

August 7, 2017 RTP Board Meeting Minutes

Present:

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

Absent: Jenny Rhoads & Susan Perkins

Officer Reports:

Recording Secretary: Susan Love- Minutes were recorded and sent out to the board members. Error in record-Drew Herman was late, not absent.

Motion to accept: Josh Ford **Second:** Pete Graybeal. **The motion carries**

Corresponding Secretary: Pete Graybeal- Many people asking about Rocky Horror Picture Show. One E-mail to RTP as a thank you to RTP from Johnny Warner, the sound engineer from "Guys and Dolls." Also had a few suggestions to help improve the sound system for the theatre. A letter was received from Congressman Steve Stivers, in recognition of our theatre's 50th anniversary.

An autographed pair of underwear was received from Barry Bostwick in recognition of the theatre's performance of Rocky Horror Picture Show.

Some thank you notes were received from three 4H members who received awards we sponsored for the county fair.

A note was received from Ramona for the lifetime tickets she received.

Treasurer: Laura Lewis- Scholarships have been sent to the schools.

Profit/loss sheets were distributed from "Guys and Dolls." (Profit of \$5,056.22)

Provided everyone with a balance sheet for the theatre which included the financial activities for July. Our checking balance is \$6,901.44, savings balance is \$2323.47.

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

Motion to accept: Justin Atkinson **Second:** Gary Gillen. **The motion carries**

Old Business:

~**Trial by Jury-** Susan Perkins has been talking with the judge to organize this event. They are aiming to present this November 10, 11 & 12. The show will last only one weekend with three shows. Still need to confirm the dates with His Honor.

Curtain: Will be removed with the help of RHPS cast and Victor will drive the curtain to the repair shop. Cathy would like her pins back that are currently being used to hold the curtain together.

Rocky Horror Picture Show: has been cast with rehearsal to be upcoming this week.

Plugs in Green Room: Victor will continue to on this project.

New Business:

Tech Booth Needs: Three things that Victor would like to do in the tech booth.

- 1) The speakers are under warranty for the necessary repairs. Victor still would love to know what happened to cause the problem to avoid future issues.
- 2) Victor would like to bring all of the wiring and all of the on/off switches into the tech booth to avoid possible issues. Possible cost \$100
- 3) Dedicated sound computer would be helpful.
- 4) Two hanging stage microphones. There are dead spots apparent during the play. Victor recommends the purchase of four, seventy-five foot long cables to utilize the extra microphones that the theatre owns. The cost is \$50 each for a total of \$200.

Motion to accept: Victor Aume **Second:** Gary Gillen **The motion carries**

Street Market Day in Mt. Sterling: August 26 is the Community Event in Mt. Sterling Street Market Day. They reseeded volunteers as well as vendors.

Feedback from “Guys & Dolls”: 4.15/5 rating. Some actors had issues with the costumer (Cathy) as well as the music director (Angela). There was an issue with the lack of A/C in the green room. Final rating: 4.67/5 are likely to audition to perform at RTP again.

Board Liaison responsibilities:

- 1) No direct supervision of the director.
 - 2) They make themselves available to the cast and director.
 - 3) A dedicated e-mail is to be set for the board liaison to allow them privacy. This e-mail will change custody at the start of each new play.
 - 4) Survey the cast at the end of the production.
- (A board liaison document was to be presented to the board as of the May meeting. I was unable to locate this document.)

Trustee Reports: (To be changed to Committee Reports” in the future)

~ **Susan Perkins:** (Absent due to lift malfunctioning). Victor is relaying Susan’s comments and concerns.

- 1) Are there any new season ticket holders?
- 2) Snail mail was sent to 98 members. This letter was edited to have the gala referenced as past tense.
- 3) Tickets for Rocky Horror Picture Show? Strategy & tactics for all four shows tickets.

~ **Cathy Steinhauser:** More donations of clothing to the theatre from Dr. Alvarez . There was a lot of useful/and good stuff, high quality items.

-8-10 men’s jackets from “Guys & Dolls” need to be dry-cleaned.

-There are unsafe items within the theatre that should be taken care of. Cathy wants to know who is the chair of the different committees within the board/theatre? Cathy feels that when we add trustees to the board we should give them committees on which to work.

Justin clarified that committee members do not necessarily need to be on the board. These are simply theatre members who can help around the theatre. We may want to reorganize the agenda to reflect the committees and not necessarily the trustees.

“Necessary” repairs that were brought to Cathy’s attention per her discussion with “Guys and Dolls” cast members:

- 1) Nail loose on the corner piece on the wall in the men’s dressing room.
- 2) The rope handle upstairs is just “hanging” and is not safe.
- 3) The handrail on the first set of stairs i to the green room is wobbly.
- 4) The carpet as you approach the stage (past the broken rope handle), has a huge rip in it that catches heels as people walk.
- 5) There are floor boards loose on the stage near where the table was in the last production, they have too much “play.”
- 6) The steps up to stage right are not supportive enough for our larger cast members.
- 7) The pullout for the wheel chair cutout is a “tripping hazard.”

~Mary recommended a safety committee to be formed and “safety day” for the theatre to be scheduled in the near future.

~ **Gary Gillen:** OCTA, September 1-4. The theme is “Magic.”

~ **Mary Maynard:** Looking for 1800’s costumes for Victorian carolers for the downtown Circleville Christmas celebration.

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

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

~ **Josh Ford:** There is a leak upstairs in the ceiling. One can now see outside through the hole.

~ Volunteered for the cleaning committee He will come in once a week to help clean in between performances.

~ He also has volunteered to be in charge of the Pumpkin Show Committee.

* We are still in search for the trailer for the float.

~ **Drew Herman:** Nothing of note.

~ **Jenny Rhoads:** 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.

John Rankin: John suggests that Tahrea sent out a list of the committees to the board members so that they see the areas of need and can volunteer to help as they are able.

Point of note: Any pictures from Rocky Horror Picture Show will utilize only staged pictures to avoid any unsavory photos surfacing in the community. There was an issue with Jimmy Laux in the gold shorts. Certain members of the DBA were offended so we need to be careful how this show is photographed and publicized. Pete Graybeal volunteered his services as a photographer for this endeavor.

Motion to adjourn: Justin Atkinson **Second:** Pete Graybeal **The motion carries**

**Next Meeting set for:
Monday, September, 4th at 7pm**