

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

Community Theatre of Howell
Board Meeting Minutes,
6/19/06

Meeting Location: Howell High School Freshman Campus
Absent: Barb Brandt, Irene Onderchanin, Debbie Mikula, Scott Usher
Guest: NA

Present: Pam Medelis, Sherry Randall, Vera Cunningham, Tim Meixner, Maria Usher, Jay Ahmad, Linda Peasley, Lanny Davis, Bruce Grotenhuis, Kathy Wilmoth

Call to order: Called to order by Linda Peasley at 7:15 pm

I. Action Items

- **Approval of minutes from 4/23/06**
Motion by Vera Cunningham 2nd by Bruce Grotenhuis - motion approved
- **Approval of 5/23/06 Minutes**
Motion by Lanny Davis 2nd by Tim Meixner - motion approved
- **Approval of 6/19/06 Agenda**
Motion by Bruce Grotenhuis 2nd by Vera Cunningham - motion approved
- **Approval of Treasurer's report**
Motion by Vera Cunningham 2nd by Lanny Davis - motion approved
- **Approval of final Education budget**
Motion by Lanny Davis 2nd by Jay Ahmad - motion approved
- **Approval of casting guidelines**
Motion by Jay Ahmad 2nd by Vera Cunningham - motion approved
- **Approval of Nominating Committee slate for 2006-07**
Motion by Jay Ahmad 2nd by Pam Medelis - motion approved
- **Approval of Summer Camp Budget 2006-07**
Motion by Jay Ahmad 2nd by Vera Cunningham - motion approved
- **Approval to cash in one of the CDs**
Motion by Bruce Grotenhuis 2nd by Pam Medelis - motion approved

II. Season Updates:

- **Forum:** Pre-lim budget reviewed. Custodial fees not yet received. Will be reviewed in July meeting. Orch Extra: Bruce indicated that the tech part went well. Tim indicated that he did miss the live orchestra.
- **City Dionysia:** Set is built and will be painted. Tickets on sale to the public via call-in and web site. Grant check was received and booked to production.
- **Camp:** May review stipends for before next year's budget.
- **Meadowbrook Midsummer's Tour Performance and Workshops:** Was not very successful. Timing may have been off.
- **Heywood Banks Project:** A reading was held last week. Steering committee put together includes: Vera, Lanny, Scott, Linda, Tim, Peter Owens, Cathy Owens and Becky D. Finnish date TBD.

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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"> Shannon Millington has indicated that Elder Beerman will be a sponsor for <i>Carousel</i>.
Lanny Davis Vice President & Technical Chair	<ul style="list-style-type: none"> Sign not working. Possible lightening strike
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"> Membership mailing was sent A patron donation was received.
Kathy Wilmoth - Costumes	<ul style="list-style-type: none"> She will be spending 1 day a week organizing the costumes upstairs. She has not been able to locate the Anne of Green Gables costumes – which would be good for <i>Carousel</i>.
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"> NA
Pam Medelis - Bulk Mail, Fund Raising	<ul style="list-style-type: none"> Need to add the Foster’s address to the scholarship procedure so that they can be notified when the scholarship is awarded.
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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- **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:** Shannon Millington contacted DTE – DTE indicated that they may be willing to help with the electrical – Will need approval of building owner. Will need electrician to do outside building work.
- **Balcony project:** Bruce, Tim and Lanny met. Approximate cost for project \$10,000 - \$13,000. Project will need to be completed August – September.
- **Buy a seat program** – Bruce waiting for additional information. Seat installation possibly next summer.
- **Review draft of season ticket brochure** – Jay Ahmad contacted regarding which version of *Alice in Wonderland* has been selected.
- **Howell Nature Center will receive two CTH tickets to be used for their fund raiser.**
- **Annual Meeting** – will be 7/16/06 at the Brandt’s. We will eat at 3:00 pm and the meeting will begin at 4:00 pm. A 2-3 paragraph regarding the previous year will be required form each board member and director.

IV. New Business

- **Haywood Banks Fund Raiser:** Haywood has agreed to do a fundraiser. It will be a Friday night in January 07.
- **Melon Festival:** Will be operated on Saturday only. Promo flyer will be one side *Carousel* promotion and the other side highlighting the rest of the 06-07 CTH season.
- **Bank Flyer** – Will have 1st National Bank include a CTH 06-07 season flyer as a stuffer for statements.
- **Audition Date change for Sawyer:** 1st week in January. Will not begin rehearsal til 2/07.

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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.

Motion by Kathy Wilmoth 2nd by Bruce Grotenhuis - motion approved