

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

**Community Theatre of Howell
Board Meeting Minutes,
4/22/06**

Meeting Location: Howell High School Freshman Campus

Absent: Barb Brandt, Maria Usher, Kathy Wilmoth, and Jay Ahmad **Guest: NA**

Present: Linda Peasley, Pam Medelis, Sherry Randall, Lanny Davis, Bruce Grotenhuis, Scott Usher, Debbie Mikula, Vera Cunningham, Tim Meixner, Irene Onderchanin

Call to order: **Called to order by Linda Peasley at 10:11am**

I. Action Items

- **Approval of minutes from 3/25/06**
Motion by Vera Cunningham 2nd by Scott Usher - motion approved
- **Approval of 4/22/06 agenda**
Motion by Vera Cunningham 2nd by Linda Peasley - motion approved
- **Approval of Treasurer's report**
Motion by Debbie Mikula 2nd by Bruce Grotenhuis - motion approved
- **Approval of final Education budget - Tabled**
- **Approval of casting guidelines – Tabled**
- **Approval of final ticket brochure – Tabled**

II. Season Updates:

- **Forum:** Pam Medelis indicated that Orch Extra is ready but may need some tempo adjustments. Tim will be in the balcony with a lighted baton.
- **City Dionysia:** Pam Medelis indicated that Auditions will be May 20th and show will be performed July 14 and 15. Richardd Lim will be the photographer and Sherry Randall will be the adult supervisor for the stage manager.
- **Carousel:** No update
- **Camp:** Brochure is at FIP. Will need labels and will then be sent out in bulk mail. Camp will be called "Stars on the Horizon"

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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 has agreed to chair the board nominating committee
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	<ul style="list-style-type: none"> NA
Jay Ahmad - Youth Theatre	<ul style="list-style-type: none"> NA
Barb Brandt Season Ticket Sales, Box Office	<ul style="list-style-type: none"> NA
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"> Lights dimmer pack is going out and may need to be replaced at a cost of \$300 - \$400.
Debbie Mikula Development, Corporate Sponsors	<ul style="list-style-type: none"> NA
Irene Onderchanin General Publicity, Group Sales	<ul style="list-style-type: none"> NA
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"> Next newsletter deadline is 5/25/06 and will be mailed out by 6/7/06 Announcement of annual meeting will be placed in the newsletter
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:** Show to perform in one week. Sarah Kinnison planning to make known to schools. Email to be sent welcoming other groups to participate.
- **Heywood Banks Project:** Progress being made. **Lanny will work to get a group of CTH members to work on this project**
- **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	

- **Business Cards:** Tabled.
- **Electrical Update:** Waiting for information from the school
- **Balcony project:** Bruce Grotenhuis is working on mics, mixers. May need a mini-system for the balcony. A meeting will be set up in the future with Bruce, Tim, Lanny and Brian from LSO to discuss the needs of the project.
- **Buy a seat program –** We have received information from three companies regarding different “buy-a-seat” programs.
- **Review draft of season ticket brochure –** Tabled
- **Scholarship Committee:** Caitlyn Anderson was elected to be the recipient. Motion by Vera Cunningham 2nd by Lanny Davis - motion approved

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IV. New Business

- **Frog and Toad Musical:** 1st National Bank has agreed to move their sponsorship from *Show of Hands* to *Frog and Toad*.
- **Balloon Fest Request for entertainment:** Request was made for CTH to provide entertainment on Sunday, June 25th. We are unable to commit to the project but agreed that we should look into a “show and go” format as a way to accept future requests.
- **Education Committee:** Continues to be difficult to get committee together.

VI. E-mail communications –

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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 Bruce Grotenhuis 2nd by Debbie Mikula .