

Minutes of the FCTC Board Meeting December 2, 2009

Present were: Margie Cain, Peter Harrington, San Harrington, Rachelle Howard, Walter Mahany, Jerry Starks and Mary Skidmore Taylor

The meeting was called to order by President Margie Cain at 7:20 pm.

Secretary's Report: Mary summarized the minutes which had been emailed to the Board. Jerry made a motion which Walter seconded to accept the minutes as written. The motion passed.

Treasurer's Report: Rachelle has a list of transactions, most of which Margie was able to identify. She needs statements from our accounts which Margie will provide. Rachelle reported that we had approximately \$3400 in the combined accounts prior to the current statements. Margie will give Rachelle the mailbox key and she needs to become a designated signer for both accounts.

Old Business

Fall Show: Margie reported that she has received a final bill from Bill Kneen for \$339.75, less than earlier anticipated. The Westford Brick Meetinghouse received \$133 and the Congregational Church \$218. With DVD sales, raffle sales and St Albans refreshments the profit will be about \$650. The video is currently streaming on our web site.

BFA Fairfax: Rachelle talked with Peggy Stewart about the new rules concerning custodial services at the school. Peggy said that we should put in a request and they will work with us.

2010 Season: The budget meeting is scheduled for January 7th at 7 and the membership meeting to vote on proposals is on January 14th at 7:30. Margie suggests both meetings be at the school and Mary will contact Carol Stanley to arrange space and let the membership know where the meetings will be. Notice has been posted on the website and emailed to members. Margie will send an announcement to Theatre Notices.

There was a question of what was known so far about potential proposals. San is planning to propose Narnia for the summer, but feels that others should be encouraged to propose for that slot as she needs permission from Dramatics Publishing which is not yet obtained. San will do the application and Margie said that she has found this company easy to work with. Jerry is considering a proposal for the fall and Cheri Gagnon has mentioned a proposal for the spring. Jerry asked whether there was some way to ask members who vote on productions whether they are willing to participate. Margie said that other companies are experiencing the same drop in participation and we need to explore options of how to get more people involved. Walter said he had the sense that our St Albans audience is already developing from exposure and will continue to grow. San said that she is considering Burlington and St Albans locations for the summer show. There was a discussion of the pros and cons of this, including the potential to attract new performers and volunteers and the possible consequences of not performing in Fairfax.

Jerry asked whether it would be helpful to present members with more information about shows before they vote. Margie said that that was the idea behind the playreading committee, that members of that committee would report to the company on each play and their reactions to it. Since there is no longer a board member on this committee, Walter volunteered to participate.

Old Business

Website: Kevin Cahoon has agreed to take this on, but Kevin Christopher needs to know how to get in touch with him. Margie will email Kevin Cahoon.

Facebook page: Margie has created an FCTC Facebook page which has collected some fans, including some people who we don't know.

The next meeting was scheduled for Sunday, February 21st at Walter's house in St Albans at 2 pm.

Walter made a motion, seconded by San, to adjourn. The motion passed and the meeting adjourned at 8:15 pm.

Minutes of the FCTC Board Meeting November 1, 2009

Present were: Jerry Starks, San Harrington, Jennifer Carbee, Margie Cain, Rachelle Howard and Mary Skidmore Taylor

The meeting was called to order at 1:45 pm by President Margie Cain.

Secretary's Report: The reading of the minutes was waived since they had been sent out and posted. Jen made and Jerry seconded a motion to accept the minutes as written. The motion passed.

Treasurer's Report: Since the transfer of records to our new treasurer is incomplete, there was no report. Margie has paid some bills, for our insurance and for our domain. There are still a few unpaid bills for the fall production.

Old Business

Fall Show: Margie reported that the fall production of Two Dragon Tales and a Taste of Saki was successful artistically and a great deal of fun. The writers should be proud. She has gone through the numbers. She had asked for an extra \$100 for lighting, but is expecting the final total to be less. We made \$31 in raffle sales, \$94 for refreshments in St Albans and 21 DVD's were sold. Margie is expecting that in the end there will be a profit of around \$500. The First Congregational Church was pleased with their experience of collaboration with us.

Website: There has been no change and Kevin is still doing this, though he will continue only until the end of the year. Mary will check with Helen about any response from Kevin Cahoon.

Lighting: San asked whether we could have a fundraiser, or a series of fundraisers to begin to buy our own equipment. Rachelle asked about the possibility of sharing with another company, but Margie said that our experiences with sharing in the past have not been positive. Lighting equipment is very expensive and can be 50% of the total budget of a production. It was suggested that we do a capital campaign, which would require leadership from someone who knows how to raise money. Margie suggested that we address this when we get past the proposal period. Lighting is a top priority, but a home building and "real storage" are also desirable. We agreed that a fund raising committee is needed. Rachelle will consider whether she is willing and able to take some leadership in this area. San is willing to help. Mary will announce this effort in a bulletin to the membership.

2010 Season: We need to get information out about the process for proposals for the 2010 season. Margie explained the process. A script must be read by the play reading committee prior to the presentation of the proposal. Jennifer Martin has been heading this committee. Mary will send out a notice to the membership.

Play Readings: Since these have been poorly attended, Jerry moved that the play readings be discontinued. San seconded the motion, which passed. It was a good idea which may be revisited in the future.

New Business

BFA Fairfax: There is apparently a new policy (insurance-related) at the school whereby custodial staff are not permitted to perform custodial services for “outside events.” For a recent turkey dinner, Mike was allowed to open and close the door only. Rachelle said that she believes the non-profits don’t need custodians at the school. She will talk with someone there and get back to the group.

Next meeting: Wednesday, December 2nd, 7 pm at Jerry’s house in Essex.

Jennifer made and San seconded a motion to adjourn. The meeting adjourned at 2:40.

Minutes of the FCTC Annual Meeting September 26, 2009

The meeting was called to order at 6:15 pm by President Walter Mahany.

Present were: Jerry Starks, Kevin Christopher, Walter Mahany, Robin Mahany, Tom Townsend, Linda Horner, Helen Soule, Margie Cain, Michel Denizot, Cheri Gagnon, Brenda Smith and Mary Skidmore Taylor

Secretary's Report: Mary summarized the minutes of the last Annual Meeting (September 2008) which have been posted on our website. A motion was made and seconded to accept the minutes as read. The motion passed.

Treasurer's Report: Margie reported in the absence of our Treasurer. For the 2009 fiscal year, the company had receipts of \$2,980 and disbursements of \$4,581 for a loss of \$1601.43. Current funds available are \$3,534.29. Insurance and storage are expenses that are constant whether or not there are performances. Margie made a motion, seconded by Brenda, to accept the Treasurer's Report. The motion passed. Helen commented that we need to get back on track with advertising and show sponsorships.

2009 Season

Fall Show: Two Dragon Tales and a Taste of Saki is opening in two weeks. Margie reported that it is going very well. She brought postcards and posters for distribution. Volunteers are needed for ushering and refreshments for all performances.

Holiday Show: Especially in the absence of a summer show, the company had hoped to begin a tradition of performing Dickens by Candlelight in December of this year. However, despite previous assurances, we have been unable to obtain permission to do this show. There is nothing else in the public domain and it is too late to write something. Perhaps we could create a show on this theme for next December. In the meantime, the Board is considering doing something inexpensive and simple for around Valentine's Day. Linda suggested putting this idea out to the membership.

Cheri asked whether the previous plan to link the spring 2010 show to the children's preparatory program was still in effect. The Board was unable to identify an affordable teacher for the children's program this year, but plans to revisit the concept in 2010. Therefore the spring slot is open.

Membership Engagement: There was a discussion of how information gets out to the membership. Although the minutes for Board meetings are posted on the website, people may not bother to go there to read them. It was suggested that an email be sent to the membership after each Board meeting with a few bullets highlighting the most important decisions/discussions and perhaps a link to the minutes on the website. Helen made a motion that the secretary have access to the company email to keep the membership informed. Robin thought that many people might not know that they are members and that an effort should be made to put

the definition out there. There was some discussion of using Facebook and other free tools to get information to the membership. Margie said she would do a Facebook page for FCTC if she could get into the one Kevin did for Translations. Kevin will help with this. The motion passed.

2010 Season: There will be a Board meeting on 1-7-10 for the presentation of budget proposals for the 2010 season. The membership will meet on January 14th to vote on those productions that have approved budgets. Linda asked whether there would be workshops for those who have never proposed before. The Board decided not to offer these this year but when the call for proposals is disseminated, mentoring will be offered to anyone who requests it. At least two 2010 show proposals are “percolating” at this time. The Board will need to send Kevin the information that they would like sent out about this season, and he will send it and post it on the website. Franklin One and Henry Raymond’s website (vtgrandpa.com) could also be used for publicity.

Tom asked whether it is true that it is becoming harder and harder to use the school for our performances and rehearsals. There were stories shared of being moved at the last minute and other indignities. There was a suggestion that one of the Board members should go to the Fairfax School Board and let them know how difficult it has become. This will be discussed at the next Board meeting. Linda asked about the efforts to develop a community center in Fairfax. Mary reported that Citizens for Fairfax Community is working with the United Church of Fairfax to possibly take over and renovate the Baptist Building. This could potentially provide a home for the company, but it is a long term project.

Nominating Committee: Helen and Kevin presented the following slate:

President: Margie Cain
Vice President: Jerry Starks
Treasurer: Rachelle Howard
Secretary: Mary Skidmore Taylor
Members: San Harrington and Walter Mahany

Jennifer Carbee and Helen Soule are continuing. Jennifer Martin and Kevin Christopher have resigned.

There were no nominations from the floor. Tom made a motion that the secretary be empowered to cast one vote for the slate as presented. Michel seconded and the motion passed. The vote was cast and the slate elected.

Committee Reports:

Website Committee: Kevin is retiring from the job of webmaster as of December 31, 2009. Kevin Cahoon had expressed an interest, and Helen will check with him again. Brenda said that she does the website for her job and might be able to help. Kevin has been using software called dreamweaver, which he will be free to donate.

Advertising Committee: There was a discussion of the need to re-form this committee. Tom Townsend acknowledged the difficulty of the job and it is not easy to find people who have the interest and the time. In the past, letters, phone calls and personal contact were used. Letters alone are not very effective. Helen said that now would be a good time to approach NWMC for a sponsorship, although it might be best to wait until the 2010 season is set.

Tom Townsend made a motion to thank Walter, Kevin and Jennifer Martin or their service.

The motion passed. The meeting was adjourned at 7:20 pm.

Minutes of the FCTC Board Meeting September 16, 2009

Present were: Helen Soule, Walter Mahany, Margie Cain, Jennifer Carbee, Kevin Christopher, Jerry Starks and Mary Skidmore Taylor

The meeting was called to order by President Walter Mahany at 7:10 pm.

Secretary's Report: Mary summarized the minutes which have been emailed out and posted on the FCTC web site. Kevin made a motion, seconded by Jerry, that the minutes be approved as written. The motion passed.

Treasurer's Report: In the absence of the Treasurer, there was no report.

Old Business

Fall Show: Margie reported that the fall production of Two Dragon Tales and a Taste of Saki is in rehearsals and going well. A potential problem due to the possible absence of a cast member for one of the weekends may be solved by his replacement by a friend of Helen's.

Holiday Show: The anticipated Dickens by Candlelight has not materialized. Although the holders of the script had said they were willing to share it with us, Margie has emailed them every ten days and has gotten no reply. Jen said that she would look on the internet to see if there was something similar in the public domain. Helen said that she would "doctor" a script but did not have time to create one. If a script is found and Margie is willing to direct it, the board will need to meet briefly before the Annual Meeting for the budget presentation.

Nominating Committee: Since Kevin will be taking a year off from the Board, Helen asked him to join her on the Nominating Committee. They will communicate by email. As far as is known, everyone else is willing to stay. Various possibilities for new members were brainstormed and the committee will follow up and present a slate at the Annual Meeting. Summer Fundraiser: This idea for an outside movie night fundraiser which Jennifer Martin had proposed did not happen. The possibility remains to do it next year.

Play Reading Schedule: Jerry is considering proposing The Curious Savage and is willing to have it read at our next reading. This will happen on Tuesday, October 27 at 7 pm. Walter will contact Mimmo's in St Albans to schedule space.

2010 Season: It was noted that it was now too late to adhere to the fall schedule for approving next year's season. We agreed to a new schedule which includes a Board Meeting to approve budgets on January 7th and a Membership Meeting to approve the proposals on January 14th. Locations will need to be found for these meetings. In case there is no holiday show, some ideas for a low cost performance around Valentine's Day (perhaps readings of love-related poetry and prose) were discussed.

Website Committee: Kevin Christopher emailed Kevin Cahoon, who had said he might be interested in helping with this. So far he has not responded and Helen will follow up.

No next Board Meeting was scheduled. The Annual meeting will take place on September 26th at the home of Thom and Brenda Smith. Potluck at 5, meeting at 6.

Margie made a motion, seconded by Jerry, to adjourn the meeting. The meeting was adjourned at 8:05.

Minutes of the FCTC Board Meeting June 22, 2009

Present were: Tom Townsend (guest), Walter Mahany, Helen Soule, Jennifer Martin, Jerry Stark, Kevin Christopher and Mary Skidmore Taylor. Jill Snapp and Jay from the St Albans Society for the Performing Arts joined us later in the meeting.

The meeting was called to order by President Walter Mahany at 7:15.

Secretary's Report: Reading of the minutes was waived as they had been sent and posted. Mary had made one correction based on feedback from Helen. Helen made a motion, seconded by Kevin, to accept the minutes as corrected. The motion passed.

Treasurer's Report: There has been no activity since the last meeting. Checking and Money Market accounts are the same with a total balance for both of \$3603.28. The next big bill is for insurance (around \$900) and is expected in September.

Old Business

FCTC's Relationship with the Westford Brick Meetinghouse: A previous BMH Board member had questioned our financial accountability. Kevin asked whether the current arrangement was working okay. We split the profit and also donate proceeds of the refreshments. We are also trying not to use the space as much for rehearsal. Tom confirmed that a Board member had questioned the number of hours we were using the space and our financial contribution. She has resigned and he is not aware of further concerns. There was a discussion of the advisability of formalizing an arrangement to hold our fall productions at the BMH. Kevin commented that the autonomy that we have at the BMH is extremely valuable. Helen suggested that given how difficult it has been to get proposals it might not be wise to restrict directors to a particular venue. Tom said that the BMH has come to expect and anticipate with some excitement, our use of the building. He said that from an audience perspective and from an organizational perspective, having a set place is advantageous. Jerry moved and Helen seconded a motion that henceforth directors are strongly encouraged to use the Westford BMH for the fall show. The motion passed. Kevin commented that we want to use the BMH and that our relationships there have been most easy and consistent. The venue for this year's fall show has yet to be established. Tom said if we did not use the BMH for the fall show, but used it for the holiday show, that would be acceptable.

Fall Show: Three scripts are done and the fourth will be ready by the weekend. Venues remain undecided and a couple of St Albans possibilities were mentioned, including City Hall (\$50 and hour) and the Bay School.

Children's Preparatory Program: It was decided that since school was out and we had no confirmed teacher, we would make this program a goal for next year. We will discuss it at the Annual Meeting.

Holiday Show: Margie has the script for Dickens by Candlelight and liked it. The Duchesse Tea House people are interested in being involved. No one has contacted Back Inn Time. It was agreed that doing the show there in collaboration with the St Albans' group's Festival of Trees might work well.

St Albans Society for the Performing Arts: Jay said that they are getting ready to elect a Board. They have a pianist scheduled for October 17, and plans for Nan O'Brien in January and a local talent showcase in April. They are also doing something for St Albans Day, the Saturday after Labor Day, and would welcome FCTC's collaboration. Helen suggested that we be sure to make note of dates and avoid conflicts.

Playreading: The next playreading will be Dickens by Candlelight on Tuesday, June 30th at Mimmo's in St Albans from 7 to 9. Jerry suggested that drama teachers should know about this opportunity. Kevin will send out a notice.

Play Selection Committee: Jennifer said that she has not had time to recruit a third person. Helen volunteered to call the people previously suggested, Cheryl Reed and Alice Wright.

Calendar: Kevin sent out an email after our last meeting with thoughts about the calendar. We agreed on Saturday, September 26th for our Annual Meeting, an afternoon pot luck. Mary will contact Thom and Brenda Smith to ask whether they would host. The BMH is a backup location. Kevin will work backwards from that date when it has been confirmed and send out a proposed calendar.

Lighting: Nothing new

New Business

Summer Fundraiser: Jennifer said that she continues to believe that a movie night would be the easiest thing to do. Kevin said that we could borrow an overhead projector (Helen says the hospital has them) and us a DVD player and our sound system. We would serve popcorn and ask for donations. Helen suggested that we partner with a food shelf and ask people to bring a can of food. Kevin has a collection of movies that are in the public domain. Outside the school in Fairfax, Taylor Park in St Albans and the green in Westford were all mentioned as possible sites. Mary will let Jen know whom to call in Fairfax and Jen will talk to the possible places. We will aim for the end of July.

Nominating Committee: Walter has not asked Michel but will. Helen volunteered to be the other person.

Website Committee: Because of his work responsibilities, Kevin has only been able to do minimal work on the website and would like to pass this on by the end of the year. Helen said that Kevin Cahoon is an IT person at NWMC and she will ask him if he is interested.

Jerry moved and Helen seconded a motion to adjourn the meeting. The meeting was adjourned at 9 pm.

Minutes of the FCTC Board Meeting May 26, 2009

Present were: Margie Cain, Helen Soule, Walter Mahany, Jerry Stark, Jennifer Martin, Kevin Christopher and Mary Skidmore Taylor. We were joined toward the end by Jill Snapp.

The meeting was called to order by President Walter Mahany at 7:19 pm.

Secretary's Report: The minutes had been sent out and posted, and Mary reviewed the highlights. Jerry moved and Margie seconded a motion that the minutes be accepted as written. The motion passed.

Treasurer's Report: On productions to date, we have lost \$26.29. Our current checking balance is \$1,364.54 and our money market balance is \$2,238.28. Margie moved and Mary seconded a motion to accept the Treasurer's report. The motion passed.

Old Business

Fall Show: The venue is still undecided and we could not have a conversation with Tom Townsend about the Westford Brick Meetinghouse because Mary neglected to invite him to the meeting. She will invite him for the June meeting. Margie (director) is still awaiting scripts, but expects to get information out in the next three weeks.

Children's Preparatory Program: Kevin has spoken briefly again with Susan Palmer, who is still interested. Kevin said that he is definitely not able to take part, but will follow up with Susan. He has also talked with the Flynn Center's Director of Education who said it would be possible to collaborate with them. They would provide one of their teaching artists. We would pay the Flynn and they would pay the teacher. Some concern was expressed about the financial feasibility of this, although the consensus was that it was worth exploring further. Jennifer M. said that a man named Rich who is part of the new St Albans group has experience teaching adults and children and might be interested. There was no time to talk with him, however. The Fairfax Recreation Department is interested in working with us, although the Director has been recovering from surgery and unavailable for planning. There is concern that we would need to have promotional materials ready by the end of school in order to generate interest. A decision will be made at the next Board meeting and we may wait until next year to implement this.

Holiday Show: Margie has read the script for Dickens by Candlelight and watched a DVD. She thinks it is beautiful and will work well for us. She plans to propose it at the Annual Meeting. There are three actors, one man and two women, and she would want to precast the show, which runs about 75 minutes. She pictures a quartet singing Christmas carols and food being served. The actors will mingle with the audience. We discussed possible venues including Westford BMH, and a coffee shop in St Albans that is not open in the evenings. There will be no need for a set, theatrical lighting or any tech at all. We could do it every year with different directors and different actors. Margie is thinking about the weekend after Thanksgiving and perhaps the following weekend if we decide to do it in two places. Jennifer knows the people who ran the

Duchess Tea Room and might be willing to help with refreshments. Kevin knows someone who has proper English tea service necessities.

St Albans Society for the Performing Arts: Jennifer attended their organizing meeting on our behalf. This made her a founding member and a member of the Advisory Committee. Jen read their mission. They are working on bylaws and plan to begin their first fiscal year October 1. They are working on a bus trip to the Flynn and a holiday benefit, “Festival of the Trees”. They have a benefit performance by a concert pianist scheduled and plan an event with Nan O’Brien and a local talent benefit for next April. They are hoping to stage a musical about the St Albans Raid and make it a regular event. The President and Vice President of this group would like to come to one of our meetings. We discussed ways to partner with them, including advertising their events on our website, and perhaps doing something dragon related in collaboration with their plans for St Albans Day in September

Play readings: Walter has talked with Mimmos and they are excited to have us do readings at their restaurants. We decided on Tuesday, June 30th for the next reading, which will be of Dickens by Candlelight. Walter will confirm the date with the St Albans Mimmos.

Play Selection: Jennifer has identified one committee member but needs one more. Cheryl Reed, Alice Wright and Alice who worked on the Durang show were all suggested. Jennifer will follow up. It would be great if the committee could come to the reading on June 30th .

Calendar: Kevin will send out a suggested timeline via email.

Lighting Systems: For the Durang show they had to rent a small lighting board because our existing equipment was not functional. The rent was cheap and the board worked for that show. We need to start over with all equipment under our sole protection and care. The plan will be to rent for the fall show. So far B. Kneen has not sent us info about the used equipment he had spoken about. Margie will talk with him. When we are able to purchase equipment, there will need to be a lighting subcommittee.

New Business

Annual Meeting: Kevin will send an email with suggestions for dates.

Nominating Committee: Walter will talk with Michel about being part of this committee. Robin Mahany might be interested in serving.

School Security: A question was raised about surveillance cameras being put in at BFA and whether security was being amped up yet again. Margie will talk to Mike, who has not mentioned this to her.

Summer Fund Raiser: Jennifer volunteered to work on a summer fund raising event. Kevin suggested a “movie under the stars” as a possibility that would be fairly easy. Please contact Jennifer with any ideas.

Fairfax Community Center: FCTC has sent a letter of support to the group that is attempting to establish a community center in Fairfax.

Margie moved and Helen seconded a motion that we adjourn. The meeting was adjourned at 8:48.

Minutes of the FCTC Board Meeting
March 22, 2009

Present were: Walter Mahany, Margie Cain, Kevin Christopher, Jennifer Carbee, Jennifer Martin, Jerry Stark and Mary Skidmore Taylor

The meeting was called to order by President Walter Mahany at 1:05.

Margie made and Jerry seconded a motion to adjourn at 2:30. The motion passed.

Secretary's Report: Minutes had been distributed to the Board and posted on the FCTC web site. Kevin made a motion to accept the minutes which was seconded by Jen C. The motion passed.

Treasurer's Report: Jennifer M. reported that there had been little change since last month. There have been no expenses for the spring show as yet. We have paid for a year of storage (with one month free). Jerry moved and Jen C. seconded a motion to accept the Treasurer's report. The motion passed.

Old Business

Spring Show: Jen M. said that the rehearsals are going well and she expects the show to be well received. There are some budget concerns as both lighting and costumes will probably go over budget. The production team is meeting to see if they can come close to the approved budget. Cheri asked for some minor script changes which were denied.

FCTC Children's Preparatory Program: Kevin said that his work circumstances have changed such that he cannot commit to this project. Susan Palmer, who has an MFA and is Director of Drama at three schools has expressed an interest. The size of the stipend is a concern for her. We discussed some options for a space, including other schools, the United Church basement and a local childcare center. Mary will talk with Carol Stanley at BFA Fairfax and see whether they would be willing to commit the green room, the multipurpose room or the home ec room for Saturday mornings. Kevin will talk with Susan Palmer and the education director at the Flynn.

Holiday Show: Margie has the script and will be giving this her attention in a few weeks.

Summer Show: In light of the fact that no one has come forward to produce a summer show, we agreed that we would go with three shows this season. This has happened before. Margie suggested that we push for "something big" next summer.

Fall show: Margie is waiting for the final scripts. The venue is still uncertain. Thom Smith has assured us that the Baptist Building would be a possibility.

Venue selection: There was some discussion of what our responsibility is to the Westford Brick Meetinghouse. This venue has often been used in the fall because the school is not available

then. Margie's understanding is that we are committed to doing one show a year at the BMH. Margie does not think that we have a written agreement with the BMH and we agreed that it might be better not to have one. The person who was asking us for more money for the use of the BMH is gone. We need to have this discussion with Tom Townsend and Mary will invite him to our next meeting.

Play Reading: Jen C. made some suggestions for publicizing the readings including posting flyers at libraries, coffee shops and natural food stores. Walter said that he had been talking with people about it and had generated some interest. We discussed possible sites including Ri Ra's, Mimmos in Essex or St Albans and a couple of places in Colchester. We agreed that we needed to establish a regular time.

New Business: There is a new community theater group forming in St Albans. Walter will ask Helen to be our liaison to this group.

Regular Meeting Time: We agreed that it would be helpful to establish a regular meeting time. No time was available in April and we set a May meeting for May 10th from 1 to no later than 3 at a location to be determined. Perhaps the second Sunday of the month could be the regular time. Since we are waiting until May to meet, Kevin and the other officers will meet with Susan Palmer about the preparatory program prior to this meeting.

Annual Meeting: Tabled until May 10

Play Review Committee: Jen M. volunteered to be the Board member on this committee and to talk with Kim Ward and other about being part of it.

Margie asked whether San Harrington could have access to the FCTC costume closet for Much Ado which Margie is directing for the Shelburne Players. We agreed that this would be fine.

Margie moved and Jen M. seconded a motion to adjourn. The meeting adjourned at 2:25.

**Fairfax Community Theatre Company Board Meeting
February 23, 2009**

Present were: Walter Mahany, Jen Carbee, Jerry Stark, Jennifer Martin, Kevin Christopher, Margie Cain and Mary Skidmore Taylor

The meeting was called to order by President Walter Mahany at 7:34 PM.

Treasurer's Report: Jennifer Martin reported a current balance in our money market and cash accounts of \$4,261.88. In light of the fact that we have a new website host, Jen M. asked whether we had money due back, but Kevin said no. A refund is on its way in from Domain Registry of America for \$95. Jen M. said that she was in the process of resolving an error on the part of People's Bank. Margie moved and Jerry seconded a motion to accept the Treasurer's Report. The motion passed.

Secretary's Report: Minutes of the January meeting were emailed and posted on the FCTC website. Jen C. moved and Margie seconded a motion to accept the minutes as posted. The motion passed.

Spring Show Status: Jennifer M. reported that although there had been some difficulty casting the male parts, the play should be fully cast as of tonight. Several new people will be involved,.

Production Manual: Peter Harrington had a copy of the production manual which is now in Margie's hands.

Borrowing Procedure: The Board worked on the wording of the borrowing procedure which was distributed by Jerry at the last meeting. The revised version is attached.

Masons: Margie talked with Thom Smith and the Masons bear us no ill will. It is expected that we would be able to use the Baptist Building again

Publicity/Advertising: Since no one responded to the email asking for volunteers to work on the ad insert, we will no longer be selling ads for the season. Individual production teams will now be responsible for ads and sponsorships. Cherie Gagnon and Linda Horner are aware of this change.

FCTC Children's Preparatory Program: Kevin presented a proposal to do such a program beginning next fall. We will need to risk a certain amount of capital to promote the program and we will need at least ten full-time participants. There was consensus that we would be willing to promote this program. Kevin said that the program would require the BFA Fairfax (or another location) to commit to giving us an appropriate space every Saturday morning. Mary said that she would consult with the town's Recreational Director and get back to the Board. We would also need to commit to Peter Pan as next year's spring production, which means that a production team and budget would need to be prepared. Kevin suggests that we recruit college interns from St Michaels's, UVM, JSC and Champlain. Kevin will send out a help wanted notice

for the stipended positions and the Board will interview the candidates. He will also talk with the education coordinator at the Flynn.

Holiday Show: We have permission to do Dickens by Candlelight this December. Margie is willing to direct. This play will need to be reviewed by the play review committee, although so far there have been no volunteers for this task. It can be read and reviewed at the next playreading.

Summer Show: Due to our failure to get permission to produce Chicago, there currently is no summer show scheduled. Jennifer M. said that she had talked with an experienced director who might be interested.

Old Business

Teddy Bear Factory: They are not taking volunteers at this time. Plans for that fundraiser are therefore on hold.

Playreading: Although the first playreading was enjoyed by those attending, there was no one outside of the Board (and Robin Mahany) present. It was suggested that we all talk to friends about it and try to increase attendance.

Margie made a motion, which Jen C. seconded, to adjourn the meeting. The meeting was adjourned at 8:45.

Minutes of the FCTC Board Meeting January 11, 2009

Present were: Margie Cain, Jen Carbee, Kevin Christopher, Helen Soule, Walter Mahany, Jennifer Martin, Jerry Stark and Mary Skidmore Taylor

The meeting was called to order at 2:25 pm by President Walter Mahany.

Old Business: Kevin said that we had received a note from the museum in St Albans thanking us and encouraging future collaboration.

Play Selection: There was a question about whether changing play selection procedures required amending the bylaws. The bylaws state that productions must be conducted in accordance with this organization's policies and procedures. Helen suggested and all agreed that it would be preferable to move forward through policy change since that is easier to adapt.

There are two (not mutually exclusive) ideas for obtaining input on plays that are to be proposed before the formal proposal process. One is to have monthly public play readings and to require that plays go through this process before they are presented. The other is to form a Play Reading Committee, who would read the plays prior to the budget proposal and come to the budget proposal and membership meetings prepared with comments. This would allow FCTC membership to ask questions of someone who has no vested interest in a particular play. The goals of the public play readings include getting more public buyin (possibly attracting new actors and directors), getting people thinking earlier about what they might want to propose, and supplying a list of approved plays for potential directors who are uncertain about what they would like to propose.

Kevin asked whether we need to tie ourselves down to planning a whole season in advance. The reason for this change was so that we could sell ads for the season and at this point, that process isn't working. Margie thinks it is helpful for actors to know in advance so that they don't commit elsewhere.

Kevin suggested the Dragonfly in Colchester as a possible site for the first play reading and it was agreed that the location is good. He will pass contact information to Jen Carbee who will make the arrangements. We will shoot for Tuesday, January 27th or perhaps a different night if the Dragonfly has one that is particularly slow. Jerry has a melodrama in two acts that we could read. Copies for this exist. Whoever wants the play to be read will be responsible for making and destroying copies. Helen will be the contact person for people who wish to attend.

Jerry shared a play review sheet developed by the Stirling Players in Stirling, Va. Jerry moved and Margie seconded a motion to use this form with the understanding that we will make changes as we use it and find that we want to add or subtract things. The motion passed. Jerry will provide copies of the evaluation form with the logo changed on the night of the reading.

Kevin said that based upon his experience he believes that people are not coming to FCTC shows because of the plays we choose. Margie framed the question as how do we continue to do theatre

that enriches our lives while attracting enough of an audience to survive financially. Based on a conversation with Michael Metz, she suggested that we are going to have to do a popular show each year so that we can bookend it with more challenging productions. At least once a year we could do something that makes us artistically happy. Other companies do one popular production that is the same every year which pays for the whole season. Lost Nation did a radio show production of It's a Wonderful Life which packed houses and was very profitable. Helen suggested building a tradition around a Christmas season production. Our Town and I Remember Mama and A Christmas Carol were suggested as possible ideas. Kevin mentioned a three character Dickens by Candlelight that is produced in Florida. Kevin and Jen thought that a children's theatre production would be a draw.

Walter asked about our purpose. The Articles of Association say that our purposes are "to provide the community with a theatre experience, to encourage community participation in all aspects of theatre, to hold public performances and to provide workshops for learning experiences." We are struggling on community involvement and failing on workshops, but otherwise doing okay.

Helen suggested that our schedule might be a traditional show at Christmas, a children's production in the summer and something interesting in the fall. Kevin works well with children and while in college developed a model for a children's theatre program. This program ran for three hours on Saturday mornings. The first semester is theatre games and scene work. Right before winter break there is some kind of performance for parents. Second semester consists of rehearsals working toward a full-fledged production. He would be willing to do something like this for us.

Margie suggested that we might be able to do such a program at Fairfax School. We could charge a good fee. We would need to design a syllabus and an attractive brochure. Background checks would be necessary for anyone participating. Local college theatre programs might yield interns who could help. Mary agreed to contact Fairfax's Recreation Director to ask whether they might be interested in sponsoring this program, which would help with insurance issues. Jennifer Martin is willing to help with the program. Kevin asked for a partner to help with logistics and Mary agreed to do the early groundwork with Fairfax School. The group decided that it might make sense to make FCTC's spring production connected to the children's program. Adults as well as kids would participate. Margie would be willing to codirect Peter Pan (not the musical). Kevin suggested FCTC Children's Preparatory Theatre Program as a name.

We agreed that doing something related to Dickens at Christmas time (with tea, cookies, cocoa) in St Albans would work well. City Hall, church spaces and the Historical Museum were suggested as possible sites. Kevin will contact the group in Florida that does Dickens by Candlelight to ask for permission to produce this show.

The Play Review Committee will consist of one Board member and at least two volunteers from the membership who will serve two year terms. This committee will submit their findings first to the Board and then to the membership. The proposing director will submit a copy of the script to the committee.

Kevin will send an email to the membership outlining the changes that we have decided upon today, including the children's program and starting a holiday show tradition. This leaves two slots, summer and fall, available for proposals. Margie will send Kevin copy about the Play Review Committee for inclusion. Walter suggested reflecting back to our statement of purpose. The email will also remind people of the new timeline and set a director's intention date of July 15th (which gives the play review committee time to do its job). And it will briefly mention the public playreadings.

Margie raised a concern that Bob Martin hasn't heard back about the rights to produce Chicago this summer. There is no Plan B. Walter will talk with Bob to express our concern. Kevin will send another email alerting people to the possible need for a new proposal for summer and asking for help with the ad insert.

Helen moved and Jen Carbee seconded a motion to adjourn. The motion passed and we adjourned at 4:56 pm.

Our next meeting will be on February 23rd at Mary's house. Note: The location of this meeting has since been changed to Kevin's place of employment.