

January 2, 2018 ~ RTP Board Meeting Minutes

Present:

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

Absent: Victor Aume, Susan Perkins, & John Rankin

Officer Reports:

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

Some members were unable to open/read the minutes so last meeting's minutes were read to the board.

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

Corresponding Secretary: Pete Graybeal- E-mail will soon be sent out to let people know about the upcoming show as well as auditions for the children's production. There will also be requests for directors for next season's shows as well as applicants for positions on the RTP Board. Please let Pete know of any other information that he could include in the e-mail. The deadline is Friday, January 5, 2018.

Treasurer: Laura Lewis- The savings balance is \$2,017.85 & the checking balance is \$6,912.99. Kroger money was received as well as \$50 from Masons Furniture and Nifty-50 from Bensonhaver. The i-Pad and accessories were purchased. OCTA (\$65) and DBA \$50-\$100) memberships needs to be renewed. Invoices will be arriving soon.

Note: There are differences between "Our Town" expenses and "Theatre" expenses. Those labeled Our Town are specifically for the show. Those labeled "Theatre" are for general upkeep such as paint cleaning supplies and lightbulbs.

Motion to accept: Mary Maynard, **Second:** Cathy Steinhauser **The motion carries**

Old Business:

Our Town: Everything is going really well.

The theatre is really cold. We are looking to have the heat system checked-out and running by the show.

No ushers are needed but concession help is requested. Jenny will be helping in the box-office. The Loves will help run the chair-lift for the patrons during the show.

New Business:

Something's Under The Bed: Auditions will be January 14 & 15.

Theatre Training/Workshops- A possible opportunity to have days in the theatre to help teach members how to operate the tech booth, lights, costuming, etc. This will be to help familiarize our membership how things work around the theatre. Not an acting workshop but a "behind the scenes" training. Justin requested that this wait until after Our Town to avoid possible issues prior to the start of the show.

On a similar note...

The Director's Manual is in the process of being edited by Victor. While in India, he is not in a position to continue this editing process. Notes and past editions of the manual were given to Victor for this process. It has been requested that someone else takeover this process. It has also been requested that Tahrea contact Victor. He will be asked to return the notes and past editions as well as any new work that has been done on the handbook to allow others to continue the process a little closer to home.

Jenny and Cathy found a volunteered handbook from "The Very Little Theatre." Their thought is to use this as a guide to create a similar handbook for our theatre. Jenny will send the PDF format of the document to Tahrea.

Trustee/Committee Reports:

~ **Susan Perkins:** Absent

~ **Cathy Steinhauser:** Cathy purchased containers for more costume pieces as well as a few items for the Our Town production. Tahrea stated that she is looking into having a door placed between the green room and the kitchen.

~ **Gary Gillen:** The Central Regional OCTA Meeting was held in December. Not much of interest to report from this meeting.

~ **Mary Maynard:** Cleaning, concession and paper supplies will be purchased prior to Our Town opening night.

~ **Jenny Rhoads:** Our website expires this week. Jenny went to Jim at Caleb Web (Web hosting service) to get a quote for a few items that Jenny wanted add to our website, including uploading the database search system that Justin created. She also priced out having the website shifted to his domain and adding some requested features. He can do this for the reduced price of \$186.99 due to our website already being fully functional. This price would also include unto 25 e-mail addresses at RoundtownPlayers.com at no additional cost. The web address would stay the same. We will still own and be able to maintain the content on the website. If we chose to stick with the old service at \$83 per year (E-Host), we could not upload the RTP acting database in this server.

Jenny and Cathy looked at the Scholarship application. They wanted to edit the application to include college students “who has been involved with Roundtown Players the past or present.” This would help us reward those involved in the theatre and avoid applications from people with no connection to the theatre.

It was discussed that this might be limiting and make us not look as positive. Being a community theatre we should be open to all and promoting community theatre. By including those limits on our application we risk looking bad. As a board we can show preference to applicants who have been involved in the theatre without having to explicitly state this in the application. The application can be reworded to include any student who has been accepted into an accredited school for a theatre or performing arts program. This will allow high school and college students to apply for the scholarship. There will be a note at the bottom of the application to specify that the scholarship check will be sent to the school and not to the applicant. There was the possibility discussed to include an interview of the applicants in this process.

Cathy Steinhauser is now the newly selected Scholarship Committee Chairperson. Rachel and Jenny have volunteered to assist in this process. She will work on editing this application.

~ **Justin Atkinson:** The theatre’s answering machine has not been tended to recently. Susan Perking has been the one who monitors the messages due to it being in the box-office. She typically tends to it closer to the show dates. Susan Perkins will be requested to check on the messages weekly and pass on any necessary messages to those whom are involved: corresponding secretary and playwrighting committee interests specifically.

~ **Josh Ford:** He will contact the county to attend to the heat in the theatre. The county has been contacted numerous times about this issue by other members. Also of note: the county has yet to send us the bill for the heating system. It is the county’s responsibility to send us the bill.

~ **Drew Herman:** Nothing of note

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

It has been proposed that Jenny will go to Caleb Web to transfer the website server at a cost of \$186.99 per year.

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

Next Meeting set for: Monday, February 5th at 7pm

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