

Community Theatre of Howell
Board Meeting Minutes,
12/11/05

Meeting Location: Debbie Mikula's Home

Present:

Linda Peasley, Bruce Grotenhuis, Pam Medelis, Vera Cunningham, Sherry Randall, Kathy Wilmoth, Scott Usher, Maria Usher, Barb Brandt, Tim Meixner, Debbie Mikula and Jay Ahmad.

Absent: Lanny Davis, Irene Onderchanin

Guest: Mary Jo Del Vero

I. Call to order

Called to order by Linda Peasley at 6:16 pm

II. Action Items

- **Approval of agenda**
Motion by Scott Usher 2nd by Kathy Wilmoth - motion approved
- **Approval of 11/22/05 Meeting Minutes**
Motion by Kathy Wilmoth 2nd by Scott Usher - motion approved

III. Season Updates:

- **Oliver Wrap Up:** Reported by Scott Usher. Per budget totals to date show looks to have made about \$10,000. Cleaning bill from Marcie's Cleaners was about \$900.00. Final Oliver report to be made at Jan. 06 meeting.
 - **Challenges:**
 - a. Fog machine - may need to be replaced.
 - b. Lights and microphones - may need some repair work
 - c. LSO – Instrument warm up and house open issue. Tim Meixner discussed the need to keep instruments warmed up. May need to review the LSO contract
- **RATS!:** Set is in storage until performance at Shalom. Flats are in storage. Total of 1500 students attended during school performances.
 - **Challenges:**
 - a. Attendance down – one performance time cancelled.
 - b. Bus scheduling issues – May look at ways to take productions to schools.
 - c. Information to schools after budgets planned – May consider sending information by the end of the school year for next year's school show.
- **Inspector Calls:** Per Linda Peasley, Auditions completed. Eleven people auditioned. Round Up will be 12/12/05.
- **Forum:** Per Pam Medelis, first production meeting 12/12/05.
 - Staff positions available: Props, two people need to do artistic painting.
 - Request to have shows start at 7:30 pm – not able to be changed as times previously approved and tickets printed.
- **Show of Hands:** Per Barb Brandt, no updates.

IV. Old Business - Board Reports

Linda Peasley President, Director's Search, Script Committee, Facilities Scheduling, Season Ads	<ul style="list-style-type: none"> • NA
Lanny Davis Vice President & Technical Chair	<ul style="list-style-type: none"> • NA
Sherry Randall - Secretary	<ul style="list-style-type: none"> • NA
Maria Usher -Treasurer	See email communications
Jay Ahmad - Youth Theatre	<ul style="list-style-type: none"> • Proposal for youth and teen production "City Dionysia" to be directed by Sarah Kinnison and Keith Medelis. <ul style="list-style-type: none"> ○ Auditions May 20th ○ Rehearsals 6/12/06 – 7/13/06 ○ Performance dates: 7/14/06 and 7/15/06 • Motion by Vera Cunningham 2nd by Scott Usher - motion approved
Barb Brandt Season Ticket Sales, Box Office	<ul style="list-style-type: none"> • Ticket Leap challenges <ul style="list-style-type: none"> ○ Time consuming to set up • New online ticket system being reviewed: Theater Manager May also allow for online class registration • Question raised by Debbie Mikula– Should we have an interpreter for the hearing impaired? Discussion resulted in we may have Bruce Gotenhuis look into looping for hearing aids but we are not required to have interpreter.
Vera Cunningham Membership, Patrons, & Database Maintenance	<ul style="list-style-type: none"> • Received membership for 60 members in response to letters sent.
Kathy Wilmoth - Costumes	<ul style="list-style-type: none"> • Costume room down stairs – organization complete with exception of shelves that will be installed • Costume rental <ul style="list-style-type: none"> ○ Mercy High School may rent King and I costumes. ○ Proposed rate: \$500.00 to rent and \$500.00 deposit ○ Sue Wagner will submit proposal to the school.
Bruce Grotenhuis Materials Management, Facilities, Future Housing	<ul style="list-style-type: none"> • Real Estate properties reviewed • Light donated by Gary Pace for use in theatre <ul style="list-style-type: none"> ○ Approval to provide Gary with four tickets to "Forum" as thank you.
Debbie Mikula Development, Corporate Sponsors	<ul style="list-style-type: none"> • Will work on All Star awards to be presented at Gala • Show Sponsorship: <ul style="list-style-type: none"> ○ Chem Trend - Rats! ○ 1st National Bank – Show of Hands and half of Forum
Irene Onderchanin General Publicity, Group Sales	<ul style="list-style-type: none"> • NA
Vera Cunningham - Education Jay Ahmad	<ul style="list-style-type: none"> • Youth Education <ul style="list-style-type: none"> ○ Youth Education Budget. Motion by Scott Usher 2nd by Vera Cunningham motion approved ○ Brochures to be mailed ASAP. ○ Sherry Randall to send information to Linda Peasley for mass mailing in early January ○ Workshops: <ul style="list-style-type: none"> ▪ Grades 1st – 5th <ul style="list-style-type: none"> • Acting for Youth (M & W) – Instructor: Mary Jo DelVero • Vocal Skills for Youth (Th) – Instructor: Melinda Towns • Basic Broadway Dance (T) – Instructor: Vera Cunningham ▪ Grades 6th – 12th <ul style="list-style-type: none"> • Acting for Teens (T & TH) – Instructor: Sarah Kinnison • Adult Education. <ul style="list-style-type: none"> ○ Brochure in process ○ Workshops: <ul style="list-style-type: none"> ▪ 3/4/06 – Directing. Instructor: Penny Notter ▪ 3/11/06 – Acting. Instructor: Russ Pitts ▪ 4/8/06 – Producer – Linda Peasley ▪ 4/8/06 – Costume – Kathleen Wilmouth ▪ 4/8/06 – Lightening – Lanny Davis • Online registration a possibility question raised by Debbie Mikula – See Barb Brandt Season Tickets
Scott Usher Organizational Image and Culture, Newsletter, Web Page	<ul style="list-style-type: none"> • Newsletter articles due to Scott by Christmas day.
Pam Medelis - Bulk Mail, Fund Raising	<ul style="list-style-type: none"> • NA
Tim Meixner - Music Liaison	<ul style="list-style-type: none"> • We may need to review the LSO contract. Instruments need to stay warmed up.

- **2006-07 Season Discussions –Proposed**
 - **Fall, Musical:** Carousel/Director: Vera Cunningham
 - **School Show:** A Year with Frog and Toad/Director: Sarah Kinnison
 - **Straight Play:** Over the River/Director Becky Dilworth
 - **Spring Youth production:** Alice in Wonderland/Director: Jay Ahmad
 - **Motion by Debbie Mikula 2nd Scott Usher** to approve schedule. Motion approved
- Vote for Spring musical:
 - Adventures of Tom Sawyer/Director: Russ Pitts
 - JC Superstar/Director/Lanny Davis
 - **Motion by Debbie Mikula 2nd Tim Meixner** to approve selection Adventures of Tom Sawyer – motion approved
- **Meadowbrook Midsummer's Tour** – Per Linda Peasley: Lanny to obtain confirmation and provide to Linda
- **2006 Gala – Mary Jo Del Vero**
 - Sherry Randall to email last year's budget and invitation information to Mary Jo.
 - Location: Walden Woods
 - Theme: 30's Hollywood
 - Entertainment: Movie and musical quote trivia and looking for swing band
 - Motion by Scott Usher 2nd Debbie Mikula to approve \$250 to be sent to Walden Woods as deposit – motion approved
- **Job descriptions** -Linda has received most of the job descriptions and will work with Tim Meixner to write the description for Music Liaison
- **Discuss orchestra pit/sound/light board options (when will we do this) –**
 - Will discuss in detail at retreat.
 - Two to three rows of seats will be removed from the back of the auditorium to make room for the light and sound boards.
- **Bonding of Treasurer (deferred to when Debbie and Maria will be at meeting)**
 - Debbie Mikula will work to get Linda Peasley, Maria Usher and Barbara Brandt bonded.
- **Process for next years Season tickets and brochure – Barb**
 - Time Table needed for next year's season tickets and brochures – 6/1/06 will be target date to send out.
- **Heywood Banks proposal – meeting Jan 8th – 6:30 pm – theatre**
 - Meeting with Stuart Mitchell to discuss “Swamp Opera”
 - The two hour production would be in addition to regular season productions
 - Possibly performed during first week of September
 - Linda Peasley will send email regarding date and time of meeting.

V. New Business

- **Database backup:** Stored at Vera's. Scott Usher recommended the backup be stored in the safe at the school.
- **Repair of lights** – To be discussed at retreat
- **Carpet Cleaned:** Cleaning budget to be discussed at January meeting
- **Retreat set for January 7th – 10-4: Location: Genoa Woods. Subjects to include long-term renovations 50% other matters 50%.**
- **Summer Youth Proposal** -See Jay Ahmad Youth Theatre

VI. E-mail communications –

- **Treasurer Report** - motion to approve by Linda Peasley via email. Motion approved via email.
- **Monetary request: Request from Bruce Grotenhuis for an additional \$200 to complete the light and soundboard relocation. Motion approved via email**

VII. Tickler

<u>Tickler</u>	<u>Expected Absence/Absent</u>
August 21	Lanny
Sept 18 – schedule Gala, job descriptions	Debbie, Pam, Irene
Oct 16 – bylaws	Tim, Jay, Debbie
Nov 22	Maria, Debbie, Tim
Dec 11 – recommendations from script committee for 06-07	Lanny
Jan 21	
Feb 25 - appoint awards committee, finalize 06-07 season	Bruce, Kathleen
March 25 – appoint nominating committee	CHANGE TBD
April 22 – vote on scholarship winners	Tim, Irene
May 23	CHANGED
June 19	CHANGED
July	TBD

Motion to end the meeting at 8:25 pm by Scott Usher 2nd by Jay Ahmad