

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

Community Theatre of Howell
Board Meeting Minutes,
3/25/06

Meeting Location: Howell High School Freshman Campus

Absent: Kathy Wilmoth, Debbie Mikula, Jay Ahmad, Vera Cunningham Guest: NA

Present: Linda Peasley, Pam Medelis, Sherry Randall, Barb Brandt, Tim Meixner, Lanny Davis, Irene Onderchanin, Bruce Grotenhuis, Scott Usher and Maria Usher,

Call to order: Called to order by Linda Peasley at 10:01am

I. Action Items

- **Approval of minutes from 2/25/06**
Motion by Scott Usher 2nd by Irene Onderchanin - motion approved
- **Approval of 3/25/06 agenda**
Motion by Bruce Grotenhuis 2nd by Scott Usher - motion approved
- **Approval of Treasurer's report – To be emailed**
- **Approval of final Inspector Calls budget - revised**
Motion by Sherry Randall 2nd by Scott Usher - motion approved
- **Approval of new mics – tabled – Bruce will check price of lavalers**
Motion by Lanny Davis 2nd by Scott Usher - motion approved
- **Approval of Producers for 06-07 Season**
Summer Camp – Amy Wimbrow
Carousel – Shannon Millington and Linda Peasley
A Year with Frog and Toad – Mike Dunigan
Over the River and Through the Woods – Mary Jo Del Vero
The Adventures of Tom Sawyer – Karen Sommers
Alice in Wonderland – Sherry Randall
Motion by Lanny Davis 2nd by Bruce Grotenhuis - motion approved

II. Season Updates:

- **City Dionysia:** Pam Medelis indicated that that two Students have applied for staff positions. Elly Mikula will be stage manager and Katie Mikula will be Props Mistress. Auditions will be May 20th.
- **Forum:** Pam Medelis advised the rehearsals are going well. Tickets will be on sale April 15th. The show is appropriate for kids as it is comedic and not bawdy.
- **Carousel:** Linda Peasley advised that the show still needs a costume person.

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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"> •
Lanny Davis Vice President & Technical Chair	<ul style="list-style-type: none"> • Waiting to discuss CD player purchase with Maria Usher • New phone at CTH shows Lanny's name on caller ID. He is working to get that corrected.
Sherry Randall - Secretary	<ul style="list-style-type: none"> • NA
Maria Usher -Treasurer	<ul style="list-style-type: none"> • Report will be emailed
Jay Ahmad - Youth Theatre	<ul style="list-style-type: none"> • NA
Barb Brandt Season Ticket Sales, Box Office	<ul style="list-style-type: none"> • Motion by <u>Irene Onderchanin</u> and 2nd by <u>Scott Usher</u> to pay the <i>Show of Hands</i> audition pianist.
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"> • Continuing to look for real estate • Looking at "Buy a Seat" program. We will need to agree on the seats then cost out the program. Putting the seats in would take about a month. • He will email Debbie Mikula the tax information.
Debbie Mikula Development, Corporate Sponsors	<ul style="list-style-type: none"> • NA
Irene Onderchanin General Publicity, Group Sales	<ul style="list-style-type: none"> • The season ticket brochure is in process – was reviewed for dates and logos. Will mention future "Buy a Seat" program. Target date to have the brochure in the mail is 6/1/06.
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"> • Deadline for the may newsletter is 4/15/06 • Next season's shows are displayed on the website. • American Imaging is a network able ticket system that we may want to look into for the future.
Pam Medelis - Bulk Mail, Fund Raising	<ul style="list-style-type: none"> • NA
Tim Meixner - Music Liaison	<ul style="list-style-type: none"> • NA

Board meeting minutes pending board approval at the following month's meeting.

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- **Meadowbrook Midsummer's Tour Performance and Workshops:** Tickets on sale 4/1/06.
- **Heywood Banks Project:** The 2nd reading of the script is scheduled for 3/26/06 at 6:00 pm. The music has been re-recorded in order that they are in the play.
- **Review of Retreat and Retreat Projects:**

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 – Bruceto get prices	
Meeting with school regarding Electric, seats, balcony	Linda/Lanny	ASAP – Seats would stay with school	
Research buy-a-seat program	Barb	In process	
If approved, get quotes on seats	Bruce	In process	
Develop program for buying seats	Linda	In process	
Contact LSO about balcony plans	Tim	Done	X
Re-gather Education Committee	Vera	TBD	
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	Done	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:** *Rats!* is moving ahead with the performance. Russ Pitts recast 2 of the characters. They are rehearsing M – TH from 4:30 – 6:00to prepare for performance at Shalom.
- **Grant status:** *City Dionysia* received \$1000 in funding.
- **Letterhead, business cards, etc:** Irene will work to get some cards for individual names. Generic card discussion tabled.
- **Electrical/renovation updates – Tabled**
- **Buy a seat program –Tabled**
- **Review draft of season ticket brochure –Draft reviewed.** Target date to Mail is 6/1/06.
- **Scholarship Committee:** Criteria was sent to Board for the review. Information now on the website.

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- IV. New Business**
- **Summer Camp:** Scott Usher advised the brochures will be done by the end of March. Melinda Towns will be the vocal coach.
 - **Casting Process:** Youth who auditioned for *Show of Hands* will be sent an apology letter along with a free pass to attend the Meadowbrook Midsummer’s Tour Performance and Workshops. A letter is also being sent to the season ticket holders with a \$5.00 refund per ticket and replacement tickets to *City Dionysia*.
 - **Corporate Sponsors/Season Ads/Todds Services:** Shannon Milligton will be working on corporate sponsors. A goal of 20 corporate sponsors has been set. 1st National Bank will be contacted about moving the *Show of Hands* sponsorship to either summer camp or *A Year with Frog and Toad*. Todd Services is offering to donate money to nonprofits of their customer’s choosing. CTH is on the list of organizations that can receive donations for Todd’s when their customer selects us.

- VI. E-mail communications –**
- **Cancelled the Show of Hands production due to staffing issues.**

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 2nd by Scott Usher .