/162/SPELLING-BEE-Script.pdf

Hard Copy Available: No (Please advise if CD would be helpful)

Genre: Musical Comedy

Royalty Costs: \$2924 - \$3956 (6 shows @ 200 capacity @ \$13) (+ Scripts Included?)

Cost Options: \$250 to \$600 for keyboard music; \$75 logo pack; \$150 for transpositions; \$25 stage manager script

Rating: PG13

Time Period: Present?

First Produced: 2005

Cast Size: 5m, 4w, + Optional to 16

Previously Done at FCT: No

Summary:

An eclectic group of six mid-pubescents vie for the spelling championship of a lifetime. While candidly disclosing hilarious and touching stories from their home lives, the tweens spell their way through a series of (potentially made-up) words, hoping never to hear the soul-crushing, pout-inducing, life un-affirming "ding" of the bell that signals a spelling mistake. Six spellers enter; one speller leaves! At least the losers get a juice box.

A riotous ride, complete with audience participation, *The 25th Annual Putnam County Spelling Bee* is a delightful den of comedic genius. The small cast and unit set make this a perfect option for high schools or community theatres. *The 25th Annual Putnam County Spelling Bee* is a fast-paced crowd pleaser and an instant theatre patron favorite.

Cast:	Gender:	Presents As:	Vocal Range:
Chip Tolentino	Male	22-53	C4–B5
Leaf Coneybear	Male	22-52	A3–A5
William Barfee	Male	22-52	E4–B5
Douglas Panch	Male	22-52	
Mitch Mahoney	Male	22-52	E4–A5
Logainne Schwartzandgruenierre	Female	22-52	A3–F5
Marcy Park	Female	22-52	C4–E5
Olive Ostrovsky	Female	22-52	
Rona Lisa Peretti	Female	22-52	B3–F5

Plus 4 audience volunteers, selected through an interview process before the show

Rev. 9/7/21

ADDENDUM D (Submitted by Tracey Armentrout)

Regarding Prior Committee Minutes of 9/20/21:

- Prequalified director's contacted - Made contact with Donna Wollenslagel who, at this time, is not interested in directing for the 2022/2023 season. Still no contact info for Jason.
- Submitted Shows – The rights for “The Play That Goes Wrong” are not available thus the committee will review this too. Also, “Frankenstein: The Modern Prometheus” has been removed from consideration per the submitter’s request.
- Committee Members: Jackie DeFriece & Amy Wylykanowitz have joined (I forgot to note Amy in the last minutes) & Kim Collins & Jan Wilcox are no longer participating. Total committee members stand at 14.
- Direction Still Needed: Need decision from trustees and officers on if the committee should recommend one, and or more/any spotlight shows for 2022/2023. Also will potentially need further discussion regarding one director’s interest to precast a show as noted in prior minutes.

Committee Activities Since 9/21/21:

Summary Sheets were discussed with the committee & have since been finalized for each of the 20 shows being reviewed (see attached example). Each show’s summary sheet has standard details regarding that specific show that will be helpful to both the committee members as well as the trustees and officers (who will receive them when the committee has finalized its recommended slate).

Review/Critique Form was discussed with the committee & has since been finalized (see attached). These will be used by members to document and score their thoughts on each show they review. The scores from these sheets will identify the top shows in each category that will then be formally voted on.

Scheduled & Held a Zoom Committee Meeting of 9/1/21:

- Miscellaneous Discussions - Before discussing the process to select a slate we discussed the previously posted draft summary sheets and review form, the spotlight show inclusions that the trustees & officers are discussing, the ability of committee members to watch rather than read submitted shows if they find that more beneficial, the need for volunteers to begin analyzing box office data for pertinent input starting when Mamma Mia concludes, the need to review approximately 2 shows per week to get all submitted shows reviewed by mid-November, and the plan to swap out hard-copy scripts at FCT on Mondays & Thursdays from 6:30 to 7:30. We then discussed the decision/voting process that will be used to select the slate.
- Mid November Group Meeting – All to attend where all summary forms will be tallied & averaged (after high & low of each are dropped) & top 3 shows in each category, including musicals, will be identified. We’ll then discuss (1) all concerns noted on the critique forms these top shows, if (2) a 4th show should also be considered for additional voting in any categories if it was very close to the others in score, (3) if we feel we have sufficient shows to draw in each of the audience types, and (4) what data, if any, from our prior show analysis is helpful in making a final decision. If ready, a voting meeting will then be scheduled.
- Voting Meeting - The committee members will then have at least one week (and possibly more) to review the top shows (if they didn’t already review & critique them) before the committee will meet again. At this next meeting ***committee members will only be allowed to vote on the top three shows in a category “if” they have confirmed that they have completely read/watched each of the top three.*** When voting, we will start with the musical as one is required.

Each committee member in attendance, who has confirmed in writing that they have read/watched all three, will complete a secret vote and rank the three shows in order of preference. If there is a clear winner (score of top show exceeds the combined total of the shows that ranked 2nd & 3rd) that show will be chosen. If not as clear, the third choice will be dropped & another vote taken for the top two to determine the winner. (Committee members can submit a vote if unable to attend & can supply a telephone number to be contacted for any second votes if needed.)

The next show to be chosen will be the audience type (not selected by the musical) with the three highest overall scores. The voting process will be the same as explained for the musical. This process continues until we have our slate of 5 recommended shows. Each of the second place shows in each audience type will then be voted on & this winner will be our alternate.

- Voting by Potential Directors – A brief discussion was held regarding if committee members who are potential directors for next year (currently Tracy, Amy & Pam but there is the potential for more) should have the ability to vote. There was discussion for, against, & seeing both sides, & members were asked to think about it & we’ll discuss as a group later as a formal decision will be needed by the end of October.
- Attendance - All committee members attended or watched the recorded meeting (per Facebook)

Materials Purchased:

9/5/21 Script "All The Great Books (Abridged)"	\$9.32	(Forwarded purchase email to MJ on 9/7)
9/5/21 Script "Artichoke"	\$17.85	(Forwarded purchase email to MJ on 9/7)
9/5/21 ePub "The Play That Goes Wrong"	\$11.00	(Forwarded purchase email to MJ on 9/7)
9/6/21 Music CD "Sister Act"	\$10.71	(Forwarded purchase email to MJ on 9/7)
9/9/21 UPS Copying Costs	<u>\$31.80</u>	(Picture of receipt emailed to MJ on 9/12)
	\$80.68	Total