

December 11, 2017 ~ RTP Board Meeting Minutes

Present:

Tahrea Maynard, Mary Maynard, Laura Lewis, Susan Love, Pete Graybeal, Cathy Steinhauser, Gary Gillen, Josh Ford, Drew Herman & Justin Atkinson.

Absent: Victor Aume, Susan Perkins, & Jenny Rhoads

Officer Reports:

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

A few typos were found and corrected (Thank you for helping proofread the minutes).

Motion to accept: Josh Ford **Second:** Mary Maynard. **The motion carries**

Corresponding Secretary: Pete Graybeal- Nothing of import to report. Pickaway Manor requested possible carolers from RTP to visit their residents. Request forwarded to Mary Maynard to work on this endeavor.

Treasurer: Laura Lewis- The savings balance is \$2,017.83 & the checking balance is \$7,866.25

Motion to accept: Justin Atkinson **Second:** Susan Love **The motion carries**

Old Business:

Our Town: Everything is going very well.

Since there is no set, the cast participated in a theater clean-up day. They painted the thunder-sheet, backstage areas and chairs as well as replaced lightbulbs and window coverings. Deep cleaning in the seating area and repair of the women toilet occurred as well as numerous other long due items of upkeep.

No ushers are needed but box-office help is requested.

New Business:

New Card Reader for Box-office- The board has approved a \$400 budget for the "Square" and used i-Pad for Eventbrite transactions. The theater will now absorb the cost of the Eventbrite transactions. The new chip reader will protect against some possible credit fraud issues. Our insurance does not cover this type of credit fraud issues. The chip reader will be another safety net.

Motion to accept: Peter Graybeal **Second:** Justin Adkinson **The motion carries**

Insurance for Renters of RTP's space- Our current policy does not extend to renters. Any renters will require renters insurance coverage for their time in the theater. Our insurance agent can create a 5-10 day policy to cover the time they are in the theater.

Trustee/Committee Reports:

~ **Susan Perkins:** Absent

~ **Cathy Steinhauser:** Nothing to report

~ **Gary Gillen:** Reminder that Guide/Respondent System from OCTA is available to directors.

~ **Mary Maynard:** WiFi password is not working. Paper products will be purchased during tech week for the new show.

~ **Justin Atkinson:** Nothing of note

~ **Rachael Lynch:** Nothing of note. January 31 is the deadline for summer show submissions and March 31 for the remainder of the season.

~ **Josh Ford:** Nothing of note

~ **Drew Herman:** Nothing of note

~ **Jenny Rhoads:** Absent.

Next Meeting set for: Tuesday, January 2nd at 7pm

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