SMITHFIELD LITTLE THEATRE

MINUTES

SLT BOARD OF DIRECTORS MEETING

15 January 2013

ATTENDEES: Collin Norman, Robert Cox, Don Curnutte, Bonnie Franklin, Trey Gwaltney, Meredith Marchant, Elaine Dairo, Mark Hall, Shirley Barlow

ABSENT: none

Meeting called to order at 7:02 p.m.

Motion to accept the minutes of the previous meeting as distributed by e-mail: Elaine Dairo. Seconded by Mark Hall. Motion passes.

COMMITTEE REPORTS

Finance / Trey

- Financial reports presented
  - Balance Sheet (total assets, total liability & equity)
  - Profit/Loss, Budget v. Actual
  - Profit/Loss by Show
  - Profit/Loss Statement
  - Asset Report
  - New report shows subcategories; further breakdown of main categories
- On one report, the budget numbers need to be reconfigured to reflect shift of funds from capital assets to expenses.
- For future reference: based on SLT's tax status, SLT can give money to another non-profit group if they do what we do (performing arts, theatre).

Motion to approve the budget as presented: Robert Cox. Seconded by Elaine Dairo. Motion passes.

Tickets / Shirley

- Season tickets sold: 1,429
- Sold 12 season tickets for Christmas gifts.
- Total donations $11,304
- 21 tickets sold for *Sting*, 3 tickets sold for *Oliver*

Corporate Sponsorship / Mark

- Received $1,000 donation from the Howard W. and Katherine L. Gwaltney Foundation.
    - Lucy Clay (trustee) told Trey that she would like the donation to go for something special rather than to the general fund.
    - Trey proposes that we earmark the money for the Summer Youth Project.
    - Currently, the Summer Youth Project does not have a budget (it will be part of next year's budget).
    - Can say "This program sponsored in part by . . ." and possibly use this year's sponsorship as the basis for requesting a donation again next year.

      Motion to earmark the $1,000 donation from the Howard W. and Katherine L. Gwaltney Foundation for the Summer Youth Project; to give the Foundation the appropriate publicity; and to request funds for the 2014 Summer Youth Project, assuming that the Foundation approves: Trey Gwaltney. Seconded by Elaine Dairo. Motion passes.

- Question: should personal donors be listed on the website, since they are listed in programs? General consensus: yes.

Building & Grounds / Robert

- New mat for front door has arrived, and is ready to be put down.
- Robert has asked Marshall to re-strap insulation (last done 4-5 years ago) that is starting to come down. No cost estimate yet.
- Refrigerators for concessions are in the lobby; the plan is to order surround cabinets for them. Refrigerators will be kept locked.

Scholarship / Elaine

- Continuing to notify the schools about the SLT scholarship
- Prime Media (Channel 13) will loop information about the Scholarship Fund (will also include acknowledgement for 2012 donors).

- Got a donation from Smithfield Packing ($565, jeans day); will also be getting one from Smithfield Foods, Inc. (jeans day)
- We are in compliance with the Virginia Solicitation of Contributions law.
- May want to consider applying for tax-exempt status for purchases (topic for future discussion).
- Mark to talk to Smithfield Foods about making a $5,000 donation
    - Proposal that their $5,000 donation will be matched by the theatre community (what we raise, plus money from SLT for the difference)
    - May be able to set it up as a triple match (Smithfield Foods, theatre community, other corporate donors)

  Next Step: Mark to make a proposal to Smithfield Foods for a $5,000 donation to be matched by the theatre community.

OLD BUSINESS

Wine Sales / Meredith

- SLT cannot legally accept a donation of wine (i.e., from Bon Vivant). We can ONLY purchase it from a distributor, not a retailer.
- Meredith to tell Gary.
- Still waiting to receive license

One-Acts / Help for Mary Rose

- Judy Winslow suggested that Tourism handle publicity for the festival; goal is to make the One-Act Festival a destination (can piggy-back other events onto it)
    - Assign Kathy Mountjoy to coordinate the festival
    - Mary Rose to focus on the artistic side
- Trey can provide budget history for One-Act if needed.
- **Next Step:** Bonnie to review previous meeting minutes to determine whether we decided on a schedule for the Festival (Fri / Sat / Sun).

Requirements for Directing at SLT / Robert

Motion to do away with the requirement that anyone wanting to direct at SLT has to be an assistant director first and instead handle this issue on a case-by-case basis: Robert Cox. Seconded by Don Curnutte.

Motion to table the issue until the next meeting: Trey Gwaltney. Seconded by Mark Hall. Motion to table passes.

Historian / Elaine

- Erika Chesson is willing to take on this role
- Elaine has the materials that were organized for the 50th anniversary gala, but someone needs to keep up with the productions since then.

Next Step: Collin to talk with Erika Chesson.

NEW BUSINESS

Sweet Adelines / Trey

- Trey will be submitting a request for a performance on August 10: Virginia Coast Chorus and Hamtown Harmony Chorus
    - Two performances (matinee & evening)
    - Proceeds: fundraiser for both organizations (mostly for VCC – they're raising money to go to a national competition in Hawaii)
- On weekend between One-Act Festival and Summer Youth Project production
    - Okay with Trey and with Don (minimal tech requirements)
    - VCC to bring risers
- Request will come from Virginia Coast Chorus (has insurance policy)

Ushers

- Collin to call June about ushers wearing black and white

Nominating Committee

- Gina Ippolito to chair.
- Looking for two other people (one has to be a board member)

By-Laws

- Have latest changes (from annual meeting) been added?
- Should they be filed with the State Corporation Commission?

Motion that Don Curnutte be responsible for updating SLT's constitution and by-laws and filing with the SCC: Robert Cox. Seconded by Elaine Dairo. Motion passes.

Les Miserables, Fall 2014

- Concerns:
  - PCT is doing it this in August, 2.5 months before our reserved time slot.
  - Can't announce until May
  - Cannot build turntable
  - Rights to choreography, etc. belong to company

Motion to not do Les Mis at this time: Robert Cox. Seconded by Trey Gwaltney. Motion passes.

Website / Robert

- Website needs to have a place for show submissions so that people can submit their ideas

Motion that Don Curnutte and Jeff Johnson get this set up: Robert Cox. Seconded by Elaine Dairo. Motion passes.

Motion to adjourn: Mark Hall. Seconded by Shirley Barlow. Meeting adjourned at 8:45 p.m.

Upcoming Meetings

- Sunday, February 10th, 6:00 p.m.
- Monday, March 11th, 7:00 p.m.
- Monday, April 8th, 7:00 p.m.
- Monday, May 13th, 7:00 p.m.

SMITHFIELD LITTLE THEATRE

MINUTES

SLT BOARD OF DIRECTORS MEETING

10 February 2013

ATTENDEES: Shirley Barlow, Robert Cox, Don Curnutte, Elaine Dairo, Bonnie Franklin, Trey Gwaltney, Mark Hall, Meredith Marchant, Collin Norman

ABSENT: none

Meeting called to order at 5:53 p.m.

Motion to accept the revised minutes as distributed by e-mail: Robert Cox. Seconded by Elaine Dairo. Motion passes.

COMMITTEE REPORTS

Building & Grounds / Robert

- Had to replace compressors (from last year); being charged for labor; may be in dispute because equipment under warranty.
- Securing insulation – done (by Marshall) and paid for. Just took care of insulation that was hanging down, not all of it.
- Seven marquees done, framed, ready to hang.
- Lobby signs with list of productions needs to be updated (currently displays through 2009)
- No work done on cabinets for coolers yet
- New doormat in place

Tickets / Shirley

- No count yet for *Sting*
- 4 more season tickets (1433 individual season ticket holders)
- No additional donations
- *Sting* sales going well

Fundraising / Scholarship Fund / Mark & Elaine

- $445 for jeans day (money not received as of 2/10/13 Board meeting)
- Sponsorships: nothing new at this point
- Good shape in terms of giving scholarships
- Amount in fund now: est. at least $15,000
- Next year – slips will say "your name will appear unless you tell us otherwise" – this year, asks "how do you want your name to appear?"

Finance / Trey

- Checking: $54,716.96
- CDs: $65K, 80K, 40K, 10K (total $195,482.17)
- Total assets: $276,559.83 (counts all assets, including fixed). Includes scholarship fund, building & grounds escrow
- P&L through January, showing major accounts
- Balance Sheet
- Shows (Forum, Christmas, Sting, Oliver) – totals for income & expenses through this point

> ***Motion to accept the budget as presented by Trey: Robert Cox. Seconded by Mark Hall. Motion passes.***

OLD BUSINESS

Requirements for being a director at SLT

- Collin working with Barbara McGeorge to get her thoughts
- Idea is that we would do away with requirement to serve as an assistant director; switch to pairing a first-time director with a mentor-producer.
    - May be in SLT Handbook that directors have to be assistant directors first, but it is not a bylaw.
- Mentor-producer would be assigned to first-time directors
    - PCT calls this role "production manager"
    - limited number of people who can be a mentor-producer
    - SLT Board would assign a person on a case-by-case basis

Motion to eliminate the requirement that anyone wanting to direct at SLT has to be an assistant director first and instead handle this issue on a case-by-case basis. Original motion from January 15, 2013 meeting prior to the motion being tabled: Robert Cox. Seconded by Don Curnutte. Abstentions: Mark Hall, Elaine Dairo. Motion passes.

Updates to SLT By-Laws

- SLT By-laws have not been updated with changes in since 2000.

Tax-Exempt Status

- Elaine will work with Trey on investigating getting a tax exemption for the State of Virginia
- Trey: main concern is that lots of people would have to have a certificate
- Elaine, Trey to look into this to see what is involved

Wine Sales

- Wine: Meredith has final check to mail in
- Inspection still to come

NEW BUSINESS

Budgets for Shows / Trey

- Trey just received bills for programs, shirts for Christmas show, *Forum*
- We need to oversee what is going on more (expenses) – should Producer Manager be responsible for budget? Should director be held accountable for budget?
- Problem: no one keeping a day-by-day budget for the show
- Trey: needs to be done through whatever monitoring device the board puts in place.
- Robert: weak link in chain is Board of Directors

Next Step: Collin to talk with Barbara about defining roles and responsibilities (like for adhering to Board-approved budget)

Christmas Show / Meredith

- Meredith may be interested in doing a Christmas show this year, but level of SLT Board support and procedures for handling the Christmas show needs to be changed.
- Meredith will present suggested changes at the next meeting

Upcoming Meetings

- Monday, March 11, 2013 (7:00 p.m.)
- Monday, April 8, 2013 (7:00 p.m.)
- Monday, May 13, 2013 (7:00 p.m.)
- Monday, June 10, 2013 (7:00 p.m. -- General Membership Meeting)

Motion to Adjourn: Mark Hall. Seconded by Elaine Dairo. Meeting adjourned at 7:03 p.m.

SMITHFIELD LITTLE THEATRE

NOTES FROM

SLT BOARD OF DIRECTORS MEETING

11 March 2013

ATTENDEES: Shirley Barlow, Robert Cox, Don Curnutte, Elaine Dairo, Bonnie Franklin, Trey Gwaltney, Mark Hall, Meredith Marchant, Collin Norman,

Meeting called to order at 7:02 p.m.

Motion to accept the minutes as distributed by e-mail: Meredith Marchant. Seconded by Mark Hall. Motion passes.

COMMITTEE REPORTS

Building & Grounds / Robert

- Robert will be speaking to the Shakespeare Club when it meets at SLT on April 11th. Not open to public.
- Sundays at Four: wants to meet at SLT (in fall 2013).
- Water fountain: not easy to fix. Quotes from Ernest Dent:
  - $925 to fix existing water fountain.
  - $1000 to replace with same unit.
  - $925 to replace with single unit (would require wall to be patched)

  Motion to replace old water fountain with a new one: Shirley Barlow. Seconded by Elaine Dairo. Motion passes.

- Robert is not comfortable with the platform that is being used for Oliver. The construction is sturdy, but in his opinion there is a risk to the actors (falling off of the platform, which is 7 ft tall).

Tickets / Shirley

- 1439 season tickets sold to date.
- *Sting* only: 469 tickets sold above season ticket holders. This is a high number for a drama.
    - *Driving Miss Daisy:* 344
    - *Dixie Swim Club*: 390
    - *Doubt* 184
- *The Sting* guests / donated tickets
    - 5 students + 1 teacher from Smithfield High School attended *The Sting* as our guest.
    - 12 attended who purchased tickets through auctions, etc. (these are the tickets that Judy Winslow issues)
    - 1 attended from Poquoson Island Players
- Donations: $13,304
- *Oliver*: sold 7 so far.
- Shirley will update the letter she sends with tickets so that patrons know that, if they are not here at curtain time, their seats will be used for others (unless they call to say they'll be late, in which case their seats will be held for them).

Fundraising / Scholarship Fund / Mark & Elaine

- Concessions / fundraiser for SLT scholarship fund: Facebook message, emails, notifying audience before show
- $188 1st place, $122 2nd place
- Had 8 applications last year; expecting more this year. Could consider giving more than one, if funds allow.
- Consider (in future) giving more than one scholarship each year, or offering additional scholarship money to past recipients.

Lights / Sound

- For *Oliver*, Daniel was going to set up lights, train Kristin Marchant to run lights, and run sound himself; however, Daniel will not be available.
    - Per Don Curnutte, the sound board (all 12 mics, band) will be run separately from lights
- Need to talk with Judy / Trey about how to address issues
    - Could ask Mike Willard
    - Don C. will help with sound

- Need someone to train Kristin
- Will need someone to do follow spots

Finance / Trey

- Checking account: $55,226.33
- CDs: $195,580.72
- Escrows / Scholarship: $26,466.84
- presented P/L by show

Motion to accept the financial statements presented by Trey: Robert Cox. Seconded by Mark Hall. Motion passes.

OLD BUSINESS

Christmas Show

- Meredith: asked for positives and negatives from her production staff
  - Positives:
    - Tickets sold out before Tech Week started;
    - The community loves a family/kids Christmas show
    - Some people enjoyed that it was not another Christmas Carol
    - It's brought in new actors/actresses
    - Cast typically built around families
  - Negatives:
    - Auditions had to be moved because of *Forum* rehearsals
    - Approached about possibly having to cancel Christmas show rehearsals for current show
    - Questioned on choice of caterer & cast gifts
    - Didn't feel like the Board was supportive
    - Being considered "Not a Real Show"!
  - Perception that it is not a "real show" hurts
  - History: two variety shows; three Christmas Carols; one Christmas Pageant
  - One possibility: shift fall show one week earlier (more time for set design for Christmas show)
    - Shirley: can include big note in mailing
    - Need to check with director of fall show

Motion to move beginning of fall show one week earlier so that it will end a week earlier in November (final show would be two Sundays before Thanksgiving): Robert Cox. Seconded by Mark Hall. Motion passes.

- Christmas show will run from December 12 – 15, with two performances on Dec 14. Five performances total.

Motion to continue discussion about the Christmas show to the April 2013 meeting: Shirley Barlow. Seconded by Meredith Marchant. Motion passes.

Wine Sales: Meredith

- SLT now has a liquor license; can sell beer, wine, mixed drinks.
- Meredith meeting with wine distributor tomorrow.
- The liquor license notebook has to stay at SLT at all times. Invoices must be kept in it. Need to find a safe place for it.
- A lot of theatres serve it before the show (one hour or so) and at intermission

Motion to serve wine before the show in addition to intermission: Robert Cox. Seconded by Don Curnutte. Shirley Barlow abstains. Motion passes.

- ABC manager must be here any time we're serving alcohol. (Most community theatres have a "Board Member in Charge" at each show.)

Motion that Board Members will be designated ABC managers unless they choose not to be (individually), and at least one such designated manager will be present at any function where alcoholic beverages are being served: Robert Cox. Seconded by Mark Hall. Motion passes.

- New information about being an ABC manager should be presented to nominees.
  - Nominating committee: Gina Ippolito, Trey Gwaltney, Karen Willard.
  - Nominees: Judy Winslow, Mark Hall, Judson Little

NEW BUSINESS

Reading Committee report (Jeff Johnson)

- Reading Committee's recommendations:
    - *Hairspray* (Kristin Wilda / Katie Bartlett) (want fall time slot)
    - *Of Mice and Men* (Robert Cox)
    - *The Drowsy Chaperone* (Jeff Johnson)
    - Christmas: to be addressed at another time
- SLT Board's selections (all shows have a 3-week run)
    - *Hairspray* (Kristin Wilda / Katie Bartlett)
    - *Dining Room* (Barbara McGeorge)
    - *Drowsy Chaperone* (Jeff Johnson)

Motion to approve the list of shows selected by the SLT Board: Meredith Marchant. Seconded by Mark Hall. Motion passes.

Cast Gifts

- Issue: inconsistency of cast gifts from show to show.
- Board needs to determine the standard.
- **Next Step:** Robert Cox, Bonnie Franklin to make a recommendation for standard cast gifts

Motion to adjourn: Mark Hall. Seconded by Elaine Dairo. Meeting adjourned at 9:25 p.m.

UPCOMING MEETINGS

- Monday, April 8, 2013 (7:00 p.m.)
- Monday, May 13, 2013 (7:00 p.m.)
- Monday, June 10, 2013 (7:00 p.m. -- General Membership Meeting)

SMITHFIELD LITTLE THEATRE

NOTES FROM

SLT BOARD OF DIRECTORS MEETING

15 April 2013

ATTENDEES: Shirley Barlow, Robert Cox, Don Curnutte, Bonnie Franklin, Trey Gwaltney, Mark Hall, Meredith Marchant, Collin Norman

Absent: Elaine Dairo

Meeting called to order at 7:04 p.m.

Motion to accept the second revision of the minutes as distributed by e-mail: Mark Hall. Seconded by Shirley Barlow. Motion passes.

COMMITTEE REPORTS

Tickets / Shirley

- Presented new letters for season ticket holders which include the policy about tickets (if people are not going to be able to attend, they should notify us even if it is on the day of the play so that other patrons can use the tickets.)
- Recorder on lobby phone: doesn't work because it gets filled up with junk messages. Could get a phone that will give a message without taking messages.
- Donation for 2013-2014 season received already.

One-Act Play Festival

- Questions about the status of the One-Act Festival
    - Kathy Mountjoy from Tourism assigned to work with Mary Rose

Next Step: Mark will talk to Judy Winslow.

Fundraising / Mark

- From going to PCT recently: any opportunities to do ads in our programs? (Smithfield Inn, Wharf Hill Pub, etc.)
- Money from advertising company needs to be enough to cover cost of extra pages.

Next Step: Mark will talk to Modlin Printing, Kim Norman to get pricing info.

Building & Grounds / Robert

- New water fountain in, but not installed yet

Wine / Meredith

- First wine/beer sales this past weekend.
- Currently locked up under cabinet.
- Key hangs in closet (some concerns about whether this provides enough security, especially if an underage person were to get into the cabinet)
- Rules don't say how many people can have a key; we have followed the rules.

Lights & Sound / Don

- No updates

Website / Don

- Would like audition information (dates) from directors so it can be on the 'Auditions' page and on the calendar.
- Publicity needs to have the information, too.

Finance / Trey

- $16,481 in scholarship fund
- Checking Account: $46,559.54
- CDs: $195,580.72

- List of donors on website is for scholarship, not for donors to general theatre fund.
- Meredith: does Trey want to write checks, or set up EFT? Trey: write checks.
- Wine: do we need to pay permit fee to town of Smithfield for selling wine? (as part of Business License for Town of Smithfield).

Next Step: Meredith to follow up.

Motion to accept the Treasurer's report: Mark Hall. Seconded by Shirley Barlow. Motion passes.

OLD BUSINESS

Cast Gifts / Robert & Bonnie

- Tabled until next meeting

Christmas Show Proposal / Julian Bouchard

- *A Christmas Carol* (Dickens)
- 18 – 20 cast members; 4 or so children
- Darker tone (shown through clothing, lights, makeup, special effects, fog)
- Goal: feel like you're living Scrooge's life
- Limited music – 3 adults, 3 children (Christmas hymns, not modern carols)
- Collin has volunteered to be asst director / advisor (connection)
- Auditions: 2 – 3 days (1) read a prepared monologue
- License – need to pay for it if one version used heavily (with Julian's edits)
- Rehearsals: offsite, four days a week while *Hairspray* goes on
- Don: changes focus / mission of Christmas Show (lots of kids, quick & easy show, same set and lights as fall show, etc.)
- Technical challenges given the time frame
    - Julian: simple set. Offset set construction time with lighting time
- Production Manager: maybe June, Judy, Cecil

Motion to accept Julian's proposal, conditional on (1) the Board of Directors appointing a suitable production manager, (2) Collin Norman being the assistant director, and (3) procuring a licensed script: Don Curnutte. Seconded by Meredith Marchant. Motion passes.

NEW BUSINESS

Memorial for Kay Sykes

Motion to donate $100 to Hurrah Players in Kay's honor, Robert Cox. Seconded by Mark Hall. Motion passes.

By-Laws

- Mark, Don and Bonnie are going over the by-laws and the constitution
- Evaluating whether changes to the by-laws from previous annual meetings have been updated in the document.

Motion to adjourn: Mark Hall. Seconded by Shirley Barlow. Meeting adjourned at 8:37 p.m.

UPCOMING MEETINGS

- Monday, May 13, 2013 (7:00 p.m.)
- Monday, June 10, 2013 (7:00 p.m. -- General Membership Meeting)

SMITHFIELD LITTLE THEATRE

MINUTES FROM

SLT BOARD OF DIRECTORS MEETING

14 May 2013

ATTENDEES: Shirley Barlow, Robert Cox, Don Curnutte, Elaine Dairo, Bonnie Franklin, Trey Gwaltney, Mark Hall, Meredith Marchant, Collin Norman

ABSENT: None

Meeting called to order at 7:04 pm.

Motion to accept the minutes as distributed by e-mail: Shirley Barlow. Seconded by Elaine Dairo. Motion passes.

COMMITTEE REPORTS

Finance / Trey

- Checking account balance: $39,980.99
- Building & Grounds Escrow Account: $10,014.91
- Scholarship Account: $16,481.82
- Total of CDs: $195,830.22
- Royalties paid for *Drowsy Chaperone* and *Hairspray* ($9200 total). Not showing up on reports (payments made after report cut-off date) but has been taken out of balance in checking account.

Motion to accept the Treasurer's report: Meredith Marchant. Seconded by Elaine Dairo. Motion passes.

Buildings & Grounds / Robert

- Issues with toilets; heavy use of backstage toilet during show may be issue.
- New cooler in lobby installed.
- Building security
    - Estimate: 20+ keys are out right now.
    - Concerned that building is not always shut down / secured properly.
    - Liability issue as well.
    - People may not know everything they need to do to shut bldg; we don't provide them with that information.
    - Proper management involves (a) knowledge of who has keys; (b) education of key-holders about proper procedures; (c) security; (d) getting keys back at the end of a show
    - Collin suggests changing all exterior locks, and getting 10 copies of the new key made.

Next Step: Robert & Don to review situation

Fundraising / Mark

- Still working on corporate donor; may know by end of fiscal year.

Scholarship / Elaine

- Scholarship recipient (Skylar Norman) has been selected / awarded / info on website
- Will be in *Smithfield Times* in upcoming issue

Tickets / Shirley

- Shakespeare Club enjoyed tour of facility by Robert
- Collected money for 406 tickets for Oliver above season ticket sales.
- Fourth week allowed Shirley to seat some large groups who required lower row seating (for example, groups of 37 + 23 + 15 for the last Sunday show).

One-Act Play Festival / Mark

- Kathy Mountjoy: Event Coordinator
- Mark Hall: Event Producer
- Promotional materials in draft form right now
- Sent out solicitation for acts within the theatre community
- Can put on SLT website (it has been on Facebook page) in next day or two
- 1st weekend of August (would like to stick with that date for consistency)
- Draft schedule:
    - Friday night @ 7:00 and Saturday @ 9:00 – noon: workshops
    - Saturday afternoon: one-act plays
    - Saturday @ 7:00 tapas gala banquet in lobby while judges do the judging
    - Saturday @ 8:00 awards
    - No Sunday events
- Tourism is promoting it through their channels
- Shows need to go by the schedule (even if previous show finishes early)
- Wine / beer from 7:00 – 8:00 only; not open bar
- Mark: will work with Jeff on getting publicity out
- High schools need to know about it before school gets out
- Trophies: only 1st place trophies will be given.
- Mary's cell phone number on flier
- June 9th, 6:00 pm: Organizational meeting; Mary Rose will meet with competitors to answer questions. Informational and organizational meeting. Mary will do telephone "meetings" if people can't be there.

Concessions / Collin

- Gary: Green Mountain cannot commit to donating Keurig machines. Gary would like to purchase two Keurigs ($151 each @ Bed Bath & Beyond).
- Cost will be $.50 each for coffee packs
- Decision: not to purchase Keurigs.

Next Step: Mark will talk with Gary about getting the pump coffee dispenser

OLD BUSINESS

Gifts for Cast Members / Robert, Bonnie

- Cast gifts should be part of budget submitted by director.
- Real issue is not cast gifts, but the fact that budgets are not being submitted / approved
- Onus should be on board to approve budget, and see that what is approved is what actually happens
    - Currently: Board approves budget, and that is the end of it
    - If Board preapproves a budget, director / producer can spend it. If director / producer overspend without approval, what happens?
    - Robert: we as a Board don't take steps to make directors / producers accountable for their shows.
- Meredith: suggests adding statement to director / producer handbook (warning that if director / producer go over budget without permission of the Board, they may be held responsible for the overage)
- Collin suggests that Trey and Meredith work on creating a prototype system (Trey: Meredith / Connie had a good system for the Christmas show)

Next Step: Meredith to bring in statement and sample tracking sheet to be added to Director's Handbook.

Tax Exempt Status / Elaine

- Elaine / Trey to work on tax exempt status in future (for large purchases – lumber, lighting)

Bylaw Team / Mark, Don, Bonnie

- Articles of Incorporation received from SCC
- Board should make a recommendation on the motion to change the by-laws
- Plan: three-person bylaw team to develop draft of new, updated bylaws; distribute by e-mail to Board; get it on agenda for annual meeting
- Need to make changes clear to membership
- Essence of the proposed bylaws are the same, but there's new elements, too (such as liability of the board, voting by e-mail)
- Will need to explain next steps (new incorporation articles to be filed, for example)

Christmas Show Director Mentor / Collin

- Cecil Gwaltney is interested

Next Step: Collin to finalize.

NEW BUSINESS

Consortium for Art Support / Elaine

- June 15th, 10:00 – 12:00 (Virginia Beach / 24th Street Stage / Atlantic Avenue)
- Elaine can set up table, have info about SLT and Smithfield Music
- Can have spot for 15-minute performance
- Could maybe tie in One-Act festival

American Association of Community Theater (AACT) / Don

- Don recommends membership in AACT
- Robert: At this point in time, we decided not to participate in that because of all of the caveats; want to develop this further before putting ourselves under their restrictions / requirements
- Don: other reasons to join (benefits); advertising on national website, reach wider audience; templates of documents that we can use
- Robert: would like for us to get our house in order first (with director / producer handbook, for example)

Stationery / Shirley

- Modlins: can get better price if all envelopes printed at once; order would need to get in around June 1st
- Don: can they be found cheaper online?

Next Step: Everyone who needs envelopes for next year should coordinate with Shirley.

Kay Sykes Donation / Shirley

- SLT received a $25 donation in memory of Kay Sykes from Sandra, Bill & Lyn Bunting

Next Step: Shirley will find out how they want to be acknowledged; Bonnie will write thank-you note.

Hospitalization & Condolence Gifts / Trey

- At last meeting, Board voted to send money to Hurrah Players for Kay Sykes ($100)
- SLT sent flowers while Kathy Eaton was alive; has not sent anything in her memory

Motion to send $100 to where Kathy Eaton's family requested donations: Robert Cox. Seconded by Elaine Dairo. Motion passes.

Motion to send $100 to Christ Episcopal Church Memorial Fund (per request by Bill White's family): Meredith Marchant. Seconded by Elaine Dairo. Motion passes.

- Trey recommends that the Board come up with some sort of consistent gesture that SLT does in case of hospitalization, condolences to family after a death

Motion to adjourn: Robert Cox. Seconded by Mark Hall. Motion passes. Meeting adjourned at 9:02 p.m.

UPCOMING MEETINGS

- Monday, June 3, 2013 (7:00 p.m.): General Membership Meeting
- Future Board Meetings: TBD

SMITHFIELD LITTLE THEATRE

MINUTES FROM

SLT GENERAL MEMBERSHIP MEETING

3 June 3012

BOARD OF DIRECTORS: Shirley Barlow, Robert Cox, Don Curnutte, Elaine Dairo, Bonnie Franklin, Trey Gwaltney, Mark Hall, Meredith Marchant, Collin Norman

MEMBERSHIP: Twenty-two people (excluding the Board of Directors)

Meeting called to order by Collin Norman at 7:11 p.m.

JUNE 2012 GENERAL MEMBERSHIP MEETING MINUTES

- Minutes presented.

> ***Motion to accept the minutes as presented: Mark Hall. Seconded by Meredith Marchant. Motion passes.***

COMMITTEE REPORTS

Finance / Trey Gwaltney

- Checking: $40,180.62
- Four CDs totaling $195,830.22
    - $10,022.46
    - 40,089.82
    - $80,359.55
    - $65,358.39
- Building & Grounds Escrow account: $10,014.91
    - Set aside in case of major facility expense
    - Interest-bearing account

- Scholarship Fund: $16,481.82
    - Money is not accessible like other funds
    - Must be given away

Motion to accept the Treasurer's report: Shirley Barlow. Seconded by Mark Hall. Motion passes.

Building & Grounds / Robert Cox

- Sound booth moved; helps a lot with running sound.
- Work done in overhead ceiling (ongoing issues dating back to building construction)
- Had some plumbing problems during *Oliver!* which have been corrected. Repair costs are reflected in Treasurer's report.
- Water damage under wood floor in lobby; Robert currently investigating options for repair.
- If asked, Robert is willing to continue as chair of the Building & Grounds committee.

Fundraising / Mark Hall

- 22 corporate underwriters
- $3,860
    - less than 2011 – 2012 fiscal year; that year had more donations because it was the 50th anniversary
    - more than 2010 – 2011 fiscal year
- $1,000 donation from Howard W. and Katherine L. Gwaltney Foundation
- Individual (i.e., non-corporate) donations: $13,304
    - 74 Angels ($100 or more)
    - 66 Sponsors ($50 or more)
    - 74 Patrons ($25 or more)
- If asked, Mark is willing to continue as chair of the Fundraising committee.

Theater Liaison / Meredith Marchant

- Tickets for opening night performances offered to area schools and area community theater board members
- Smithfield High School Drama Club and Poquoson Island Players are the only groups to date who have taken advantage of the offer
- If asked, Meredith is willing to continue as chair of the Theater Liaison committee.

Tickets / Shirley Barlow

- Total season tickets sold: 1,439 (68.5% of available seating)
    - Up from 67% during 2011-2012 season
    - three fewer seats available because of sound booth expansion (175 instead of 178)
- *Sin, Sex and the CIA*: two-week run. Total tickets: 429 (average 30% of house sold per show)
- *Best Christmas Pageant Ever*: five shows completely sold out (875 tickets @ $5 each)
- Additional tickets sold (above the 1,439 season tickets):
    - *A Funny Thing Happened on the Way to the Forum*: 3 week run, 230 tickets
    - *The Sting*: 3 week run, 469 tickets
    - *Oliver!*: 4 week run, 1,003 tickets
        - Would have had to turn people away without the 4th week
        - 4th week enables people who need seating in lower rows to have accessibility during a week without season ticketholders
- Tickets request form on website is working well
- If asked, Shirley is willing to continue as chair of the Tickets committee.

Concessions / Gary Parsons

- Volunteers have been great; competition has made concessions more successful, and fun
- Collected $1,530.93 net profit for Scholarship Fund
- If asked, Gary is willing to continue as chair of the Concessions committee.

Wine Sales / Meredith Marchant

- Starting with *Oliver*, SLT is selling wine before shows and during intermission
    - $5 per glass
    - Hit or miss so far; sales have ranged from 2 glasses to 10 glasses sold
    - Hopefully in the future, season ticket holders will know to bring money for wine
- No complaints from patrons about wine sales
- Have not made a profit yet; still recouping set-up fees
- Jim Abicht sold wine during a Smithfield Music concert
- Will sell wine during One-Act Play Festival
- If asked, Meredith is willing to continue as chair of the Wine Sales committee.

Lighting / Dan Steiger

- Switched to Light Factory (computer-based); old system starting to fail
- Some lighting had asbestos wiring; has been overhauled and replaced
- If asked, Dan is willing to continue as chair of the Lighting committee.

Sound / Don Curnutte

- Two computers in sound booth (1 sound, 1 lights); same software on both.
    - Can run lights/sound from either side of booth.
    - Small show can be run by one person.
    - LED lights, moving lights easier to run.
- Trey: improvements in light and sound have been dramatic; improvements in technology have enabled Don and Daniel to make the music sound as good as possible to the audience.
- Now, up against limitations of sound board (for example, 12 wireless mics when Trey has a 22 piece band)
- If asked, Don is willing to continue as chair of the Sound committee.

Programs / no report

- Kim Norman will not be continuing as chair of the Program committee.

Publicity / Jeff Johnson

- Established publicity e-mail account
- Maintains a spreadsheet with all outlets for media and schools
- Closed old Facebook group; now monitoring Facebook fan page
- Started creating / distributing flyers for all shows (to put around town)
- Open to any new ideas for publicity
- If asked, Jeff is willing to continue as chair of the Publicity committee, but may be interested in passing it to another person next year

Reading / Jeff Johnson

- Gigi Smith, Jeff Johnson, Amanda Norman, Cecil Gwaltney
- Multiple directors submitted proposals for 5 plays, 9 musicals
- 2013 – 2014 Season: *Hairspray*, *A Christmas Carol, Dining Room, Drowsy Chaperone*
- If asked, Amanda, Cecil and Jeff are willing to continue on the Reading committee

Scholarship / Elaine Dairo

- Presented thorough history of Scholarship Committee development to date
- Well-supported by SLT Board and community
- Operating costs come out of SLT budget, not scholarship fund
- Funds in Scholarship fund must be given away; cannot be reallocated to another area of SLT's budget
- Seeking corporate sponsorship
- Recipients
    - 2012 Taryn Johnson (Roanoke College)
    - 2013 Skylar Norman (Thomas Nelson Community College)
- Check written to student / school; has to be double-endorsed
- If asked, Elaine is willing to continue on the Scholarship committee.

Ushers / Debbie Steiger

- June Hurst was injured during 2012 – 2013 season
- Russ Frohman has stepped up and helped nearly every night
- Everything running smoothly
- If asked, Debbie and June are willing to continue on the Usher committee.

Costumes / Linda Gwaltney

- Stephanie Sabin not present at annual meeting
- Linda did costuming for last two shows

Website / Don Curnutte

- Linked in with Daily Press community calendar; right now, SLT and PCT are the only two theaters linked to that calendar
- Normally 200 – 250 hits per day on SLT's website
- If asked, Don is willing to continue on the Website committee.

Smithfield Music / Jim Abicht

- Another successful year
- SLT is a fine-sounding venue for small concerts
- Money goes to youth musicians
    - gave $7,500 to public schools
    - gave $400 to Isle of Wight Academy

One-Act Play Festival / Mark Hall

- Mary Rose has managed it almost single-handedly in the past
- Serving this year:
    - Kathy Mountjoy, Event Coordinator (works for Tourism)
    - Mark Hall, Event Producer
- Only one or two other One-Act Play festivals in Virginia
- 1st Friday and Saturday in August

OLD BUSINESS

None

NEW BUSINESS

Shows / Trey Gwaltney

- Show-by-show financial report

Memorial Donations of $100 / Collin Norman

- Kay Sykes
- Bill White
- Kathy Eaton

Selection of New Board Members

- Nominating Committee: Gina Ippolito, Karen Willard, Trey Gwaltney
- Slate: Judson Little, Judy Winslow, Mark Hall (currently filling Walter Grubbs' slot)
- Nominations from the floor: None

Motion to accept the slate as presented by the Nominating committee: Shirley Barlow. Seconded by Howard Marchant. Motion passes.

Motion to adjourn: Robert Cox. Seconded by Mark Hall. Motion passes. Meeting adjourned at 8:30 p.m.

SMITHFIELD LITTLE THEATRE

MINUTES

SLT BOARD MEETING

June 3, 2013

BOARD OF DIRECTORS: Shirley Barlow, Don Curnutte, Elaine Dairo, Bonnie Franklin, Trey Gwaltney, Mark Hall, Judson Little, Meredith Marchant, Judy Winslow

Meeting called to order by Trey Gwaltney at 8:48 p.m.

Motion to accept the minutes as distributed by e-mail: Mark Hall. Seconded by Elaine Dairo. Motion passes.

COMMITTEE REPORTS

BUILDING & GROUNDS / Robert Cox

- Quote from company who has done all of the carpet at SLT: $8200 to replace wood in lobby floor
- Spot by window, door where floor has buckled and popped
- Robert will give alternative solutions at next Board meeting.

OLD BUSINESS

KEURIG MACHINES (CONCESSIONS) / Mark Hall

- Gary wants the Keurig machines because it will be easier for the concessions volunteers, and nicer for patrons
- Issue: cost of coffee. Gary can't get Green Mountain to donate machines, but wants to go ahead

- Maybe have a 'hot beverage' sponsor for each show (to cover costs)
- Meredith (through Chamber of Commerce) has a contact from Green Mountain asking how they can help the community

Next Step: Meredith to talk with contact from Green Mountain.

BYLAWS / Mark Hall, Don Curnutte, Bonnie Franklin

- Changes will be fairly significant, although "guts" of it are the same
- Goal: try to finish in next couple of weeks; then,
  - distribute document to Board for review
  - Board votes in August
  - General Membership votes (at a called meeting) in Fall 2013

STATIONERY / Shirley Barlow

- Shirley to order for herself; no one else needs stationery at this time.

TICKETS / Shirley Barlow

- Season tickets to be mailed at the end of September / early October

TAX EXEMPT NUMBER / Don Curnutte

Motion to get a tax exempt number, and write a policy about its proper use: Don Curnutte. Seconded by Elaine Dairo. Motion passes.

CONSORTIUM FOR ARTS SUPPORT / Elaine Dairo

- Elaine needs info for table
  - Trey / Sweet Adelines info (performance is in conjunction with a Virginia Beach group)
  - One-Act flyers
  - Elaine to talk to Jim Abicht about events

NEW BUSINESS

NOMINATIONS / Trey Gwaltney

- President: Meredith Marchant
- Vice President: Judson Little
- Treasurer: Trey Gwaltney
- Secretary: Bonnie Franklin

Motion to install the slate of officers as listed above: Elaine Dairo. Seconded by Shirley Barlow. Motion passes.

NEW OFFICERS / Meredith Marchant

- Paperwork needs to be updated with names of officers (including ABC license information)
- Trey Gwaltney will call Al Jones and the bank (to notify them, and to get all necessary forms)

SLT BOARD MEETING SCHEDULE

- Second Mondays at 7:00 p.m.
    - July 8
    - August 12
    - September 9
    - October 14
    - November 11
    - December 9

Motion to adjourn: Mark Hall. Seconded by Meredith Marchant. Meeting adjourned at 9:26 p.m.

Smithfield Little Theatre Board of Directors Meeting
Monday, July 8, 2013, 7:00 pm
Location: Smithfield Little Theatre

BOARD MEMBERS:

Present: Shirley Barlow, Elaine Dairo, Bonnie Franklin, Trey Gwaltney, Mark Hall, Justin Little, Meredith Marchant, Judy Winslow
Absent: Don Curnutte

Meeting called to order by Meredith Marchant at 7:06 pm.

Motion to accept the Consent Agenda: Mark Hall. Seconded by Elaine Dairo. Motion passes.

REPORTS:

TREASURER'S REPORT / Trey Gwaltney

Monthly & YTD Financial Report

- $41,929.85 (checking)
- $195,830.22 (CDs)
- $2,298.10 net income, less $1,000 in outstanding expenses; close to net of $0.
- Took in $94,510 in ticket sales during the fiscal year (figure includes all season tickets, individual show tickets, and 2013-2014 presold tickets).

Next Step: Plan Budget Committee meeting within the next month (Trey, Meredith, Robert). Trey to look into using the software to develop a preliminary budget based on the past year's history.

Show Budgets

- Budgets for shows have not been turned in; they need to be submitted before the next meeting.
- On the Show Submittal Form, it needs to be clear that the budget should be turned in with the show proposal.
- The Directors' Handbook says the budget must be handed in once the show is approved.
- In future, a show's budget should be given to the Board when it is making the decision on the next year's shows.

Next Step: Meredith to confirm that the budget requirement is added to the Show Submittal form, and that 2013-2014 directors turn in their budgets.

BUILDING & GROUNDS / Meredith Marchant

Locks

- Robert researched cost / features of new lock system with Coffey's Locksmith in Newport News. For exterior locks only; interior locks will remain the same.
- Costs $600 to get a key code lock that does not track usage by key code; costs $1200 to get a key code lock that enables usage tracking by code. Both systems include:
    - 12 hard keys (estimate that only three are needed: Chair of Building & Grounds Committee, Board President, Fire Department)
    - Permanent codes
    - Temporary codes
- Issues / Questions
    - Key codes could be very easy to pass around (easier than a hard key); getting the $1200 system would enable us to keep track of who is using the building (or with whom the key code originated).
    - Show Director should be responsible for anyone entering the building using his or her code.
    - What are the reporting capabilities of the $1200 system? How easy is it to get a report? How often will we review a report? Who will manage it? What will we do with the information when we have it? Who will keep up with canceling codes at the end of a show?
    - Policy for building usage / key code access will have to be included in the Director / Producer Handbook.
    - What is the cost of maintenance / repair to the key code system?
    - Hard keys would need to be registered Medco keys so they could not be duplicated. This means that a person must be listed on a card kept at the locksmith shop to get a duplicate.

Electric Bill

- Has increased noticeably.
- Could be increased building usage, increased temperature, or improper shut-down of theatre.
- Question for Robert: are we using the programmable thermostats as efficiently as possible?

Floor in Lobby

- No additional information at this time.
- Robert will let us know when he gets more information.

FUNDRAISING / Mark Hall

- First corporate underwriter of the year: Modlin Printing ($100 sponsor)
- Letters will be going out this month (July 2013)

TICKETS / Shirley Barlow

- All info has been submitted to Modlin Printing; Shirley is waiting for proofs, then letters for 2013-2014 season will go out. Letters will include information about ordering tickets; One-Act Play Festival; Hamtown Harmony; Summer Youth Project; regular season shows; Aiken & Friends; Christmas show; Gentlemen of the College of William & Mary.
- Tickets and additional information about fall and winter events will go out in early October.
- Front row seats for One-Act Play Festival and the Summer Youth Project performances (general admission) will be roped off for handicapped patrons.
- Marquee / Flyers:
    - Trey will get a "summarizing" flyer / marquee for three summer events (Hamtown Harmony, One-Act Play Festival, Summer Youth Project), plus there will be individual ones for each event.

LIGHTS & SOUND / Don Curnutte

- No report

SCHOLARSHIP / Elaine Dairo

- Elaine has been keeping track of Scholarship Fund contributions, but it is duplicating what Trey does; will no longer keep a second set of books.
- Elaine will continue to keep track of expenses (these are minimal, compared with the initial set-up expenses).
- Currently making enough to cover the scholarship from concessions.
- Decision about giving an additional scholarship (for a total of two) would not have to be made before we start advertising in September; the Scholarship Committee could make a recommendation to the Board after applications have been received.

UNFINISHED BUSINESS

ONE-ACT PLAY FESTIVAL / Mark Hall & Kathy Mountjoy

- Mary Rose currently has 4-5 hours of commitments to the program; we need approximately 7 hours
    - performances will start on time (not early) so patrons will know when certain performances will take place
    - schedule needs to be posted on website, Facebook page
- Tickets
    - Tickets will be sold at the Visitor Center and the Christmas Store
    - Currently developing a ticket log

- Issues: Commitment
    - People will not commit until shortly before the festival, when Mary is personally asking them to commit
    - No commitment from judges yet
    - Saturday workshops (9am-12pm): no commitments from workshop leaders, so they cannot be advertised
- One-Act Play Festival de-briefing should be an item on the September 2013. Topics for discussion:
    - SLT is one of the few places in the state doing a One-Act Play Festival. It is original, it encourages creativity, and it could become a destination event, but not in its current form.
    - In the future, if people will not commit before a certain date, then we need to consider canceling the event.
    - Choice: force the discipline, or live with the fact that it won't be a disciplined event?
    - In the past, there has not been a deadline for submission
    - Currently, participants have nothing to lose; they don't pay anything to participate
    - Need to consider imposing a deadline, charging a submission fee, and giving a monetary prize
    - If we proceed, we need to begin in January 2014.
    - Need to address the issue of some groups having access to the theatre for practice. Gives unfair advantage.

BYLAW UPDATE / Bonnie Franklin & Mark Hall

- Proposed bylaws and Articles of Incorporation distributed
- Topic to be on agenda for August 2013 Board meeting

Next Step: All Board Members to read proposed bylaws and be ready to discuss concerns and questions at the August 5, 2013 Board meeting.

GIFTS & DONATIONS / Trey Gwaltney

- Three recent memorial gifts considered ($100 each to charity of families' choice)
- Issue: as a non-profit, we are not authorized to give money to other non-profit organizations that do not operate for the same purpose.
- Recommendation: make a donation to our own scholarship fund in memory of the person who passed away.

Motion that SLT handles memorial donations by making a $100 contribution on behalf of the theatre to the Scholarship Fund: Trey Gwaltney. Seconded by Mark Hall. Motion passes.

SLT KEYBOARD / Trey Gwaltney

- SLT owns two keyboards: one is 20 years old, one is 10 years old.
- Using the older one for SYP; newer one is not working correctly.
- Cost to repair the 10-year-old keyboard:
    - $1,385 (was originally purchased with grant money)
- Cost to replace the keyboard:
    - Yamaha CLP440: $3,422 plus $145 delivery
        - Best sound; useful for rehearsals (for shows, sound runs through the house anyway)
        - Split keyboard (SLT does not need that feature)
        - Better set of speakers
    - Yamaha CLP430: $2,500 plus $145 delivery (Trey's recommendation)
        - Weighted keys
        - Multiple instruments
- Keyboard was initially purchased using a grant from the E.K. Sloan Fund, from the Hampton Roads Community Foundation

Next Step: Shirley to contact the Foundation about getting another grant, and to ask whether they have to pay for the instrument directly, or whether they can reimburse us if we pay for a new instrument. Shirley to contact Mark Hall for help with writing the grant if needed.

MENTOR DIRECTORS / Meredith Marchant

- *A Christmas Carol*: Cecil Gwaltney confirmed.
- *Drowsy Chaperone*: Peter Natale?
    - Jeff Johnson has talked to Peter Natale about being a mentor director, pending Board approval.

Motion that Peter Natale be approved as a mentor director for Drowsy Chaperone, and that Cecil Gwaltney be approved as a mentor director for Christmas Carol: Mark Hall. Seconded by Shirley Barlow. Motion passes.

NEW BUSINESS

TICKET REQUEST E-MAILS / Shirley Barlow & Meredith Marchant

- Meredith off of the ticket e-mail list

TECH HELP FOR HAIRSPRAY / Meredith Marchant

- Don will design lights & sound
- No one to run lights & sound as of this time

REQUEST FOR USE OF THE THEATRE / Meredith Marchant

- Virginia Choral Society, October 13 @ 3pm
    - Okay with Don Curnutte and Robert Cox
    - Need to check with Kristen & Katie
- Army Band, October 10
    - okay with Don Curnutte and Robert Cox
    - No rehearsal scheduled for Kristen & Katie that day
- Our current Request form (from website) is keeping us from getting some necessary information; we need to remove the "Stop here" line from the application so we can get answers to the questions.
    - Insurance: Nothing on Request form (from website) about needing insurance, but we do need that information from both organizations.
    - Admission: method of ticket sales, or free admission
- Need to identify a Board Member in Charge for each event.

Next Step: Judy Winslow and Trey Gwaltney to review the Request form and make recommendations for updating it to address insurance information; ticket sales; sale of alcoholic beverages, etc.

Next Step: Meredith Marchant to talk to the directors of the fall show regarding the two requests for use of the theater.

Motion to grant Meredith Marchant the authority to accept the applications for use of the theatre contingent on approval of the fall show directors and on receipt of proof of insurance and ticket sale information from the two requesting organizations: Mark Hall. Seconded by Elaine Dairo. Motion passes.

ALCOHOL AGREEMENT FOR OUTSIDE GROUPS / Meredith Marchant & Trey Gwaltney

- Standard agreement for all outside groups
- Trey will send sample form via e-mail
- Money has to run through SLT, as the license-holder. Accounted through wine sale category.
- ABC Manager from the SLT Board has to be on-site.
- Questions:
    - Is it legal for us to get a cut of the profits?
    - Can we set the price of the bottle to the outside group?
    - Can we charge a processing fee? (Example: $35 fee if the group will be serving alcohol)

COSTUME PURCHASE / Shirley Barlow

- Purchase of costumes (from *1776* play)
- Currently loaned out from time to time for town activities and Heritage Day; individual would like to purchase the costumes.
- Decision not to sell the costumes; we do not want to set this precedent.

JACK DIEFENBACHER (GIFT) / Shirley Barlow

- Home from the hospital
- Shirley sent get-well card
- No further gift planned at this time.

ADJOURNMENT

Motion to adjourn: Mark Hall. Seconded by Judy Winslow. Meeting adjourned at 10:12 pm.

SLT Board of Directors Meeting
Monday, August 5, 2013, 7:00 pm
Location: Smithfield Little Theatre

BOARD MEMBERS

Present: Don Curnutte, Elaine Dairo, Bonnie Franklin, Trey Gwaltney, Mark Hall, Judson Little, Meredith Marchant, Judy Winslow

Absent: Shirley Barlow

Meeting called to order by Meredith Marchant at 7:16 pm.

Motion to accept the Consent Agenda: Mark Hall. Seconded by Don Curnutte. Motion passes.

REPORTS

Treasurer's Report / Trey Gwaltney

- $37,600.62 checking
- $195,830.22 cds
- $17,174.07 scholarship account
- $10,018.26 escrow account

Show Budgets / Meredith Marchant

- Estimated income and expenditures: $98,000
  - Less than last year's estimate of $115,000 because of *Oliver!* being a 4-week show
- Estimated total ticket sales for 2013-2014: $79,000 (down from estimate of $90,000 in 2012-2013)
  - 2012-2013 actual total ticket sales were $94,500, with actual season ticket sales of $56,800 (under the budgeted amount of $58,000)
  - 2011-2012: season ticket sales of $57,940
- Looking for $15,000 from corporate donors, and $15,000 from public support
- CDs will net us almost $1,000
- Budgeted $18,500 for Facility (includes lighting equipment, repairs and maintenance, sound equipment)

- Proposal to spending $40,500 on shows:
    - *Hairspray*: $16,000 (three week show)
    - *Dining Room*: $7,000 (three week show) – Barbara McGeorge has not submitted budget; said to use budget for last winter show. (*Sting*: cost $7,000, brought in $26,000)
    - *Drowsy Chaperone*: $13,500
    - *Christmas Carol*: $4,000
- 2014-2015: Head of Reading Committee needs to make sure play submissions have budgets with them
    - Meredith to task Jeff with developing a Director/Play Submission Form (budget, play, etc.); it can be based on Trey's show accounting breakdown.
    - Directors responsible for getting royalties.

Motion to move $1,000 from <u>Dining Room</u> budget to the Facilities & Equipment account, leaving <u>Dining Room</u> with a budget of $6,000: Mark Hall. Seconded by Elaine Dairo. Motion passes.

Motion to approve the new amended budget for 2013-2014: Mark Hall. Seconded by Elaine Dairo. Motion passes.

<u>Building & Grounds / Meredith Marchant for Robert Cox</u>

Code Locks

- Total cost for locks w/usage download, including Medco keys and new exterior locks: $1,400.
    - Includes handheld device used to retrieve info; plug into computer to download the information.
    - Maintenance: replace batteries periodically.
    - Stores up to 2,000 codes.
    - Can be set up for Medco keys; record kept at lock shop of who is authorized to get copies of keys.
    - Would require changing cylinders on all exterior doors at a cost of $50 each.
    - Williamsburg theatre uses this system and loves it, according to Peter Natale.
- Keys would be given to Buildings & Grounds (Robert), Board President (Meredith), and the Fire Department.
- Code management
    - One code would be given to the director of a play
    - Director is responsible for giving it out.
    - Code expires at the end of the play.

- Combination lockbox would be useful for storing keys for interior doors and for storing the handheld device for downloading code information.

Motion to move forward with keycode locks and Medco keys: Elaine Dairo. Seconded by Judson Little. Motion passes.

Programmable Thermostats

- Currently not using them.
- Behrands Mechanical estimates that it would cost approximately $1,000 (thermostats plus installation) to switch all four zones to programmable.
- Increased cost of utilities coming from increased theatre activity and the use of full lights for rehearsals.

Fundraising / Mark Hall

- Letters will be going out soon.
- On same schedule as last year.

Tickets / Shirley Barlow (by email, 7.30.13)

- 636 letters regarding season ticket orders and upcoming events were sent on July 30, 2013

Technical / Don Curnutte

- See Unfinished Business and New Business.

Scholarship / Elaine Dairo

- Clarification of discussion from previous meeting: the Scholarship Committee would need to make a proposal to the Board in order to award more than one scholarship or to increase the amount of the scholarship.

UNFINISHED BUSINESS

Bylaws: Points of Discussion

- Role of Treasurer
  - What about role of Treasurer after Trey comes off Board?
  - Need to look at the wording to see if there is enough flexibility with the Treasurer to be a non-Board member, if desired.
  - Could approve Bylaws as-is, but address it in the future, before Trey's term ends.
  - Could make it possible for the Treasurer to be a committee chair, or a non-voting Board member.
- Nominations
  - The Bylaws draft says that a nominee must be a current member.
  - The way it is written now, the nominating can ask someone to pay their dollar, then nominate them.
  - Might be a matter of a policy for the Nominating committee.
- Vice President
  - Vacancy issue
- Purpose
  - Purpose in Articles of Incorporation not meshing with "theater arts" wording in proposed bylaws.
- Articles of Incorporation
  - Date of annual meeting would need to be changed

Decide on Theatre/Theater

- Registered as "Theater" but everything we do is "Theatre" (including liquor license)
- This is the time to change it if we want to.

Motion to act as Smithfield Little Theatre (spelled "re") instead of Smithfield Little Theater (spelled "er") contingent upon advice of counsel: Elaine Dairo. Seconded by Mark Hall. Motion passes.

Motion that SLT's Articles of Incorporation be changed and refiled with the state: Elaine Dairo. Seconded by Judson Little. Motion passes.

Motion that, after the Articles of Incorporation are changed pending the advice of counsel, the Bylaws be presented to the membership with the recommendation that the membership approve the Bylaws: Elaine Dairo. Seconded by Mark Hall. Motion passes.

Next Step: Mark Hall will work with Al Jones on updating and refiling the Articles of Incorporation (changes: move annual meeting to July; revise the purpose; change the spelling of the name).

Approve/Deny Changes to the "Handbook" / Meredith Marchant

- Says that when you submit a show proposal you must submit a production budget to the Board for approval. Sample budget sheets attached.
- Will add wording from VII 2 and VII 3 of the Bylaws:
    - **VII 2. Management of Funds.** All funds are deposited in bank or other depositories as designated by the Board. No non-budgeted disbursements in excess of $100 will be made without authorization by majority vote of the Board.
    - **VII 3. Production Budget.** The Board approves and authorizes the budget for each production undertaken by the Theater. A director must have prior approval from the Board before exceeding his or her authorized budget for a production.

Next Step: Bonnie to type Handbook (from website) if a Word file cannot be located.

Purchase Box for Rehearsals / Don Curnutte

- Would be used for sound during rehearsals

Motion to purchase a box: Elaine Dairo. Seconded by Trey Gwaltney. Motion passes.

NEW BUSINESS

***A Christmas Carol*: Additional Shows / Julian Bouchard**

- Currently, five shows (December 12, 13, 14 (x2), 15)
- Rehearsal: four weeks of offsite rehearsals (because of *Hairspray*); total 7.5 weeks
- Heavily focused on acting
- Requesting shows on December 19, 20, 21 (8 shows total)
- Benefits: actors/crew get to do more shows; house will get its money's worth ($5,200 v. $7,000 at $5 price)

Motion to add three extra performances to the Christmas Show on December 19, 20, 21 for a total of eight shows: Elaine Dairo. Seconded by Judy Winslow. Motion passes.

***A Christmas Carol*: Ticket Prices / Meredith Marchant**

- Possible ticket prices: $5 17 and younger / $10 18 and up
- Honor system; would not ask for proof of age

Motion to set the ticket prices for the Christmas Show at $10 for adults 18 and older, and $5 for children 17 and younger: Elaine Dairo. Seconded by Bonnie Franklin. Don Curnutte abstaining. Motion passes.

Lighting Proposal / Julian Bouchard & Daniel Moretz

- *Hairspray*, *Christmas Carol*: similar needs with changing color palettes.
- Looking at smoke, fog, and haze machines (three different items)
    - Fog machine we have now is broken
    - Haze machine (translucent droplet; water-based) is more of a luxury item than a fog machine
    - Haze machine / fog machine could integrate into the light board ($1,250 each)
- Julian is willing to put some of the *Christmas Carol* budget towards a smoke machine.
    - Lights more important than fog, for his show
    - Looking for a commercial smoke machine that could be worked into the system
- Lighting upgrade has two areas: 1) systems, 2) fixtures
- Barbizon came for free assessment of lighting system
    - Conventional Lights
        - Cheapest possible way to upgrade is to add more conventional lights and connection points, without taking anything out
        - Current dimmer rack has 72 dimmers; can add 24 more to the rack. To do that, we have to wire.
        - If we don't go with LEDs, would do conventional lights with washes over them.
    - LED Lights
        - Require power and data connection
        - Can get any color in the spectrum
        - Don't want to add too many LEDs without upgrading system; can damage LED lights
        - Savings in a/c costs, gel costs. 575 watt light (conventional) to 75 watt light (LED)
        - Big benefit: gels cause a lot of loss of light. LEDs: colors are intense, because they don't lose the intensity found in white light.
    - Time and dollar estimate expected before September Board meeting.
- Don recommends looking at updating system no matter what.

Virginia Green Program / Judy Winslow

- Postponed until next meeting.

Smithfield Coupon Book / Meredith Marchant

- Smithfield coupon book
- Decision made to not participate.

Movie Night / Mark Hall

- offered by Paul D. Camp; free and open to the public
- Thursday, September 19
- Will help to bring young people into theatre;
- What format for film? Do they bring equipment?

Motion to approve Paul D. Camp's request to use the theatre, provided that the technical aspects can be worked out between parties: Mark Hall. Seconded by Judy Winslow. Motion passes.

Ad Exchange with The American Theatre / Meredith Marchant

- We don't include ads, currently
- Decision not to exchange ads at this time.

Alcohol agreement (for outside groups wanting to serve alcohol) / Meredith Marchant

- Meredith & Trey have worked on agreement
- Will be part of policy manual
- One sheet (for person on duty) – how many bottles to start, how many at end. Outside group pays for all open bottles.

Motion to accept alcohol agreement devised by Trey Gwaltney and Meredith Marchant: Elaine Dairo. Seconded by Don Curnutte. Motion passes.

Next Step: Meredith or Trey to forward a copy to Bonnie.

Adjournment

Motion to adjourn: Mark Hall. Seconded by Elaine Dairo. Motion passes. Meeting adjourned at 10:34 p.m.

<u>Upcoming Meetings</u>

- Monday, September 9, 2013 at 7pm
- Monday, October 14, 2013 at 7pm
- Monday, November 11, 2013 at 7pm
- Monday, December 9, 2013 at 7pm

Board of Directors Meeting
Monday, September 9, 2013, 7:00 pm
Location: Smithfield Little Theatre

Attendees: Shirley Barlow, Don Curnutte, Elaine Dairo, Bonnie Franklin, Trey Gwaltney, Mark Hall, Judson Little, Meredith Marchant, Judy Winslow

Call to Order: 7:11 pm

Consent Agenda

- August 5, 2013 minutes
- Lobby floor to be left as-is for now (per Robert Cox)
- Robert Cox getting someone to fix the hallway carpet
- New program chair: Jennifer Molesworth-Strother (*Oliver!* mom); will be overseen by Kim Norman, Meredith Marchant

> *Motion to approve the Consent Agenda as presented: Mark Hall. Seconded by Judson Little. Motion passes.*

COMMITTEE REPORTS

Treasurer's Report / Trey Gwaltney

- Checking account: $53,229.43
- Four CDs: 196,088.48
- Scholarship account: $17,174.07
- B&G Escrow account: $10,289.98
- Season ticket sales amount reflects season ticket money that has come in as of today ($19,880 / 489 tickets)

Fundraising / Mark Hall

- A couple of new corporate sponsors
- More detailed update to be presented next month

Tickets / Shirley Barlow

- 489 season tickets (money deposited)
- $975 in donations
- Letter to go out on October 1, 2013 with season tickets and information about upcoming events
- Issue: no phone in lobby so Shirley can get calls from ticketholders on the night of a show
- No confirmed date yet for Gentlemen of the College of William & Mary
    - Packed last year; turned some people away

    - If show is filled again this year, consider doing two shows next year
    - SLT pays them to appear
- Virginia Choral Society not through Smithfield Music. Date already approved for Sunday, October 13.

Scholarship / Elaine Dairo

- Updated call/contact list with Jeff Johnson
- Elaine will follow up with schools in January (closer to application deadline)
- No major changes to process
- Information is on the website, and Jeff Johnson has made preliminary contact with 13 schools

UNFINISHED BUSINESS

Play Submission Application / Jeff Johnson

- Presented application template
- Trey suggested adding a budget worksheet that mirrors the format of the Show Income/Expense report
- Form to note that applicants can contact the Treasurer for expenses from comparable shows

Motion to approve the Play Submission Application with the amendment of adding an itemized budget worksheet: Mark Hall. Seconded by Elaine Dairo. Motion passes.

- Jeff proposes a submission deadline of January 15 so the Reading Committee has time to read, check references, etc.

Motion to establish a deadline of January 15 for play submissions: Elaine Dairo. Seconded by Mark Hall. Motion passes.

One-Act Play Festival Follow-Up / Mark Hall, Kathy Mountjoy, Mary Rose

- Presented summary of the 7th Annual One-Act Festival goals, positives, negatives
- Financial summary: net cost to SLT of $1,428 (income $725; expense $2,153)
- Attendance: 145 tickets @ $5
- Mary Rose: event presents a unique opportunity for writers to try something for the stage
- Mark expanded Mary's previous mailing list (area theaters, high schools); it will take a couple of years to build the list. Quality of list also depends on recipients' communication with their own people.
- Issues:
    - Commitment; participants don't commit until right before the festival
    - Quality of entries
    - Large stress on technical team (Daniel M.)
    - Publicity; without commitments, official schedule can't be published and promoted

- Solicitation of Participants; many people don't commit until Mary personally calls them and encourages them to participate.

- Opportunities for Improvement:
  - Participants need to have some stake in the event (for example, pay a $25 entry fee); right now they have nothing to lose if they drop out
  - Participants need some technical time to do a good program
  - Require a commitment 30 days before the event
    - Publicity would be more detailed
    - Tourism can help to promote the event if they can present details, not just a generic event description
    - Educational components can be structured around what is being done in the festival
  - Offer a cash prize

Motion that the committee (Mark Hall, Kathy Mountjoy, Mary Rose) meet before the October 2014 Board Meeting and come back with a proposal for restructuring the One-Act Play Festival to be voted on at the meeting: Trey Gwaltney. Seconded by Don Curnutte. Mark Hall abstaining. Motion passes.

<u>Virginia Green / Judy Winslow</u>

- Recycling program needed (lobby, backstage)
- Trash cans in lobby need to be replaced with one trash can and one recycling receptacle
- Container for cigarette butts needed outside

Motion to authorize Judy Winslow to spend up to $200 to purchase a new recycling can and a new trash can for the lobby and a new cigarette butt container for outside: Mark Hall. Seconded by Elaine Dairo. Motion passes.

- Meredith has requested in the past that we have recycling bins at the theatre (no cost to SLT); per Mark, recycling is not free for businesses.
- Currently, SLT pays for trash pick-up; does not have recycling bins.

Next Step: Get update from Robert about current trash/recycling situation, then check with town to see if SLT is eligible for free recycling pick-up (Meredith Marchant)

<u>Box, Lighting, Haze Machine / Don Curnutte</u>

Box – Purchased for $200

- Can plug in headphones, cd player, use with phone, ipad (Bluetooth)
- Eliminates need for Don, Daniel to run sound at auditions, rehearsals
- Has battery in addition to power cord

Barbizon Lighting Proposal

- $24,000 (infrastructure only; does not include any lighting)
- $18,000 for all the lights, without ideal setup
    - If we purchase lights a few at a time over a period of years, the lights won't necessarily match
    - Over next three years lights will continue to get better, but not necessarily cheaper
- Benefits to updated lighting
    - Cutting electricity costs
    - Updating SLT technologically
- Funding options
    - Apply for a grant, since immediate replacement is not a necessity
    - Earmark funds over a three-year period
    - Cash in a CD
    - Buy the lights in stages (approximately $7,000 per year for three years) to end up with 21 lights

Next Steps: Mark Hall will investigate grants and other options for purchasing new lights, and present information at the next meeting. Don Curnutte will evaluate current lights and replace those that are broken or unsafe with existing budget money.

Haze Machine

- Haze machine could be used for both *Hairspray* and *A Christmas Carol*.
- Fan would be needed to blow away the haze
    - $80/gallon
- Need a skilled person to run the machine
- Should make sure patrons know ahead of time when it will be used

Motion to spend $1300 to purchase a haze machine: Trey Gwaltney. Seconded by Mark Hall. Motion passes.

<u>By-Laws / Mark Hall, Bonnie Franklin, Don Curnutte</u>

- General Membership meeting to be held at the beginning of the October 14, 2013 Board Meeting (7:00), followed by a regular Board meeting at 7:30.
- Notification:
    - Ad in *Smithfield Times*
    - Email to general membership
    - Website
    - Facebook
- Criteria:
    - Five board members present
    - One week's notice of general membership meeting

Next Step: Bonnie to send a letter (by email) to members explaining three points to be voted on; send notice to Smithfield Times; and create a handout to distribute at the October 14 special General Membership meeting.

Code Locks / Meredith

- Issue: The lock for which we got a quote cannot be put on the back stage doors because of the push bar. If we decide not to proceed, we will have to pay a restocking fee.
- Options:
  - Pay extra money (no exact quote yet) to enable the code lock to be put on the push bar
  - Put code lock on the side door (side door near lobby, on stage left side); however, person entering would have to walk from that door to the lobby to turn off the alarm.
- Issue: getting backstage with no lights. Could link a backstage light with a hallway light, so that when the hallway light turns on, the way to backstage is lit

Next Step: Find out the true cost of having the code lock installed on the back stage door (Meredith / Robert), then make a decision about whether to proceed or not.

Green Mountain Coffee Roasters / Meredith

- K-cups donated from Green Mountain; can ask for more when initial stock runs out
- Lisa Perry donating a Keurig machine to SLT
- Need to figure out where to store coffee
- Can also purchase tea, hot chocolate, etc.

UNFINISHED BUSINESS

Wig Room / Props

- Not currently under costumer (especially props); currently no Props committee
- Robert recommended to Meredith that we appoint someone to be in charge of these areas
- Trey: recommends a theatre workday, with designated people in charge of furniture, props, lighting stuff for the clean-up day

Next Step: Plan a major clean-up day with department heads in Jan 2014.

Silent Auction Ticket Donation / Shirley Barlow

- Request for two sets of season tickets
- Shirley will call the requestor, and she can pick up the tickets at Tourism

Motion to donate three sets of opening night tickets (three for each show): Trey Gwaltney. Seconded by Mark Hall. Motion passes.

Tourism Request / Judy Winslow

- Request to use SLT parking lot, outdoor outlets, and water for Olden Days Car Show in June 2014; request for car owners to have access to indoor restrooms.

- Smithfield Center will not be open; setting up for a wedding that day.
- SLT calendar is clear

Motion to allow the use of the SLT parking lot for the car show portion of Olden Days 2014, and to allow the use of the exterior outlet and water, from 8:00 a.m. – 5:00 p.m., with no access to the building: Mark Hall. Seconded by Shirley Barlow. Judy Winslow abstaining. Motion passes.

Motion to adjourn: Shirley Barlow. Seconded by Don Curnutte. Motion passes. Meeting adjourned at 10:05 p.m.

UPCOMING MEETINGS

- Monday, October 14, 2013
    - 7:00 General Membership Meeting (By-Laws Vote)
    - 7:30 Regular Board Meeting
- Monday, November 11, 2013 at 7pm
- Monday, December 9, 2013 at 7pm
- Monday, January 13, 2014 at 7pm
- Monday, February 10, 2014 at 7pm
- Monday, March 10, 2014 at 7pm
- Monday, April 14, 2014 at 7pm
- Monday, May 12, 2014 at 7pm
- Monday, June 9, 2014 at 7pm

Board of Directors Meeting / Special Membership Meeting

Monday, October 14, 2013 7:00 pm

Location: Smithfield Little Theatre

Board Members in Attendance: Shirley Barlow, Don Curnutte, Bonnie Franklin, Trey Gwaltney, Mark Hall, Judson Little, Meredith Marchant. Absent: Elaine Dairo, Judy Winslow.

Theatre Members in Attendance: Kaitlin Bowles, Roy Chesson, Robert Cox, Jeff Johnson, Gary Parsons, Dan Steiger.

Call to Order: 7:02pm

Special Membership Meeting

Amended Bylaws / Mark Hall

The proposed Bylaws were developed for the purpose of bringing them up to new standards with consideration for modern technology (for example, e-mail voting). The Bylaws committee worked for several months, and sought input from 501(c)3 experts, legal counsel, and a CPA; all of them agree that updating the Bylaws is a good move.

> ***Motion that the SLT Membership accept the Bylaws as proposed and as recommended by the Board: Mark Hall. Seconded by Dan Steiger.***
>
> ***Motion to amend Bylaws Section VI.6 (Meetings / Action Without Meeting) to add the following sentence: "When votes are taken by email, each email ballot shall be printed and kept with the minutes of the next regular board meeting following the email vote." Motion presented by Robert Cox. Seconded by Jeff Johnson.***
>
> ***Mark Hall and Dan Steiger accept the amendment to the original motion. The motion to accept the updated Bylaws with the amendment to Section VI.6 passes.***

Regular Board Meeting

Consent Agenda / Meredith Marchant

Motion to accept the Consent Agenda (September 9, 2013 Minutes): Mark Hall. Seconded by Shirley Barlow. Motion passes.

Committee Reports

Treasurer's Report / Trey

- Checking Account: $85,685.86
- Four CDs totaling $196,088.48
- Scholarship Account: $16,174.07
- Building & Grounds Escrow Account: $10,291.73
- If we anticipate a drop in season tickets, then we need to keep that in mind when we're approving budgets for big musicals. Right now, each show gets just over $16K.

Fundraising / Mark

- Have some new sponsors who have never sponsored before
- Some former sponsors haven't contributed yet; Mark to follow up.
- Mark to give list of sponsors to Jennifer (Programs) tomorrow.
- Names to appear on website, too.

Tickets / Shirley

- $9,760 from donations
- 1,262 season tickets sold; last time this year, 1,439. 14% decrease.
- Marketing committee already sanctioned (includes Mark, Judy, Jeff and others). Discussions will include ticket pricing.
- Mailed out first week & second week of tickets. Third week of tickets to go out this week.
- Have lost groups (Warwick Forest, group from Hopewell).
- Question: continue sending one set of complimentary tickets to Joseph Luter III? Mark's suggestion: send tickets to C. Larry Pope, CEO.

Motion to offer opening night student tickets for $5, reservations recommended: Judson Little. Seconded by Mark Hall.

Unfinished Business

Medco Locks / Robert

- $50 per lock to change locks over and make keys (6 doors / $300)
- Through Coffey's, Newport News
- With current system, can tell what security code was entered; can't tell who entered it.
- Issues: Lights, a/c, heat, doors not secured. System won't tell you anything about who closed up.
- Educational program for anyone who has Medco keys might help.
- May be a possibility to require a security code in order to leave.
- Trey: problem we keep coming back to is the thermostat not being turned off.
    - Four main ones, plus a couple of others.

Motion to table the key issue and gather information about thermostats, to be presented at the next Board meeting: Trey Gwaltney. Seconded by Mark Hall. Motion passes.

Wig Room, Prop Area / Meredith Marchant

- Shannon Martin, Elma White are in charge of costumes. They do take care of the Wig room, but not the props.
- Robert handles furniture; "props" includes anything you can put on a shelf.
- Wait until cleaning day to clear things out, then find someone to keep it organized

One Act Play Festival / Mark Hall

- Tabled until next month.

Summer Youth Project / Trey Gwaltney, Judy Winslow

- Tabled until next month.

Virginia Green / Meredith Marchant for Judy Winslow

- Ash can is in place for cigarette butts.
- Need to see if Judy still has enough of the budgeted money ($200) left from ash cans to get new trash can / recycling can.

Grants for New Lights / Mark Hall

- Cannot get through right now with Smithfield Foods
- Dominion Power: said that SLT might be able to get something by the end of this year; said we should also apply next year. Estimate: $5,000 range.
- Mark to apply for the Dominion grants, and then apply to Smithfield Foods when the timing is better.

Railing / Meredith Marchant

- Location: between 1st and 2nd rows on the stage right side
- Patron sent donation specifically for a railing; big drop from aisle steps to floor on that side
- Meredith to talk to Robert about it.

New Business

James Ford Request

- Timing is a problem (LED lights need to be packed immediately following the last *Christmas Carol* performance, and there will not be enough time to reset for Mr. Ford's show)
- Cannot offer facility for this function on this date.

> ***Motion for Meredith to decline Mr. Ford's request: Mark Hall. Seconded by Judson Little. Motion passes.***

Board Member Assigned to Each Theatre Request

- Require that, before a special event will be approved, a Board Member agrees to be the liaison.
- Assigned Board Member agrees to sponsor the event, be the liaison between requesting agency and SLT, handle logistics and correspondence, be present during the event.
- Add name of Board Member sponsor on Proposal to Utilize the SLT for An Event form
- Board Member Sponsor Checklist needs to be developed. Judson Little to coordinate a checklist with Don Curnutte.

New Sound Board

- Sound board stopped working briefly during a concert.
- Have not identified problem / solution after pulling sound board apart, but it is working.
- Board was a demo; 12 – 13 years old.
- Not enough channels on board to set up Trey's band. 24 channels, less 12 vocal mics & backstage mic, doesn't leave many for the band.
- Robert found spare board at American Theatre (like our current board) that we can have at a moment's notice.
- Estimate for new sound board: under $15,000; probably more like $12,000.
- Getting a new board now would be a nightmare because of the short time to overcome the learning curve.
- It would be good to have the new board in place for *Dining Room*; very important to have it for *Drowsy Chaperone*.
- Decision: Stick with the current board for *Hairspray!*, and borrow the one from the American Theatre if needed. Start researching the purpose of a new sound board, with a potential purchase date between *A Christmas Carol* and *Dining Room*.
- Don to bring a proposal to the Board at the next meeting. The Board will also need to discuss the source of the funds (checking, or cashing in a CD).

Motion to Adjourn: Mark Hall. Seconded by Judson Little. Meeting adjourned at 9:13 p.m.

UPCOMING MEETINGS

- Monday, November 11, 2013 at 7pm
- Monday, December 9, 2013 at 7pm
- Monday, January 13, 2014 at 7pm
- Monday, February 10, 2014 at 7pm
- Monday, March 10, 2014 at 7pm
- Monday, April 14, 2014 at 7pm
- Monday, May 12, 2014 at 7pm
- Monday, June 9, 2014 at 7pm
- Monday, July 14, 2014 at 7pm (Annual Membership Meeting)

SLT Board of Directors Meeting

Monday, November 11, 2013 7:00 pm
Location: Smithfield Little Theatre

Board Members in Attendance: Shirley Barlow, Elaine Dairo, Bonnie Franklin, Trey Gwaltney, Mark Hall, Judson Little, Meredith Marchant. Absent: Don Curnutte, Judy Winslow.

Call to Order: 7:06 pm

Consent Agenda / Meredith Marchant

Motion to accept the Consent Agenda (October 14, 2013 Minutes): Trey Gwaltney. Seconded by Mark Hall. Motion passes.

E-Votes Since Last Meeting

- Haze Machine / Fire Alarm (Voted to turn fire alarms off during use of haze machine and designate a fire monitor to patrol the building.)
- Parking Lot Permit Application (Voted to discuss at the November 2013 Board Meeting instead of signing the permit application right away.)
- Sound Board Purchase (Voted to purchase a new sound board since the old one was malfunctioning.)
- Vocal Mic Purchase (Voted to purchase two additional wireless vocal mics for use during *Hairspray*.)

COMMITTEE REPORTS

Treasurer's Report / Trey Gwaltney

- Checking Account: $82,967.68
    - Does not reflect the wire transfer to purchase the new sound board (around $15,000)
    - Are we comfortable with the level of the checking account? Decision to leave it for now. Money from cashing in a CD would be available within a day if needed.
- Four CDs totaling $196,248.11
- Scholarship Account: $16,174.07
- Building & Grounds Escrow Account: $10,293.42

Corporate Underwriting / Mark Hall

- Great year; over $5,000.
- Several new donors, including Smithfield Tuxedo, Prime Media, Gimme Shelter, Smithfield Station, Starr Motors, Wharf Hill Antiques, Meadowbrook Farm Bed & Breakfast.

Tickets / Shirley Barlow

- Opening night: approximately 30 students took advantage of the $5 student ticket offer. Two people from the PCT Board attended.
- Should have about 30 more season ticket holders (around 1300 this season)

OLD BUSINESS

One-Act Play Festival / Mark Hall, Mary Rose

- Goals: put on a quality event; present diverse content and talent; provide an opportunity for new works to be performed; educate audiences and participants in pushing boundaries in creative theatre; draw local and regional audiences and artists; build the pool of actors and directors for SLT; build the SLT brand in the regional market as a creative destination; draw grant funds; contribute to overhead at some point (break-even or small profit)
- Strengths: participants present original material; unique event in Virginia; ticket sales were higher in 2013; had some high school participation; drew some new people to SLT
- Issues: last minute commitments mean that event cannot be planned well and cannot be promoted and publicized effectively. In 2013 the planning started earlier but didn't get better results in terms of earlier commitment.
- Cost: approximately $1500
    - Judges: hotel, one $150 meal (total for all judges)
    - Smithfield Station would do rooms for $138, reception on Friday included in rate.
- Plan for 2014:
    - January: start publicizing the event to high schools, regional theatres, and community theatres. Kathy Mountjoy willing to meet with theatre teachers in schools, talk about participation.
    - March: follow up and encourage people to commit to event.
    - May: last call for participants. Line up judges.
    - June 1: deadline to have participants, judges, and workshops lined up.
        - If enough material, do Friday night / Saturday event with Saturday evening awards.

        - If a small response, do everything on Saturday, with workshops on Saturday morning. The workshops are a draw for high school groups. Question: what is the minimum needed to put on the event? Maybe 4 – 5 hours of performance time?
        - Provide information to Judy Winslow so she will know whether to promote a 1-day or 2-day event through Tourism
    - Fees / Prizes / Awards:
        - Same ticket prices ($5 / day).
        - One winner in each category (no second/third places)
        - May charge a participation fee in the future, but not in 2014.
        - May award cash prizes in the future, but not in 2014.
    - Grants: look into grants from the Business Consortium for Arts Support and the Virginia Commission for the Arts
    - Timing:
        - Should be a set weekend each year (for example, first weekend in August)
        - One-week blackout before Festival; how would that work with Summer Youth Project?
        - With earlier commitments, can schedule tech time ahead of time.

    Next Step: Trey and Judy will be presenting a SYP proposal and schedule at the December 2013 Board meeting. Board can look at the SYP / One-Act schedules at that time.

<u>Grants for New Lights / Mark Hall</u>

- Dominion Foundation has potential grants (possibly 4 figures) under environmental stewardship program (efficient use of energy). Mark has been advised to apply this year and next year.
- Questions: Can we apply now? Are they willing to kickstart the effort? What is our time frame for purchasing the lights? At the November meeting, we discussed the possibility of setting aside money for lights over the next three years, then purchasing.

<u>Automatic Thermostats / Meredith Marchant and Robert Cox</u>

- $1000 for four of the seven thermostats to be replaced.
- Need to confirm that they will revert to programmed settings at a specified time.

<u>Trash Can, Recycling Can / Judson Little for Judy Winslow</u>

- Black trash can, blue recycling can have been purchased for the lobby.

NEW BUSINESS

Julian Bouchard / Christmas Carol Budget Proposal

- Budget comparable to 2012 *Best Christmas Pageant Ever*
- Lighting: *Hairspray* rented LEDs for $1140 (tech week through end of show). Quote for *Christmas Carol* is $900.
- Julian requests additional funds (up to $900) for light rental
- 8 shows, $5 children / $10 adults. Sell-out show at $5 rate would bring in $8000.
- Tickets available for sale by the end of this week at the Visitor Center / Box Office
- Dec 12, 13, 14 (2 shows), 15, 19, 20, 21 (1 show)

Motion to provide $900 to rent lights: Shirley Barlow. Second: Mark Hall. Elaine Dairo abstains.

Marketing Team Intern (Eric Sparks) / Mark Hall

- SLT Marketing Team is overseeing Eric Sparks, an intern from CNU. His task is to complete a market analysis / trend analysis over the next six weeks (completion date in December).
- SLT Marketing Team has a longer time frame, possibly the end of the 2013-2014 season. Future stages of the process will include the planning stage and the implementation stage.
- Many topics are up for discussion: online ticketing; constant contact emails; accepting credit cards; pricing; patron care; fees for facility use; fees for use of tech team.

Haze machine / Meredith Marchant

- When the haze machine is running, the smoke alarms and the backstage air conditioning are turned off. Our understanding is that Daniel calls the alarm company so they know he is turning off the smoke alarms. The manual fire alarms still work, and the automatic alarm will activate if the sprinkler system detects a fire and any individual sprinkler activates.
- Not a good practice to get in the habit of turning off fire alarms
- What is the potential impact in case of fire? Is our coverage affected?

Next Step: Trey to check our insurance policy to see what it says.

- According to Daniel's research, other theatres use special sensors that are not affected by use of the haze machine.

- The fire patrol person for *Hairspray* is a cast member. His on-stage time has increased since he took on the fire patrol responsibility, and he is also helping with the stage crew.

Next Step: Meredith to inform the Hairspray directors that they need to assign the task of fire patrol to a different person.

Parking Permit Information

- Looked at plans for new parking area.
- SLT could use the spaces, per the current agreement between Smithfield Foods and SLT.
- Timeline: construction from January – May

Motion that SLT cosigns the parking lot construction permit application as requested by Smithfield Foods, with the understanding that the current parking agreement will apply to the new parking spaces: Elaine Dairo. Seconded by Mark Hall.

E-Votes / Bonnie Franklin

- E-Votes need to start with someone making a motion
- The motion should be sent to Meredith, who will then send the e-mail to the Board for votes.
- All votes need to be by email so they can be printed and stored with the next month's minutes, per the Bylaws.

Motion to adjourn: Trey Gwaltney. Seconded by Mark Hall. Meeting adjourned at 10:00 pm.

Upcoming Meetings

- Monday, December 9, 2013, 7 pm
- Monday, January 13, 2014, 7 pm
- Monday, February 10, 2014, 7pm
- Monday, March 10, 2014, 7pm
- Monday, April 14, 2014, 7pm
- Monday, May 12, 2014, 7pm
- Monday, June 9, 2014, 7pm
- Monday, July 14, 2014, 7pm (Annual Membership Meeting)

SLT Board of Directors Meeting

Monday, December 9, 2013 7:00 pm
Location: Smithfield Little Theatre

Board Members in Attendance: Shirley Barlow, Don Curnutte, Elaine Dairo, Bonnie Franklin, Judson Little, Meredith Marchant, Judy Winslow. Absent: Trey Gwaltney, Mark Hall.

Call to Order: 7:10 p.m.

Consent Agenda / Meredith Marchant

Motion to accept the Consent Agenda (November 11, 2013 minutes): Shirley Barlow. Seconded by Judy Winslow. Motion passes.

E-Votes Since Last Meeting

None

COMMITTEE REPORTS

Buildings & Grounds / Meredith Marchant for Robert Cox

No report

Fundraising / Mark Hall

No report

Tickets / Shirley Barlow

- 8 new season ticket holders (total of 1340 season tickets)
- Additional $50 donation (total of $10,205 in donations)
- 738 tickets sold for *Hairspray* in addition to season tickets. May be a record for a 3-week show.
- *Christmas Carol* tickets: Shirley has half; rest are at Visitors Center & Christmas Store.

- Sales for first week: Shirley has sold 52 for Thursday opening night, 16 for Friday, 25 for Saturday matinee, 74 for Saturday evening, sold out for Sunday.
- Sales for second week: Shirley has sold 21 for Thursday; 79 for Friday; 82 for Saturday matinee (last show).
- Couple of groups coming (15 from a business; 29 from a church in Courtland).
- New groups attending: Gloucester House, Woods Edge.

Treasurer's Report / Meredith Marchant for Trey Gwaltney

- Checking Account: $73,092.13
- Four CDs totaling $196,289.36
- Scholarship Account: 17,000.82
- Building & Grounds Escrow Account: $10,295.17

Technical & Website / Don Curnutte

Technical

- Sound Board is in, not completely hooked up yet
- Broke a microphone body pack during *Hairspray* ($400 to replace); have lost two others recently
- Some sound-related items need to be replaced / cleaned up ($400 - $500 bill)
- Almost tripling the number of available channels with the new board

Website

- Website: need to add a feedback question such as "How did you hear about auditions?"
- Nothing on website for *Dining Room* auditions or *Drowsy Chaperone* auditions.
- Nothing much on site for play submissions.

> ***Next Step:*** Meredith to ask Jeff about his progress on play submission document.

Scholarship / Elaine Dairo

- Everything running smoothly
- Planning to follow up with schools in January
- Application deadline is March 28th
- Could put notice in programs for winter show. Meredith will send contact info for program person

UNFINISHED BUSINESS

Summer Youth Program (SYP) 2014 / Judy Winslow

- Made about $3000
- Already have $1000 donation for 2014 SYP
- Maximum of 30 kids (2013 had 30 participants)
- Ages 8 – 16 (2013 age range was 7 – 18)
- Would like to have three junior counselors help with the program
- Will do snacks again
- Rehearsals & workshops like last year
- 6:00 – 8:30 pm (in 2013 sessions ended at 9:00 p.m.) Once actual rehearsals start, time will be extended to 9:00.
- Same schedule as last year (S,M,T,W nights)
- Will schedule movie night, "Inside Actor's Studio"
- 8 disciplines of theatre worked well
- Time period: Sunday June 22 – August 17th
- Four shows: Thursday Aug 14th – Sunday Aug 17th (nights, except for Sunday matinee)
- Will have blackout week (7/28 – 8/2) for One-Act play festival. That week will be Field Trip week: Ferguson Center, Wells Theatre, American Theatre – tours, see a show
- Cost: $150 (discounts for multiple kids in a family)
- Have not picked show yet
- Tickets were $10
- Complimentary tickets: have parents sign when they get tickets

Motion to continue with the Summer Youth Program: Elaine Dairo. Seconded by Shirley Barlow. Motion passes.

Next Step: Judy to send calendar dates to Robert (calendar) and Don (website). SYP should reserve One-Act blackout dates in case the One-Act festival falls through. One-Act festival is scheduled for the first weekend in August.

Smithfield Foods Parking / Meredith Marchant

- Timeline has been moved back, per Paul Cafer. Will be summertime instead of starting in January.
- May affect Olden Days.

NEW BUSINESS

Hairspray Director Report

- Kristin Wilda, Katie Bartlett not at meeting as planned
- Need to have a debriefing meeting immediately after each show. Give a form ahead of time so directors (and Board) know the topics for discussion.

> ***Motion to hold a debriefing meeting on the Monday immediately following each show using a form (to be developed) that will be included in the Director Handbook: Elaine Dairo. Seconded by Judson Little. Motion passes.***
>
> ***Next Step: Bonnie Franklin to develop a template of the form to be presented at the January board meeting.***

Photo Release Form

- Should be on audition form.
- Once they're accepted in show, it should be in Director's Handbook that the form needs to be signed and on file.
- Minors: form has to be signed by parent.
- Adults: can print and sign, or fill out online.
- Director's Handbook needs to include not only the handbook, but the adult / child photo release form, budget form, and debriefing form.

Cleaning Day in January 2014

- Props – no one currently in charge
- Costumes – Shannon, until January
- Wig Room –
- Saturday, January 18th, 2013 10:00am – 4:00pm; order pizzas for volunteers
- Trash: take it to dump in trucks
- Notice to be sent to the SLT membership list

New Show Announcement / Meredith Marchant

- Daniel Moretz recorded new pre-show announcements.
    - Daniel's reason: include message prohibiting videotaping; remove message about an emergency plan being in place, since that may not be the case.
- Board decision to go back to using the original Jim Hurst message, unless June says otherwise.

- We need to make sure we have the correct safety plan (need to contact Jason). For example, exit plans need to be posted in the lobby and each individual area.

Daniel Moretz / Meredith Marchant

- Many tech-related functions are password protected, too tightly controlled
- Because of personal issues, Daniel is not always predictable or reliable; SLT needs to have a back-up plan in place.
- SLT needs new tech people to shadow Daniel.

Renaissance School Request to Use Costumes / Bonnie Franklin

- Pam Kitchen (Caleb Kitchen's mom, and the Yearbook teacher at Renaissance School) requests that her yearbook class have their staff picture taken in Renaissance costumes from the theatre.
- Costumes would never leave the premises; Pam would come to the theatre with class members, and take the picture.
- Proposal is for them to come to the theatre on the January work day, since costumers will already be at the theatre.

Motion to approve the Renaissance School request to use costumes: Elaine Dairo. Seconded by Shirley Barlow. Motion passes.

Application for Theatre Use Form / Don Curnutte

Motion to remove the "Application for Theatre Use" form from the website: Don Curnutte. Motion tabled until January 2014 meeting.

Adjournment

Motion to adjourn: Shirley Barlow. Seconded by Judson Little. Meeting adjourned at 9:51 p.m.

Upcoming Meetings

- Monday, January 13, 2014, 7 pm
- Monday, February 10, 2014, 7pm
- Monday, March 10, 2014, 7pm
- Monday, April 14, 2014, 7pm
- Monday, May 12, 2014, 7pm
- Monday, June 9, 2014, 7pm
- Monday, July 14, 2014, 7pm (Annual Membership Meeting)