

April 2, 2018 ~ RTP Board Meeting Minutes

Present:

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

Also in attendance: Carrie Love

Absent: Victor Aume, Rachael Lynch, Josh Ford, & John Rankin

Officer Reports:

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

Motion to accept: Mary Maynard. **Second:** Drew Herman. **All in favor:** No Abstentions **The motion carries**

Corresponding Secretary: Pete Graybeal- Nothing of import to report.

Treasurer: Laura Lewis- The savings balance is \$2,595.99 & the checking balance is \$11,948.78.

Motion to accept: Jenny Rhoads **Second:** Susan Love **All in favor:** No Abstentions
The motion carries

Old Business:

Something's Under The Bed: Everything went well.

The Foreigner: Rehearsal has started. It is going to be a great show. The cast list is posted on-line. The event is posted on-line and the tickets are now available.

New Business:

Tony Ellis "Farewell Concert" Event: The afternoon of June 3 is the date they are looking to book the theatre. There will be no cost for the concert tickets. We would need to do very little for this concert. Possibly we will put out the scholarship donation basket Justin will be the liaison.

Motion to accept: Susan Perkins **Second:** Susan Love **All in favor:** No Abstentions

Air Conditioning in the greenroom: There are issues with the A/C in the greenroom. Jenny will do research and discuss options with the county (along with other pending improvements). There are also electrical issues that most likely need to be addressed before we can power the A/C.

Marketing/Publicity Committee: A committee with a focus on marketing & publicity will be formed. Members from this committee will create a list of guidelines. A member of this committee will meet with the director to plan a marketing timeline for each show. The committee will share the responsibilities of this position.

This topic also links back to the necessity for greater communication between members of the RTP community. As well as the necessity for all committees within the theatre having multiple members to share the knowledge and responsibilities of each committee. We will also continue to work on the directors' manual. Laura has offered to take over this endeavor. Please send any comments or suggestions to Laura.

The arrangement between the YMCA and RTP for use of RTP facilities for the YMCA theatre classes were discussed. The reciprocal agreement was the use of our space for the class, in return for the YMCA's publicizing of RTP events. Minimal publicity has been seen from the YMCA. Jenny stated that this will most likely be last session that the YMCA will use RTP for their theatre classes. The board will look to further develop the educational opportunities available to the public through the theatre.

Programs: Due to issues with the past production's programs (errors, overcharging, outdated advertisement, etc.) we need to clarify who's responsibility it is to take care of the process of

designing, proofing and printing the program. To help avoid future problems, this will now be a subcommittee of the Marketing and Publicity committee. Jenny has volunteered to be the chair of this committee.

Standing Vice-President: To replace Victor on the board, Susan Perkins will leave her position as board trustee and take the position of standing vice-president for the next two months. She will need to run for reelection in June. This now opens a trustee position for the remainder of Susan's term as trustee (14 months). **Drew Herman nominated** Loretta Palmer to fill the vacancy. **Second:** Susan Love

All in favor: No Abstentions

Tahrea contacted Loretta and she accepts the position.

Insurance: The insurance bill is due. The cost for this year has decreased to \$1,143.

Motion to accept: Justin Atkinson **Second:** Mary Maynard **All in favor:** No Abstentions

Trustee/Committee Reports:

~**Susan Perkins:** She is thankful for all of the help in the box-office while she was visiting family.

~**Cathy Steinhauser:** Scholarship applications are on the website and information has been sent to high school guidance counselors to have them be aware about our scholarship. Pete will include this information in the next group e-mail.

The missing/late greenroom make-up and supplies that were an issue during "Something's Under the Bed." This was addressed. This was a situation of miscommunication. Cathy did not know that the makeup and supplies were required the opening day of tech week. Cathy requested that people who need to contact her sent a text. This is the best option for contacting her.

All greenroom make-up and supplies are stored in the theater. At this point, the board members know the location of these extra supplies and will text Cathy when and if further purchases are necessary.

Along the lines of increased communication, a "phone tree" will be created to share the board and committee member's best method of contact.

~**Gary Gillen:** The theatre will not be sending an excerpt of "The Foreigner" to this year's OCTA regional due to the overlap of the show dates and the meeting.

~**Mary Maynard:** The backdoor to the theatre has been found open numerous times and it is happening more frequently. The county has been contacted about this issue. The county has plans to entirely replace the door at a future date.

Website: The "face" of the website has changed to a very dark appearance with outdated photos. The new appearance is not as friendly looking. It is agreed that the board does not like it and would like it to be returned to a style similar to the previous website. Jenny will communicate with the web designer to make this happen.

~**Jenny Rhoads:** Jenny and Cathy have been looking into grants for the theatre. One project that they have been investigating is window treatments for the theatre's windows. They measured the theatre's windows. The fact that the windows are being replaced soon was addressed. This project is being put on hold until further notice.

Jenny also has looked into a new stage curtain (red nylon) with Tiffin Studios at the cost of \$8,342 for two curtain set, hardware and hanging. She is also investigating replacing the back black curtain for an estimated cost of \$12,000. Another option for the back black curtain is to remove the curtain and paint the back wall.

Jenny is looking into matching grants for the project of replacing the stage curtain.

Motion to accept: Gary Gillen **Second:** Pete Graybeal **All in favor:** No Abstentions

For the entryway beautification project (to be approved by our board and the Soldiers Monument organization), Jenny and Cathy recommend that we put a rod and curtain set up on the lobby window, purchase a roll out carpet to only be used during productions, move the old RTP rug down to the entryway, complete the 50th anniversary plaque and put it on the wall by the end of the season, purchase matching frame set to display current season or past shows, and a bench or small seating area for patrons waiting for the box-office to open. Improved lighting in the lobby was also discussed. A \$500 budget has been proposed for Jenny to use for these purposes.

Jenny is looking into matching grants for the project of replacing the stage curtain.

Motion to accept: Mary Maynard **Second:** Laura Lewis **All in favor:** No Abstentions

~ **Justin Atkinson:** Wants to discuss the possibility of replacing the wood paneling in the theatre entryway with drywall. Justin will get quotes to for this project. Mary looked into having the prisoner work release program for this job. This program is no longer available. Justin is also going to contact Pickaway-Ross vocational center to see if they might be available to do the job.

~ **Josh Ford:** Absent

~ **Drew Herman:** We need to approve the slate for the ballot.

Many more people have requested placement on the ballot for the board. Applications are still being sought and accepted.

The current slate of candidates:

President: Jane Boyer

Vice President: Josh Ford, Jenny Rhoads, Ashley Parker & Jane Boyer

Corresponding Secretary: Mary Maynard & Pete Graybeal

Recording Secretary: Susan Love & Jackie Hood

Treasurer: Laura Lewis

Trustees: Zach Brooks, Justin Atkinson, Susan Perkins & Mary Maynard.

*The new Safety Committee Chairperson is Drew Herman. If there are any safety concerns, please tell Drew.

~ **Rachael Lynch:** Absent

NOTE: The Annual banquet is scheduled to be held Wednesday, June 27 at the Pickaway County Country Club. The cost of admission will be "ticket" price (\$10 adult, \$5 students as well as season ticket holders) Those who receive comp. tickets will receive comp. tickets to the banquet. The board would cover the remaining cost. It has been suggested that next year, the cost of the banquet be included in the package for season ticket holders. **More details to follow.**

Next Meeting is set for: Monday, May 7th at 7 pm

Motion to adjourn: Susan Perkins **Second:** Pete Graybeal **The motion carries**