

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

**Community Theatre of Howell
Board Meeting Minutes,
5/23/06**

Meeting Location: Howell High School Freshman Campus

Absent: Barb Brandt, Maria Usher, Jay Ahmad, Linda Peasley, Bruce Grotenhuis, Irene Onderchanin, Debbie Mikula

Guest: Shannon Millington

Present: Pam Medelis, Sherry Randall, Lanny Davis, Scott Usher, Vera Cunningham, Tim Meixner, Kathy Wilmoth

Call to order: **Called to order by Lanny Davis at 7:12 pm**

I. Action Items

- **Approval of minutes from 4/23/06 - Tabled**
- **Approval of 5/23/06 agenda - Tabled**
- **Approval of Treasurer's report - Tabled**
- **Approval of final Education budget - Tabled**
- **Approval of casting guidelines – Tabled**
- **Approval of final ticket brochure – Tabled**

II. Season Updates:

- **Forum:** Post production information gathered via email and will be compiled.
- **City Dionysia:** Auditions were held and the show has been cast.
- **Camp:** Students are registering. Melinda Towns will be in charge of vocals and Missy Peasley is going to be an instructor.
- **Meadowbrook Midsummer's Tour Performance and Workshops:** Waiting for final numbers of attendance..
- **Heywood Banks Project:** Lanny has put together a steering committee for the project. Meeting to be held at 9:00 pm 5/23/06. Committee will research how other theatre groups work through this process.

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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"> • NA
Lanny Davis Vice President & Technical Chair	<ul style="list-style-type: none"> • CD player on hold • Effects processor on hold • New fog machine from Tobins on hold
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"> • Request was made to donate tickets to the nature center for a fundraiser.
Kathy Wilmoth - Costumes	<ul style="list-style-type: none"> • <i>Forum</i> went well. • Only costume rental this year was for <i>King and I</i> costumes by Mercy High School • Mercy High School may be interested in renting the <i>42nd Street</i> costumes next year. • Possible fundraiser – Macbeth by touring group. Host pays \$500 and then charges \$12 per ticket. Host keeps profits.
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"> • 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"> • The annual meeting will be noted in the 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"> • Scholarship was awarded to Caitlin Anderson
Tim Meixner - Music Liaison	<ul style="list-style-type: none"> • Met with Brian (LSO) who expressed some concerns about moving the orchestra to the balcony and the use of plexiglass. A monitor and camera may be needed in the balcony. A workday may be needed to clean out the space.

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

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- **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 –** Jay Ahmad contacted regarding which version of *Alice in Wonderland* has been selected.

IV. New Business

- **Corporate Sponsors:** Sponsorship is going well. Many shows have multiple sponsors. Still looking for sponsors for camp and *Over the River*.

VI. E-mail communications –

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VII. Ticker

<u>Ticker</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.