

# **February 5, 2018 ~ RTP Board Meeting Minutes**

## **Present:**

Tahrea Maynard, Mary Maynard, Laura Lewis, Susan Love, Pete Graybeal, Rachael Lynch, Cathy Steinhauser, Josh Ford, Drew Herman, Susan Perkins, Jenny Rhoads, & Justin Atkinson.

**Also in attendance:** Loretta Palmer, and Zach Brooks

**Absent:** Victor Aume, Gary Gillen, & John Rankin

## **Officer Reports:**

**Recording Secretary: Susan Love-** Minutes were recorded and sent out to the board members.

A reestablishment of recording abstentions in the voting process will begin with this meeting per Mary Maynard's request.

**Motion to accept:** Josh Ford. **Second:** Jenny Rhoads. **All in favor,** No Abstentions **The motion carries**

**Corresponding Secretary: Pete Graybeal-** All e-mails for the play reading committee were mailed to the committee chair. Nothing else of import to report.

**Treasurer: Laura Lewis-** The savings balance is \$2,017.87 & the checking balance is \$9,253.80. The profits from "Our Town" were 1801.23. Victor may have a few more expenses to deduct from that once he returns from India. A \$500 scholarship check was returned to the theatre, A check was also received for the return of the "Guys and Dolls" and "Rocky Horror" scripts. OCTA membership needs to be renewed. 4-H would like us to sponsor again an award at the county fair this year. We have donated \$40 in the past.

**Motion to accept the donation of \$40 to 4-H:** Susan Perkins **Second:** Mary Maynard **Abstention:** 1 **The motion carries.**

The new web provider was paid. This will be revisited in the future to find a better fit.

The cast and crew feedback forms for "Our Town" were compiled and given to Justin and Carrie. A copy is available for other to read as well. The comments were very positive.

**Motion to accept RTP Balance :** Susan Love, **Second:** Drew Herman **All in favor,** No Abstentions **The motion carries**

## **Old Business:**

**"Something's Under The Bed":** It is cast and everything is going well. Mary Maynard and Susan Love are working on costuming.

## **New Business:**

**Play reading committee:** The committee decided that Music Man is this summer's musical. The topic of band uniforms was brought up. Jenny stated that Zane Trace did this musical a few years ago. They are willing to let us borrow some of their uniforms and props for our show. There should be no rental fee for the items.

The committee will hold on to the application for "Grease" to possibly be produced in the spring. Susan Perkins is working on putting together a proposal for a show as well as a few others.

**Jared Payne:** A member of our theatre community lost his home in a fire. The theatre would like to help to support him and his family. This could be through the "Go Fund Me" website which was established by a student in Logan Elm Arts Department. We will also work with Jared to apply for the RTP scholarship towards his Interlochen School for the Performing Arts tuition.

## **Trustee/Committee Reports:**

~ **Susan Perkins:** There was a new system for handling credit cards implemented in the box-office (the Square). It improved the process of keeping track of student and adult admissions as well as online and inperson purchases. Helps make the count more accurate than them previous system.

~ **Cathy Steinhauser:** Inquiring about the status of the installation of the door to the "hat room."

Tahrea is in the process of finding a person to help install a door that we have in the wood room. Cathy

is also asking that any items “borrowed” from the theatre be returned. There are a variety of items missing that Cathy knows the theatre owns.

Cathy also wants to remind the board that there is a surplus of make-up items for the theatre that she has in reserve. The cast should not feel it necessary to go to CVS to purchase items such as hairspray, cotton balls, and sponges. Let your director know when supplies are needed.

~ **Gary Gillen:** Absent

~ **Mary Maynard:** Nothing to report.

~ **Jenny Rhoads:** The county commissioners have told us that they will spend \$22,00 to refurbish the theatre’s bathrooms. They will be ADA complaint. They were given the show dates to avoid construction during a show.

The website with its database has been updated to 2015. Jenny will schedule a meeting with Justin and the service provider to continue to update the database.

Jenny and Cathy requested permission to work on writing a grant to purchase a new curtain for the theatre. The cost of new panels would be between \$14-15,000. She is considering applying for the South Central Power grant. She will report back to the committee when she has further details.

~ **Justin Atkinson:** Justin spoke with John from the maintenance department. In addition to the bathrooms, the county is going to replace all of the windows in the building. This is why they have not replaced the window that blew in behind our restrooms. John also wants to replace the balcony level, fire escape door. All of this is estimated to be completed this year.

~ **Josh Ford:** Jenny has been in contact with Brad Lutz from the county about the heating for the theatre. There has been some progress but the problem has not been solved. We will continue to contact them until the heating system is repaired. Part of the problem may be insulation. We have insulation that we, the theatre, are in the position to install.

Josh was approached by Laura Lewis about being on the Facebook page for play reading committee. He does not remember being asked or saying that he would be a part of the committee. Jenny cleared things up by telling him that she included him on the Facebook page for the committee. She had added him two to three months ago because he had asked about the play production application submission process. Laura is the chair of the committee, so she and Tahrea are the moderators of the Facebook page, thus the only ones able to add or remove people from the group. Josh has agreed to be on the committee.

~ **Drew Herman:** Drew is having minimal success with recruiting people to be on the ballot for the RTP board. At this point he has: Laura Lewis for treasurer, Jackie Hood & Susan Love for recording secretary, Justin Atkinson, Mary Maynard, Loretta Palmer & Susan Love for trustee. There are still three executive positions that are in need of nominations for the ballot. The deadline is March 31, 2018. There is still the option of write-in nominations up to the night of the annual board meeting and election.

Drew is also working on reconfiguring the absentee ballot.

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

**Motion to accept:** Gary Gillen, **Second:** Josh Ford **The motion carries**

**Next Meeting is set for: Monday, March 5th at 7pm**

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