

Board of Directors
January 20, 2007
Board Mtg
10 am

President, Lanny Davis, noted a quorum and the meeting was called to order at 10:13 am.

Present: Lanny Davis, Vera Cunningham, Linda Peasley, Sherry Randall, Bruce Grotenhuis, Scott Usher, Mary Jo Del Vero, Pam Medelis, Tim Meixner, Kathleen Wilmoth, Shannon Millington and Barb Brandt

Action Items

- Motion by Scott Usher, supported by Sherry Randall to approve the January agenda. Motion unanimously carried.
- Motion by Linda Peasley, supported by Sherry Randall to approve the December meeting minutes. Motion unanimously carried.
- Kathleen Wilmoth made a motion to approve the December Treasurer's report. Vera Cunningham seconded the motion. Motion unanimously carried. The current checkbook balance is \$18,281.89. The current value of our two CD's is \$22,555 and \$21,323.
- The final Frog and Toad budget was presented showing a profit of \$7,176.50. A motion was made by Kathleen Wilmoth to approve the budget. Vera Cunningham seconded the motion. Motion unanimously carried.
- The final Carousel was presented showing a profit of \$4,091. A motion was made by Barbara Brandt to approve the budget. Bruce Grotenhuis seconded the motion. Motion unanimously carried.
- The group reviewed the Alice budget and after noting that several changes were needed tabled this to be approved via e-mail or at the February meeting.

Season Updates

- Carousel post production comments were distributed. All very positive. Areas of improvement noted were ventilation in the auditorium and more clear cut policies on parent helpers and cast needed to stay till the end of the run during final week. Tim commented that the LSO experience went well, although, from their prospective if was different and they missed not be able to contribute artistically or hear the performance. However, they do understand that this was necessary.
- Frog and Toad post production comments have not all come in yet. Lanny will share them at the next meeting.
- Over the River is doing well and ready to open in a few weeks. Showcards were abit pricy so the publicity budget may be over but otherwise doing well. Ticket sales are slow so it was decided, and approved by the Director, to do a scene at

the Comedy Night. We will also have a booth there selling tickets. Placemats will also be provided at 4 local restaurants

- Tom Sawyer has been cast and is preparing to begin rehearsals. Russ Pitt's indicated that the conflicts were challenging.
- A motion was made by Linda Peasley and seconded by Scott Usher to move the production up one week-end (due to Howell High's change in graduation) and to add an additional show on Sunday. New dates are June 7, 8 and 9 with two shows on Saturday and evening performances at 7 pm. Sherry Randall inquired about offering the cast a costume discount due to the fact that they had a costume sponsor. This is currently not consistent with our policies so was the idea was declined.
- 2006-07 Season: Lanny Davis reported that we are continuing to work on the winter straight play and spring musical. Cabaret is under serious consideration for the spring 2008 musical. Sherry is considering her choice of "Dinner with Oz" but her commitment is not yet finalized. This would be done offsite in a dinner theatre format.
- Sherry presented options for a teen summer program and for the school assembly show next year. Proposed for the summer was Midsummer's directed by Sarah Kinnison. Several concerns expressed: we were hopeful for some downtime for auditorium repairs and some relief for staff, concerns if a one month timeframe would be adequate for a full length show. A suggestion was made to have Sarah think about a shorter "project". Sarah is also willing to direct the school show and is quite interested in doing Boxcar. However, it is currently a two hour show and there were concerns about the length. Barb will talk to the bus garage about the logistics and will send an e-note out this year's participating teachers to see if they would be interested in a two-hour production. Sarah doesn't believe the show can be cut down to one hour.

Board Reports

Linda P.

1099's will be filed by the end of the month for those that were paid more than \$600 in stipends

Our 2005-06 taxes have been taken to the CPA for preparation. They are due on January 31.

Mary Jo D.

Gala invites will go out next week. Waldenwoods has given us another great deal.

The Education brochure is at the printers and all instructors, times, etc. have been worked out. It was decided that Kathleen will give up her key for the month of March and Mary Jo will see if Katie Mikula will take responsibility for opening the theatre space at 4 pm daily and on Saturday am's.

- Kathleen W. All costumes organized. Next project is organizing jewelry, fabric and patterns.
- Bruce G. A new UPS for the light board is needed. A motion was made by Scott Usher for Bruce to spend up to \$200 for this replacement. The motion was seconded by Sherry Randall and unanimously approved.
- Scott U. He is working a redoing the website – stay tuned
- The newsletter deadline is January 25h
- Barb B. Ticket sales at Aria are going well.
- We still have a discrepancy with Ticket Leap with Carousel sales. The Board advised Barb, that since it is only \$70, to not spend anymore time on it.
- Comedy Nite ticket sales are approaching 500 and the Box Office Line is ringing off the hook!
- Shannon M. Needs to know shows for next season asap so she can start work early on sponsors. She also needs to rework the sponsor levels, etc. It was agreed to move this up to the February retreat agenda.

Old Business

1. Electrical upgrade – Bruce is working with Richard on getting an estimate
2. Buy-A-Seat Program – 15 seats sold so far, VIP and business brochures went out this week. Bruce made a suggestion: take \$1 from each ticket sold and put it towards this project. We will rediscuss in February. Another suggestion was to self raffle tickets for \$5 towards a free chair (starting with Sawyer). We would give out one chair per production. We will rediscuss in February.
3. Heywood Banks project – Lanny stated that the steering committee will meet in early February and report back with a timeline at the February meeting
4. Comedy Night –We have sold close to 500 seats. Pam has met with Buddy to review the sequence of events and went over these with the board. We have 17 auction items and have added a scene from Over the River and an additional raffle ticket prize of 4 tickets to this production.
5. Phone proposal – Everything is in and we are waiting on the new phone line.
6. Education Program – See info under board reports
7. School Partnership – Lanny and Vera met with administration a few weeks ago. A decision was made to start slowly with our partner ship ideas. The school has

New Business

1. Musical Review – Linda proposed the idea of us forming a musical review group for on the road requests. We get several requests each year and it would give us more visibility and be a fundraiser, too. The board approved this venture and with details to be worked out later. Linda will send a draft of ideas out to everyone soon.
2. Corporate Sponsor Rates - Shannon needs our advice on the restructuring of corporate sponsor rates, etc. Given the economy, we need to structure this in a way to be more successful. It will be a major topic of discussion at the February retreat.
3. CTAM Scholarship – Scott will put details in upcoming newsletter
4. ASCAP membership – a motion was made by Mary Jo, with a second from Scott to approve a one year membership in ASCAP (to cover lobby music, etc) for \$150. All were in favor.
5. Tanger Outlet donation – a motion was made by Bruce and seconded by Scott to give 4 tickets to Sawyer for their upcoming Walk for Warmth benefit. All were in favor. We also encouraged Shannon to discuss a potential ad or corporate sponsorship with Kim Dane for next year.
6. Season Photographer – Richard Lim has offered to do all of the season’s photography in exchange for a full page season ad. After a lot of discussion, and a motion dying on the floor, it was table to collect more information and to decide if we were opening Pandora’s box by approving this.
7. Marchyok – Lanny asked Linda to oversee this process for the 2007 year.

E-mail approvals:

Approval of allowing 10 people to constitute a “group” for the group rate for Over the River

RETREAT PORTION OF MEETING

1. Directors/Assistant Directors for next season and future
2. New Box Office Software

Bruce and Barb presented several options with their preference being the Vendini version. This software would print tickets as we sell. The outlets would sell tickets by just providing a receipt and the patron would bring receipt to the door. After much discussion the board agreed to go forward with Vendini pending the outcome of some technical and logistical questions that the board had. The total package with laptop and printer would be about 3K.

3. Comp Tickets

Policy agreed upon after discussion

1. All unpaid crewheads will receive two complimentary tickets tot CTH's next production
2. During a production, "working staff" (i.e, running back and forth and "on-call) may sit in the back of the auditorium and watch the show. Staff that are not working on the show (taking a show off), MUST buy a ticket. This includes Board members.
3. The Producer has 4 seats per show to give out at their discretion.

4. Group Rates

The board agreed to the following policy:

1. Groups of more than 10, would receive a \$1 discount per ticket
2. Groups of more than 20, would receive a \$2 discount per ticket

Meeting adjourned at 2:42