

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

Community Theatre of Howell
Board Meeting Minutes,
2/25/06

Meeting Location: Howell High School Freshman Campus Absent: Bruce Grotenhuis, Kathy Wilmoth, Scott Usher, Maria Usher, Vera Cunningham Guest: NA

Present: Linda Peasley, Pam Medelis, Sherry Randall, Barb Brandt, Tim Meixner, Debbie Mikula and Jay Ahmad, Lanny Davis, Irene Onderchanin

Call to order: Called to order by Linda Peasley at 10:08 am

I. Action Items

- **Approval of minutes from 1/21/06**
Motion by Debbie Mikula 2nd by Lanny Davis - motion approved
- **Approval of 2/25/06 agenda**
Motion by Irene Onderchanin 2nd by Debbie Mikula - motion approved
- **Approval of Treasurer's report**
Motion by Lanny Davis 2nd by Irene Onderchanin - motion approved
- **Approval of two tickets to Forum for the Women's Resource Center**
Motion by Debbie Mikula 2nd by Irene Onderchanin - motion approved

II. Season Updates:

- **Inspector Calls:** Lanny Davis reported that the show came in under budget. Had about \$4500 in tickets (not including season ticket holders). About 100 seats sold per show. Straight show for next year could order fewer programs. Show had issues with staffing. Final budget and postproduction notes will be presented at the next meeting.
- **Forum:** Pam reported that Bob Scrobot, Chuck Taylor and Bruce Grotenhuis are building the set and it is going well. Rehearsals are using a rehearsal score. Lanny offered to help Joann using the rehearsal score.
- **Show of Hands:** Jay Ahmad reported that the audition flyer would be sent out soon. Tim is working on the score. A production meeting was set for after the Board meeting. Debbie Mikula is running the auditions. Irene Onderchanin is going to do the PR.

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III. Old Business - Board Reports

Linda Peasley - President, Director's Search, Script Committee, Facilities Scheduling, Season Ads	<ul style="list-style-type: none"> • Pam Medelis was set up to be a signer for the checking account as producer of “Forum”. • Taxes for 04/05 compiled by CPA under Mid-Michigan Performing Arts Company, as the name has not been changed with the IRS. Debbie Mikula volunteered to submit the paperwork to change the name.
Lanny Davis Vice President & Technical Chair	<ul style="list-style-type: none"> • A CD player has been selected and the information forwarded to Scott and Maria Usher for review. Once the CD has been purchased, a stand will be built for it that will be on wheels that will allow it to slide under the stage.
Sherry Randall - Secretary	<ul style="list-style-type: none"> • NA
Maria Usher -Treasurer	<ul style="list-style-type: none"> • See Treasurer Report Approval
Jay Ahmad - Youth Theatre	<ul style="list-style-type: none"> • Sarah Kinnison is directing “Frog and Toad” but is having an issue getting a producer. Sarah may ask a former classmate to produce the show and have a co-producer that is a CTH person. • Looking to use a three piece band for the show with piano, drum and base • Sarah is putting together a study guide to provide to the teachers. The board is looking forward to seeing it.
Barb Brandt Season Ticket Sales, Box Office	<ul style="list-style-type: none"> • Barb requested that the board purchase a microwave and the aboard agreed for her to purchase a microwave for less then \$100.
Vera Cunningham - Membership, Patrons, & Database Maintenance	<ul style="list-style-type: none"> • NA
Kathy Wilmoth - Costumes	<ul style="list-style-type: none"> • NA
Bruce Grotenhuis Materials Management, Facilities, Future Housing	<ul style="list-style-type: none"> • NA
Debbie Mikula Development, Corporate Sponsors	<ul style="list-style-type: none"> • NA
Irene Onderchanin General Publicity, Group Sales	<ul style="list-style-type: none"> • Irene had the board review the 06-07 season ticket brochure. • We know have two lines: <ul style="list-style-type: none"> ○ Backstage line = 517-376-4134 ○ Ticket line = 517-545-1290
Vera Cunningham - Education Jay Ahmad	<ul style="list-style-type: none"> • NA
Scott Usher - Organizational Image and Culture, Newsletter, Web Page	<ul style="list-style-type: none"> • Linda advised that Scott needs the newsletter articles are due to Scott now.
Pam Medelis - Bulk Mail, Fund Raising	<ul style="list-style-type: none"> • NA
Tim Meixner - Music Liaison	<ul style="list-style-type: none"> • NA

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- **Meadowbrook Midsummer's Tour Performance and Workshops:** Information will be mailed with the “Show of Hand” flyer. Tickets will be available for Show only for \$10.00 and \$20.00 for the show plus either the acting workshop of combat workshop. Sarah Kinnison is coordinating the event.
- **2006 Gala Volunteer Recognition Event:** The 2006 All Stars have been identified. Vera is confirming that they are all current members.
- **Heywood Banks Project:** Reading “Swamp Opera” will be 2/26/06. Bruce Grotenhuis will record the reading. A CD of the music will be provided to Tim Meixner to review.
- **Review of retreat/retreat to do list:**

WHAT	WHO	DEADLINE	DONE
Develop strategic plan	Debbie, Linda, Lanny	6 months	
Procure awning	Debbie	In process will be a sign	
Hang awning for each show	Barb/Pam	In process	
Purchase and hang twinkle lights	Barb/Pam	ASAP	
Find CTH sign	Linda/Bruce	Located	X
Contact Parker Fdn about funding	Debbie	TBD	
Contact DTE about funding	Debbie	TBD	
Price electric work	Lanny/Richard	In Process/working with School	
Price plexiglass (for balcony)	Bruce	Now looking at Lexan	
Meeting with school regarding Electric, seats, balcony	Linda/Lanny	ASAP – Seats would stay with school	
Research buy-a-seat program	Barb	TBD	
If approved, get quotes on seats	Bruce	TBD	
Develop program for buying seats	Linda	TBD	
Contact LSO about balcony plans	Tim	Done	X
Re-gather Education Committee	Vera	ASAP	
Have CTH sign made for green room	Debbie	Done	X
Have buttons made w/mission stmt	Linda	TBD	
Put mission statement on web	Scott	Done	X
Add to newsletter	Scott	Done	X
Review membership form	Vera	ASAP	X
Meet with Volunteer Coordinator	Vera/Linda	TBD	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	Sarah Will	X
Develop board member articles for Newsletter	Linda	In process	

- **Michigan Shakespeare Festival:** Linda Reported that Russ Pitts has indicated that all but 2 of the “RATS!” cast members have committed to the festival. Bruce Grotenhuis and Mike Dunnigan will be making certain the equipment/set get to the festival and back. They will be rehearsing one time per month until the festival.
- **Grant status:** The grant submitted by Keith Medelis for the summer program should be reviewed in early March. The CTH board members names were given for possible future grant reviews.
- **Letterhead, business cards, etc:** Prices for business cards are under review.
- **Job descriptions (need music and Vera rewriting membership):**
Motion to consider this done Lanny Davis and second by Sherry Randall.
- **Electrical/renovation updates** – Working with the school to work out the details.
- **Buy a seat program** – See above Retreat to do list
- **Review draft of season ticket brochure** – See Irene Onderchanin board report

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IV. New Business

- **Summer Camp:**
Motion to approve Scott User to Direct Summer Camp program 1st Jay Ahmad 2nd Irene Onderchanin.
- **Opera House membership:** Request by Opera House to have CTH be a member of the Opera House. Will suggest we exchange memberships and have the Opera House also become a member of CTH.
- **Scholarship Committee:** Pam Medelis has agreed to chair the committee. Jay Ahmad, Tim Meixner and Kathy Wilmoth will also serve on the committee. Committee will review the criteria.

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
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 Lanny Davis by - **motion approved by all Board Members**