

## Theatre Board Minutes February 26, 2018

**Present:** Michelle Graves, Wilma Kallies, Nicole Lenhart, Betty Soderberg, Paul Sundquist, Ruth Warmanen, Lucas Wickstrom, Angie Dohl, Paul Dalpra (ex-officio member).

**Absent:** Maria Peterson (city council rep.)

The meeting was called to order at 6:00 pm by President Wilma Kallies.

**Secretary's Report:** accepted

**Treasurer's Report:** accepted; pleased that tax preparation fee was much less this year due to QuickBooks.

**President's Report:** expressed appreciation to Alisa Nelson and other volunteer painters for their tedious work in Stage Left and ticket booth and to Dennis and Mike Turner for their carpentry work on the new dressing rooms. Motion passed to give two Gem Season tickets to these three volunteers (Wilma moved, Paul S. sec.).

**Costume Closet:** written report received

### Manager's Report:

- **Handicap seating:** need to provide more handicap-accessible space on auditorium floor.
- **Headliner performer:** work in progress to contract well-known artist in addition to the Gem Season events.
- **Seminar May 4-5:** encouraged board members to attend this Community Theater Association of Michigan workshop; motion passed to pay \$50 fee for each participant (Lucas moved, Michelle sec.)

**Old Business:** focused on another responsibility of nonprofit boards; Wilma would like to host an informal gathering for general discussion of theatre issues sometime soon.

### Committee Reports

- **Finance:** process to acquire credit card almost complete; simple audit scheduled with accountant Justin Curtis scheduled for May 1.
- **Publicity:** Angie gave preview of new Word Press website, close to going live.
- **Fund-raising/Grants:** final approval from DACF granted for Stage Left heaters; sale of ads for Gem Season is beginning with digital, playbill and sponsorship options offered to businesses; MCACA grant for Missoula Children's Theatre can be transferred to Creative Compass.
- **Programs:** most Gem events have been contracted; need to select one more concert; volunteer organizations will again be invited to Gem events; Angie requests list of potential groups.

Angie reviewed March/April schedule:

- March 13: Iron County Chamber Hospitality Workshop
- March 23: movie for Forest Park students
- April 7: clean-up day (10 am – 4 pm)
- April 24: Frigg concert

**Property:** wooden supports for *Gone With the Wind* posters will be finished soon; two new dressing rooms have been roughed in. Motion passed to allow up to \$1000 for Green Room re-decorating expenses (Lucas moved, Michelle sec.)

**New Business**

- Insurance: motion passed (Wilma moved, Lucas sec.) to purchase the following insurance through the Lud Stoor Agency: liability coverage for injury, workers' compensation for paid employees, and board of directors/officers' coverage. Volunteers will be asked to sign a waiver not to take legal action against the city.

The meeting adjourned at 7:30. Next meeting is scheduled for March 26.

Respectfully submitted,

Ruth G. Warmanen,  
Board secretary