

**Mission: "CTH educates and entertains all ages while fostering an appreciation of the performing arts"**

**Community Theatre of Howell  
Board Meeting Minutes,  
1/21/06**

**Meeting Location: Howell High School Freshman Campus** Absent: NA Guest: NA

**Present:** Linda Peasley, Bruce Grotenhuis, Pam Medelis, Vera Cunningham, Sherry Randall, Scott Usher, Maria Usher, Barb Brandt, Tim Meixner, Debbie Mikula and Jay Ahmad, Lanny Davis, Irene Onderchanin, Kathy Wilmoth

Call to order: **Called to order by Linda Peasley at 10:05 am**

**I. Action Items**

- **Approval of agenda**  
Motion by Lanny Davis 2<sup>nd</sup> by Debbie Mikula- motion approved
- **Approval of 12/11/05 Meeting Minutes**  
Motion by Debbie Mikula 2<sup>nd</sup> by Irene Onderchanin- motion approved
- **Approval of Oliver final budget**  
Motion by Lanny Davis 2<sup>nd</sup> by Vera Cunningham- motion approved
- **Approval of RATS! final budget**  
Motion by Vera Cunningham 2<sup>nd</sup> by Irene Onderchanin - motion approved
- **Approval of Adult Education budget**  
Motion by Debbie Mikula 2<sup>nd</sup> by Lanny Davis - motion approved
- **Approval to spend \$500.00 to purchase a new fog machine**  
Motion by Jay Ahmad 2<sup>nd</sup> by Debbie Mikula - motion approved
- **Approval to provide two "Forum" tickets as raffle prizes for the Walk for Warmth event.**  
Motion by Debbie Mikula 2<sup>nd</sup> by Kathy Wilmoth - motion approved
- **Motion to table decision to purchase variable pitch CD player for one month**  
Motion by Debbie Mikula 2<sup>nd</sup> by Sherry Randall - motion approved

**Mission: “CTH educates and entertains all ages while fostering an appreciation of the performing arts”**

**II. Season Updates:**

- **RATS!:** Post production notes and gift:
  - Information about next year’s school show needs to get to the schools before the end of the school year. Sarah Kinnison will be going to the high schools personally to recruit actors for “Frog and Toad”.
  - Scott Usher advised that school budgets are likely to be cut again next year.
  - Linda Peasley advised that the staff members were given a unique gift of a donation in their name to World Vision. The money sends children to school, buys arts supplies, etc...(www.worldvision.org)
  
- **Inspector Calls:**
  - Lanny Davis advised that the budget needed to be adjusted to include \$1500.00 for custodial fees. Motion by **Irene Onderchanin 2<sup>nd</sup>** by **Bruce Grotenhuis - motion approved**
  - Issues: Locked out of the school during Christmas at put them behind on set build. Some staffing issues.
  
- **Forum:**
  - Pam Medlis advised that about 20 people attended the “Forum” movie night on 1/12/06.
  - Deb Tyler is going to be the audition pianist.
  - The first audition article was in the newspaper 1/20/06.
  
- **Show of Hands:**
  - Jay Ahmad reported that Shelly would not be co-directing “Show of Hands”.
  - Meeting for show will be taking place after the board meeting.
  
- **Update on 2006-07 Season Producers:**
  - “Carousel” – Shannon Millington will co-produce. Linda will assist in the beginning and Pam Medelis may step in.
  - “Adventures of Frog and Toad” – Melissa Peasley has tentatively agreed to produce.
  - “Over the River” – Julie Dennis has tentatively agreed to produce.
  - “The Adventures of Tom Sawyer” - Karen Somers has agreed to produce.
  - “Alice in Wonderland” – Sherry Randall has agreed to produce.
  
- **2006-07 tentative schedule - 6 or 8 shows for musicals?**
  - Discussion regarding whether we should offer 6 or 8 shows as a matter of routine.
  - This will be decided by staff on a show by show basis and then voted on by the board.

**Mission: "CTH educates and entertains all ages while fostering an appreciation of the performing arts"**

**III. Old Business - Board Reports**

Linda Peasley - President, Director's Search, Script Committee, Facilities Scheduling, Season Ads	<ul style="list-style-type: none"> <li>Lanny Davis and Linda will be meeting with Chuck Breiner to discuss some of the Board Retreat issues.</li> </ul>
<u>Lanny Davis</u> Vice President & Technical Chair	<ul style="list-style-type: none"> <li>Lanny thanked Bruce Grotenhuis, Chuck and Ken for moving all of the sound equipment form upstairs to the back of the auditorium</li> </ul>
<u>Sherry Randall</u> - Secretary	<ul style="list-style-type: none"> <li>Sherry Randall indicated that the Board minutes would, on a go forward basis, be typed up with in a week of the Board meeting.</li> <li>Three Board members will need to approve before will be published on the website.</li> <li>The CTH Mission statement will appear in the header of the minutes.</li> <li>A disclaimer regarding the approval of the minutes will take place at the following month's Board meeting.</li> <li>Scott Usher will keep the most current six months of meeting minutes up on the website.</li> </ul>
<u>Maria Usher</u> -Treasurer	<ul style="list-style-type: none"> <li>Maria Usher provided the balance of checkbook as of 1/20/06 = \$16,063.42                             <ul style="list-style-type: none"> <li>Motion to accept treasurer's report by <u>Lanny Davis</u> 2<sup>nd</sup> by <u>Vera Cunningham</u> - motion approved</li> </ul> </li> <li>Maria has created white multi-functional expense and revenue forms. They will be available at the Freshman Campus. Maria will also email the board member's copies.</li> <li>A check will be issued to Maria's School of Dance for a replacement boa that was borrowed but damaged during "42<sup>nd</sup> Street".</li> <li>Maria asked if the producer of a show was also a Board member, could the producer be issued a CTH checkbook?                             <ul style="list-style-type: none"> <li>Motion to issue checkbook to the producer on a show by show basis by <u>Vera Cunningham</u> and 2<sup>nd</sup> by <u>Scott Usher</u> - motion approved</li> </ul> </li> </ul>
<u>Jay Ahmad</u> - Youth Theatre	<ul style="list-style-type: none"> <li>Youth Theatre update – Per Sherry Randall                             <ul style="list-style-type: none"> <li>Acting for youth = 21 students</li> <li>Dance = 8 students</li> <li>Vocals = 4 students</li> <li>Acting for teens = 7 students</li> </ul> </li> </ul>
<u>Barb Brandt</u> Season Ticket Sales, Box Office	<ul style="list-style-type: none"> <li>Barb Brandt is researching the possibility of using different online ticket software.</li> </ul>
<u>Vera Cunningham</u> - Membership, Patrons, & Database Maintenance	<ul style="list-style-type: none"> <li>NA</li> </ul>
<u>Kathy Wilmoth</u> - Costumes	<ul style="list-style-type: none"> <li>Kathy Wilmoth reported that Mercy High School will be renting the "King and I" costumes. The School coordinator for the costumes will be Sue Wagner.</li> </ul>
<u>Bruce Grotenhuis</u> Materials Management, Facilities, Future Housing	<ul style="list-style-type: none"> <li>Bruce Grotenhuis reported that he is still looking for places to meet our future housing needs.</li> <li>All of the equipment has been moved downstairs to the back of the auditorium.</li> </ul>
<u>Debbie Mikula</u> Development, Corporate Sponsors	<ul style="list-style-type: none"> <li>Debbie Mikula reported that almost all of the All Star award data has been entered into the system.</li> <li>The board on the North side of the Green Room has been decorated with the All Star information.</li> <li>There are more than 600 people now in the database with 100 new people entered this year.</li> <li>With the Gala being held in March this year, the production of "Inspector" will be the last data entered for this year's All Star consideration.</li> <li>Becky Dilworth will be ordering the shirts and will need one hour for the presentation.</li> <li>Sign for above door is being ordered.</li> <li>Barb Brandt and Debbie are still researching the possibility of using an awning or sandwich sign to place outside for performance times</li> </ul>
<u>Irene Onderchanin</u> General Publicity, Group Sales	<ul style="list-style-type: none"> <li>Irene Onderchanin indicated that she is working on a draft for next season's ticket brochure.</li> </ul>
<u>Vera Cunningham</u> - Education <u>Jay Ahmad</u>	<ul style="list-style-type: none"> <li>Vera Cunningham reported that the youth and teen classes are going well.</li> <li>Friday, March 3<sup>rd</sup> at 5:00 pm the students will share with each other what they have learned. Pizza will be provided and certificates will be given out.</li> <li>Reminder about the Adult Education classes that will be held starting in March.</li> </ul>
<u>Scott Usher</u> - Organizational Image and Culture, Newsletter, Web Page	<ul style="list-style-type: none"> <li>Scott Usher reminded everyone that the deadline for the next newsletter is 2/25/06.</li> </ul>
<u>Pam Medelis</u> - Bulk Mail, Fund Raising	<ul style="list-style-type: none"> <li>Pam Medelis reported that she had received an email form a company called the Video Farm.</li> <li>Pam will request a sample tape.</li> <li>Further discussion will be held at a future meeting.</li> </ul>
Tim Meixner - Music Liaison	<ul style="list-style-type: none"> <li>Tim Meixner reported that he had talked to Lisa Lovely of LSO about CTH moving the orchestra location to upstairs. He will be talking to Brian Pearson in the near future.</li> </ul>
Board meeting minutes pending board approval at the following month's meeting.	

**Mission: “CTH educates and entertains all ages while fostering an appreciation of the performing arts”**

- **Meadowbrook Midsummer's Tour Performance and Workshops:** Lanny Davis reported that the date has been set for 4/29/06 and will begin at 7:30 pm. The tickets for the show only will be \$10.00. A person can choose to then attend one of two 50-minute workshops that will be available for an additional \$10.00. Basic acting can accept up to 60 people. The stage combat class can accept up to 12 people. The stage combat class age requirement will be high school age and up. Motion to approve to have Sarah Kinnison produce by Scott Usher 2<sup>nd</sup> by Jav Ahmad.
- **2006 Gala Volunteer Recognition Event:** See Debbie Mikula’s Board Report. Vera, Becky and Linda meet to discuss the volunteer data base.
- **Job descriptions:** Linda Peasley reported that all of the established job descriptions have been received. The Music Liaison position is new and Linda and Tim Meixner will be working together to create that job description. Linda will e-mail descriptions to all for final approval.
- **Bonding of Treasurer:** Debbie Mikula advised that it would cost \$80.00 per calendar for \$50,000 coverage. Debbie talked to an insurance agent regarding the “employee volunteer dishonesty coverage”. Agent is sending us the rider and then we will pay for it. The coverage will cover anyone that is involved with CTH as it is blanket coverage. It does not cover theft. Theft is a separate coverage and CTH already has that.
- **Process for next years Season tickets and brochure –** See Barb Brandt’s Board Report.
- **Heywood Banks Project:** Linda Peasley reported that a group of CTH Board members met with Stuart Mitchell (a.k.a. Haywood Banks) to discuss the “Swamp Opera” project. “Swamp Opera” has 16 – 18 production numbers. It has a “Honk!” like feel. We may have Stuart look at our “Honk!” archive tape so that he can see some of the set pieces we already have. Advised the earliest we could have auditions for “Swamp Opera” would be end of Summer 2007. A read through of the script will be done at the 2/26/06 (6:00 pm) Script Committee meeting. A second meeting will also be held to discuss “Swamp Opera” and the 2<sup>nd</sup> meeting will not be held on a Sunday night. Scott Usher and Tim Meixner requested to review a copy of the music.
- **Review of retreat/retreat to do list:** Linda Peasley reported most are on track

WHAT	WHO	DEADLINE	DONE
Develop strategic plan	Debbie, Linda, Lanny	6 months	
Procure awning	Debbie	asap	
Hang awning for each show	Barb/Pam	asap	
Purchase and hang twinkle lights	Barb/Pam	asap	
Find CTH sign	Linda/Bruce	asap	X
Contact Parker Fdn about funding	Debbie		
Contact DTE about funding	Debbie		
Price electric work	Lanny/Richard	asap	
Price plexiglass for balcony	Bruce	after IC	
Meeting with school regarding Electric, seats, balcony	Linda/Lanny	asap	
Research buy-a-seat program	Barb	1 month	
If approved, get quotes on seats	Bruce		
Develop program for buying seats	Linda		
Contact LSO about balcony plans	Tim	asap	X
Re-gather Education Committee	Vera	asap	
Have CTH sign made for green room	Debbie	1 month	
Have buttons made w/mission stmt	Linda	1 month	
Put mission statement on web	Scott	asap	X
Add to newsletter	Scott	next one	
Review membership form	Vera	asap	X
Meet with Volunteer Coordinator	Vera/Linda	1 month	X
Research new ticket software	Barb	2 months	
See about logo digitization for apparel	Scott/MJ	1 month	
Talk to Sara K about education role	Linda	asap	X
Develop board member articles for Newsletter	Linda	monthly	

**Mission: “CTH educates and entertains all ages while fostering an appreciation of the performing arts”**

**IV. New Business**

- **Michigan Shake sphere Festival (Russ Pitts):** Discussion tabled. We need the dates from Russ Pitts and information regarding what the parents stated at the parent meeting.
  
- **Grant:** Debbie reported that Keith Medelis is writing a grant request and it will be submitted by 2/1/06. If granted the money will be used for the “City Dionysia” project. The grant money can be used to support the anything having to do with the production. We will now if we get the grant in March. If the grant is received we will then decide how to best use it for the production.
  
- **Letterhead, business cards, etc.:** Irene Onderchanin will reformat and then forward them to Linda Peasley.
  
- **Detail in minutes/minutes on web, etc:** See Sherry Randall’s board report.
  
- **PADT borrowing easels in exchange for ad:** Linda Peasley reported that Glen’s school of Dance wants to borrow six easels from CTH. In exchange the will put a CTH AD in their program. The board agreed that the AD should have information about the 2006 – 2007 season and focus on Carousel as we will need ballet dancers.
  
- **Purchase of boom box:** Discussion tabled. See motion to purchase variable rate CD.

**VI. E-mail communications –**

- NA

**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
<b>March 25 – appoint nominating committee</b>	<b>CHANGE TBD</b>
April 22 – vote on scholarship winners	Tim, Irene
<b>May 23</b>	<b>CHANGED</b>
<b>June 19</b>	<b>CHANGED</b>
July	TBD

Motion to end the meeting at **12:25 pm** by **Scott Usher** - motion approved by all Board Members