

July 10, 2017 RTP Board Meeting Minutes

Present:

Tahrea Maynard, Mary Maynard, Laura Lewis, Susan Love, Justin Atkinson, Susan Perkins, John Rankin, Victor Aume, Pete Graybeal, Cathy Steinhauser, Drew Herman, Rachael Lynch & Josh Ford.

Absent:

Jenny Rhoads & Gary Gillen

Officer Reports:

Recording Secretary: Susan Love- Minutes were recorded and sent out to the board members. Minutes from the annual membership meeting need to be recorded and will be done so by committee due to the fact that the secretary was counting ballots during the majority of the meeting. The minutes will be sent out as soon as possible.

Motion to accept: Justin Atkinson **Second:** Laura Lewis. **The motion carries**

Corresponding Secretary: Pete Graybeal- An e-mail was received from the Ohio Facilities Construction Commission. It is believed that we received this message in error. The contents of the email refers to the 2017-18 state budget line item for Pickaway County Memorial Hall for the amount of \$150,000 for repairs and construction. Peter sent a note to the person who sent the email to alert her to this possible error.

Treasurer: Laura Lewis- Provided everyone with a balance sheet for the theatre which included the financial activities for June. Our balance is \$922 before "Guys and Dolls" receipts.

The flower bill is \$363 and will be paid for from the profits of the show. Jenny will need to come to the board for that extra money if it is over budget for the show.

Many "Nifty Fifty" donations came in this month. The names will go in the next program.

Motion to accept: Pete Graybeal **Second:** Victor Aume. **The motion carries**

Old Business:

~ **Arts Around** will be meeting at RTP 7/11/17 at 7pm.

~ **Guys and Dolls-** All went very well. Saturday was sold out.

~ **Awards Gala/Annual meeting:** The gala went very well. Tahrea thanks everyone for helping make it such a success.

~ **Trial by Jury-** Susan Perkins has been talking with the judge to organize this event. They are aiming to present this some time in December. The show will last only one weekend with three shows.

New Business:

Fund Raising opportunities:

~~Monday music at RTP.~~ There is a Columbus musician, Phil Clark, who is interested in using the theatre to spread his music to the area as well as use it as a fundraiser for the theatre. The proposed date is December 2. This is the same date as the DBA Christmas Celebration. He will provide all of the equipment and performers. There will be an arrangement made for our financial compensation for his use of the theatre.

Motion to accept: Josh Ford **Second:** Justin Atkinson. **The motion carries**

2) Youth lock-in possibility: The idea was presented to develop a youth oriented overnight opportunity for students to write and perform their own work. This would be an event that would include an overnight component.

Concerns about the props and costumes have been voiced. To alleviate these concerns it was discussed that there will be a preplanned collection of props and costumes.

Peter suggested that the participants may possibly arrive with their own costume and prop to possibly be used as writing prompts in the production.

This idea was tabled. More specifics for this idea for this event will be gathered and presented at a later date.

~ **Rocky Horror Auditions**- July 30 & 31 at 7pm. The show is the first two weekends in October.

~ **Legal Status:** Having 501c3 status, we cannot endorse a candidate for public office. This may effect the advertisements that are placed in the program.

~ **Curtain:** The curtain tore for the second time in a short period of time. The cause of the damage is linked to the age and the rotting of the curtain fabric. The remaining life in the curtain is uncertain. John suggests that the entire curtain set be removed and taken to the manufacturer in Tiffin to have them evaluate the material. We will seek their recommendations for the future of the curtain.

This will take place after Guys and Dolls.

Motion to accept: John Rankin **Second:** Susan Love. **The motion carries**

An amendment to the motion:

The driver will be compensated for gas.

Motion to accept: Susan Perkins **Second:** Josh Ford. **The motion carries**

Josh is also recommending that we setup a fund raiser to acquire money to buy new curtains.

~ **Legal Status Continued:** The statutory agent for the theater is still Barry Boyer with the address being 165 1/2 E. Main Street. This is an issue because Barry does not want to continue to be the statutory agent secondly, we do not receive mail at the theatre.

The statutory agent is the one responsible for receiving all legal correspondents.

Our 501c3 status is based on the theatre only being involved in theater related activities and gifting money to only theater related activities. Specifically the scholarship.

John Rankin has made a motion. In the future, it is recommended, that any changes in the bylaws be first presented to a lawyer to make sure we are following the letter of the law. We will make every effort to have all changes to bylaws reviewed by a lawyer when it is possible to do so without cost or at a minimal cost to the theatre.

Motion to accept: John Rankin **Second:** Victor Aume. **The motion carries**

Trustee Reports:

~ **Susan Perkins:** Ballots are distributed with the tickets each night. New ballots need to be printed. John will print new ballots since he is doing the programs.

Laura has been helping each night count out the box-office each night. No further helpers are needed.

Rocky Horror-

-No assigned seating for the event.

-“Goody bags” will be sold that evening

-No one under 18 will be allowed at the show. There will be a person at the door checking ID.

Susan is questioning the patron letter distribution. Peter will investigate the location of the “snail mail” letters. The e-mail patron letter went out on 6/21/17. Any further questions or complaints about the patron letter should be addressed directly to Pete, the Corresponding Secretary.

John suggested the use of an email link to Facebook accounts through our professional Facebook account. This will allow for targeted advertising through Facebook.

~ **Cathy Steinhauser:** Fresh makeup was acquired for this show. Bobby pins also needed to be purchased.

~The outlets on the wall near the switch to the dressing room are nonfunctioning. Victor will investigate this outage.

~Cathy has also noted an increase in lackadaisical attitude towards care of costumes and props by cast members. This is a purpose of the director's manual instructing them to communicate these expectations with the cast.

~**Mary Maynard:** When Mary came into the theatre to clean for the show it was a mess. There is a blatant disregard for the theatre by cast members. One incident was that the backdoor to the theatre was propped open from the night before. She later discovered that this was the second night in a row that this occurred. This is a security issue. A second issue was that the cleaning closet was left unlocked and the vacuum and other cleaning supplies are missing. Another issue is that paint was washed in the bathroom sink. The restroom sinks should not be used for such things. The paint room sink is the place for messy jobs.

It is the director's responsibility to communicate the expectations to the cast and crew concerning the care of costumes, props and communal areas of the theatre.

~**Justin Atkinson:** Nothing of note.

~**Rachael Lynch:** Nothing of note.

~**Josh Ford:** Nothing of note.

~**Jenny Rhoads:** Absent.

~**Gary Gillien:** Absent

~**Tahrea Maynard:** The president recommended that anonymous feedback forms be distributed by the board liaison to the cast. This would be presented to the cast and crew of all future shows.

Josh Ford Requested to be the board liaison for Rocky Horror Picture Show. This was approved by the president with out objections from the board.

Victor Aume: The new main speakers have been damaged. They were working one Friday and then the following Monday they were not working. Victor has taken them in for repairs. They may still be under warranty.

Susan Perkins recommended that we pay to have the theatre cleaned. Mary is happy to volunteer to do the job with no need to be paid. Mary referenced numerous other board members who volunteer their time to help out the theater without compensation. The job of cleaning should be no different.

Motion to adjourn: Josh Ford **The motion carries**

**Next Meeting set for:
Monday, August 7th at 7pm**