

## **FCTC Board Meeting 12/8/2014**

Present: Margie Cain, Deb Bryan, Peggy Bonesteel, Carol Graves, Meg Cossaboom, Nancy Benoit. San and Peter Harrington by phone.

Treasurer: Balance is \$4,553.35. All is paid except for Deb's husband, who paid the royalties for Saucy Jack. \$525. Saucy Jack is in the black. Deb will send break-down. We will be paying Galaxy Place \$119.95 for web space.

Question re. CDs: Don't know if we owe anyone or how much. We still haven't found the CDs. But no one has requested \$\$ for them. Deb will call Pam and see if we can track them down.

Web page woes. Jerry was the contact and renewal notices went to his old Vermont phone. Therefore, we never got them. Margie now gets renewal notices. Question—should we get a debit card with the bank, with only Margie and Deb having access to it, so we could automatically renew things like web pages. Deb will see about getting the debit card.

GoDaddy is the domain and we rent the name FCTCVT.ORG from them. Galaxy Place is web host. Problem—did someone hijack our website? It looks like someone hacked it. Meg will contact Galaxy Place and find out what's going on.

Should we give up our web site? Should we just have a social media presence? Like Facebook.

Committee needs to get together—Add Brenda Smith?

Improving our presence in the community—monthly column in Fairfax paper. Peggy will write blog/article re. theatre activities. Margie will find deadlines for Fairfax news. Peggy will send copy to Meg to set up blog. Ask for proposals. Responses sent to Margie.

Production Manual will be taken up at next meeting.

**FCTC Board meeting**  
11/2/2014  
BFA Fairfax High School

Present: Deb Bryan, Carol Graves, Nancy Benoit, Bob Martin, Jennifer Martin, Peggy Bonesteel, Meg Cossaboom, Pete Harrington, San Harrington, Margie Cain (by phone)

In president, Margie Cain's absence (a home emergency), Vice President, Bob Martin, called meeting to order @ 7:10.

Secretary's minutes were accepted as presented

Treasurer's report. Prior to *Saucy Jack*, our balance was \$3,647.28 (9/15). We deferred discussion of *Saucy Jack* finances to Old Business. The report was accepted as presented.

**Old Business:**

***Saucy Jack:***

While there was much chaos in the process of getting the show mounted, the group agreed that the show itself was stunning.

A recap of the discussion threads:

Peggy: asked that we frame the discussion around "what have we learned."

San: We, as a Board, need to be sure that the producer is on top of things.

Meg: Do we need to have something in writing that assures us that director knows "chain of command?" Do we need a **liaison** person with the Board?

Bob—problem was that Dave did a ton of work before rehearsals began; then disappeared and things fell apart.

Jennifer—we need written time-line for job of producer.

Margie—we have production manual, but it wasn't used in this instance. We need to have a production meeting every two weeks or so and a person from the Board needs to attend these meetings.

Bob—reiterated need for time-line.

Nancy: seemed to be a lack of respect for other directors (i.e. Music) . The director would change the rehearsal schedule, thus not giving music and choreography ample rehearsal time.

Margie: Board needs to realize that there may come a time when a director needs to be replaced. Needs to recognize signals that the time has come.

Peggy—will get extant production manual to Jen so she can scan it and send it out. The Board will then schedule a future work meeting to tweak manual and get it ready to give to future directors and producers. Peggy will look also for a document that the company gave to the actors.

Finances for *Saucy Jack*: Deb—there were problems with SJ expenses. Purchases did not go through the producer, instead actors and production crew would just send Deb receipts, often electronically which sometimes were not readable. Communications was a problem. Example: Posters, etc. were printed by several people. Deb handed out S3 forms (tax exempt forms) to the Board so that we could see what they looked like. Forms are good for 1 year –we can give a copy to a store and they can keep the form on file for 1 year, so that they'll know we're a tax exempt organization when people make purchases. We need to use them, as getting money back after the fact is very difficult. Deb didn't know what the company was paying for in terms of costuming, etc. Who was paying for what was a problem. Producer needs to be initial oversight of budget. We need financial procedures set out in writing.

Peggy: There were problems with the Square Store in that it hadn't been adequately explained to House people and those people sometimes didn't have the technology to make it work (i.e. smart phones). The Square may, indeed, be a good thing for us to use to sell tickets, but those in charge must know the program inside and out. Relatedly, who is in charge of what needs to be clearly understood. There was confusion about the House management.

Financially for *Saucy Jack*—numbers aren't all in, but Deb said that we made a small profit—maybe \$1,000.

Everyone thanks Carol for being the glue that held everything together during the production.

## **New Business**

Meg headed a discussion re. the web site. We were using a trial program and the trial period has run out. Meg has met with Margie and Carol and come up with another program to use, but is problematic. Meg asked that we think about the following questions before the next meeting:

Questions:

1. What are people seeking when they visit a community theatre website?
2. How do we want to advertise our company vs. our productions on the website?
3. How can we make the best use of our presence on the web?
4. Do we want to offer posting privileges to current directors/producers?
5. What is the most efficient way to keep public up to date on FCTC news?
6. Who will be in charge of updating and maintaining a full website for FCTC?
7. How can we increase our on line presence via search engines and websites?

8. What do we want available for view vs. files we can archive?
9. What is the benefit of having an acronym (FCTC) . What are the benefits of .org vs. .com?
10. Is FCTC willing to invest in a designer to build a website?

We will each get back to Meg with our responses to her questions above.

Other issues (Meg):

Should we redesign logo?

Each show should have a technology liaison (perhaps a committee) who takes responsibility for Square and website.

The Board established a technology committee to work on website and tech issues, consisting of Meg, Carol, Margie and Bob.

Nancy: Dewey barn leaks, which could be a problem considering our costumes are stored there. Bob and Peter will meet to talk about constructing a closet.

Bob will check in with Pam about the costumes and longevity of our relationship.

Jen—for future meeting: how can we beef up our presence in the community?

Bob—for a future meeting: The make up we have is pretty disgusting, and we need to throw away a lot of what is there. Meg offered to store make-up. Also, Bob asked us to think about what it would take to purchase our own lighting. We need a bill from previous production to see if we can get an approximate idea of what we spend per production. Peggy will check Anne Frank files to see if she can find one.

Drag Ball performance at Higher Ground. Cast from SJ was invited to do some pieces at the Drag Ball, sponsored by the House of LaMay. We would have to talk with SJ people to be sure we have permission.

Next Board meeting: 12/8 7-9. Peggy's Place.

Meeting adjourned at 9:16.

## **FCTC Annual Meeting 9/30/2014**

**Present:** Meg Cossaboom, Frank Cossaboom, Carol Graves, Kim Ward, Bob Martin, Jennifer Martin, Peggy Bonesteel, Margie Cain, Peter Harrington, San Harrington, Deb Bryan, Candyce Broe, Nancy Benoit

Meeting called to order at 7:32.

**Review of March and April general meeting minutes.** Minutes were accepted as read.

**Update on Costume closet.** Not much hoeing out has been done. Everything is now in the Dewey Barn. Margie hopes that we can schedule an organizing party sometime after Saucy Jack closes.

### **Treasurer's Report**

As of now, we have \$3490.28 in the treasurer's account. Deb ('s husband) paid \$350 for Saucy Jack royalties and needs to be reimbursed. Margie will write her a check from the company's account. Liability insurance was due in September and has been paid. It was complicated because the post office keeps cancelling our post office box. Margie is working on the PO Box situation and asked that if anyone knows people at the Fairfax post office, put in a good word for us.

Treasurer's full report will be mailed to us tomorrow.

### **Saucy Jack**

We open a week from Saturday. Twiggs has been amazing to work with, and have bent over backwards to assist us. We have an amazing and extremely talented cast with several new people. Nancy Benoit has been taking rehearsal pictures. Seating is a question that we need to resolve, especially for people eating who presumably will need to be seated at tables. We need to know whether or not we're going to sell merchandise—buttons and wrist bands and CDs and T-shirts. There are questions about who will sell it and where we're going to get it. San, Kim, Deb all will help with house. Kim, Candice and Jennifer offered to help with the production team. Margie will email Dave Dewey tonight and ask what's been done about some of these issues and let him know that there is help offered. Deb will check out Square account to be sure that \$\$ is getting where it needs to go and no more tickets get cancelled.

Receipts for the show production needs must to be cleared through the producer so that receipts can be reimbursed along the way. The board will not give production people a blank check, but one of the signees can go along with production team and purchase necessary items.

Peter indicated that we have music for the show on tracks., and in general, sound is under control for the show.

### **Election of Officers and Board Members**

The following people were unanimously voted into Board positions:

Margie Cain, President (1 year term)  
Bob Martin, Vice-President (1 year term)  
Deb Bryan, Treasurer (1 year term)  
Peggy Bonesteel, Secretary (1 year term)  
Carol Graves (2 year term)  
Meg Cossaboom (2 year Term)  
Jen Martin (2 year Term)  
Nancy Benoit (1-year Term)

San Harrington (not up for reelection) has 1 more year in her term  
Peter Harrington (not up for re-election) has 1 more year in his term

**Next Season:**

Red, White and Blue Tuna is a possible show for next year around the 4th of July. Margie issued a call for proposals.

At the next Board meeting, we will discuss a visibility committee to see that we stay visible in the community and an improved web presence.

Next board meeting will be November 3 at 7:00. Peggy will email Carol about getting a room at the high school.

Meeting adjourned at 8:45.

Respectfully submitted,  
Peggy Bonesteel, Secretary

**FCTC Board Meeting Minutes**  
**September 10, 2014**

**Attending:** Margie Cain, Carol Graves, Peggy Bonesteel, Bob Martin, San and Peter Harrington (by phone), Deb Bryan (by phone) **Absent:** Meg Cossaboom and Pam Dewey

**March minutes**—Carol Graves moved and Bob Martin seconded a motion to accept the minutes from the March meeting. The minutes were accepted.

**Treasurer's Report**—Deb Bryan gave an oral, informal treasurer's report. Nothing has been paid out since the last meeting. Margie Cain reported that she has a check from Jen Martin's chocolate party donation that needs to be processed. She will get whatever is needed from Deb Bryan and see that the check is deposited. The group asked Deb to pay the last month's rent for storage unit (\$75.00). Deb reported that we have have paid the BMH for our continued presence there.

**Annual Meeting Planning:** The annual meeting will be held on January 29th at 7:30 pm. The Board will provide light refreshments. Margie will talk with Tom Townsend about holding the meeting at the BMH. If the BMH is not available, Carol will try the Home Economics room at high school as first back-up. Margie will check re. the Baptist building as a third backup.

**Board Elections:** Carol Graves would like to run again, with the understanding that she may not be able to fill out the term because of a possible move out of state. Peggy willing to continue as secretary; Bob willing to continue as VP; Margie willing to continue for one year as Pres. Margie will contact Pam to see if she's willing to continue.

Margie will send out an email to the general email list about the annual meeting and inviting people to run for seats on the Board.

**Setting up "square" account.** A "Square Account" is an electronic ticket purchasing platform by which patrons can purchase tickets on-line (their receipt is their ticket) . We are charged 46 cents per person for each transaction. Peggy moved that we set up a Square account, at \$19.00 per ticket for SAUCY JACK. With dinner at Twiggs, the price will be \$35.00. Bob seconded. Motion passed. Margie will honcho getting this account set up.

**New Business:** Deb offered the company some water-damaged doors, that while they are too badly damaged for home use, might be just fine for sets . Bob thought we would be able to use them.

Peter raised the question of whether or not we needed a second show for this year, and if we did San and Peter suggested Tuna Christmas. Bob indicated that the by-laws required only one show a year, and since time is short to get together a holiday show (especially with a fall show in the works), Peter suggested that we aim for Red, White, and Blue Tuna around July 4th. Peter will get a reader script to pass around

Bob moved to adjourn; Pete seconded. Meeting adjourned at 8:12.

**FCTC General Meeting**  
**April 7, 2014**

**Present:** Tom Townsend, Margie Cain, Bob Martin, San Harrington, Peter Harrington, Carol Graves , Nancy Benoit, Meg Cossaboom, Alice Wright, Mary, Deb Bryan

**Call for discussion re. by-law changes:**

Tom raised a question about whether or not there was a concern about the responsibility for show staffing being a barrier for board membership? Board consensus was that the company is seeking people who are willing to be involved enough to fill production slots, therefore it shouldn't be a barrier to board membership

By-laws revisions passed unanimously and were signed off on.

Margie would like us to think of something to do before the end of the fiscal year.

**Costume closet:** Saturday, Nancy has a truck: Harrington's have a van. Margie, Carol, and Deb will be at the costumes closet around 10 to begin sorting. Others can get there around 11.

Peter/Deb adjourn. 8:08

Board addendum: Deb moved and San seconded that we pay \$150 to The Brick Meeting House to be able to use the space for our fiscal year (September-August).

San/Peter adjourned the Board meeting.

**FCTC General Membership meeting 3/24/2014,  
was called to order at 7:42.**

**Treasurer's Report**

Treasurer, Deb Bryan reported that we're still waiting for \$50 check to clear from Beaver Valley statement (storage closet), but that the balance on hand in the checkbook is \$3,797.28.

**Old Business:**

**Review of storage closet situation.** We are planning to empty the storage closet and move the costumes and props that are stored there to the Dewey Barn (thanks Pam and Dave, for the space!). Much of what is now in storage will need to be thrown away, and we'll try to get a hoe out/moving party organized as soon as the weather cooperates. We will keep renting the storage closet until we can do the work that needs to be done there in reasonable comfort (without having to dodge rain, sleet, snow, frigid temps, etc.)

**New Business:**

**1. Pam Dewey presented her proposal that Saucy Jack and the Space Vixens be our fall show, presented at the end of October. (23rd-26th) for 4 nights.** Audition dates will be in August. Pam has most of the crew in place and is working on completing that roster. She will be pre-casting 3 roles in the show, but holding open auditions for the rest of the cast.

The play, which is a space fantasy and clearly an adult show, involves diverse music and takes place in a bar (Saucy Jack's), with the audience as part of the acting area. The plot involves a series of murders of artists. Space Vixens are crime fighters.

Rehearsals will take place at BFA Fairfax High School and the BMH. Bar from Deb Bryan's basement is set piece.

Peggy Bonesteel moved that group accept the proposal contingent on the budget being finalized. Deb Bryan seconded and the motion unanimously passed.

**2. Re. Jen Martin's offer to donate 10% of the sales from her new business of honcho-ing chocolate parties**—the Board will send out announcement, inviting people to schedule parties.

**3. By-laws revisions**—Bob went through proposed changes and there was discussion. We will meet on 4/7 at 7:30 to take the vote to ratify these changes.

Peter moved to adjourn. Pam seconded. The meeting was adjourned.

Respectfully submitted,  
Peggy Bonesteel

## **FCTC Board Meeting - 3/24/14**

The Board meeting was called to order 7:15pm

### **Jen Martin presented a generous fund raising proposal to the Board:**

- Jen has offered to donate 10% of product purchases from Dove Chocolate Parties if booked by an FCTC member
- She asked for FCTC's help in promoting these parties, using Facebook or website postings. No other participation needed on the behalf of the company. These parties are similar to Tupperware parties but involve all chocolate products. There are very minimal needs on the behalf of each party's "Host." The group voted unanimously (with one abstention - Bob Martin - Jen's husband) to accept Jen's generous offer.

### **Pam Dewey presented budget concerns on fall show proposal**

- There are additional small fees such as bar tenders and custodial fees.
- BT \$10 an hour - \$120 a night for custodial
- Ballparked as \$500 a night
- There is considerable concern about additional fees that keep coming up from the venue. The Board suggested that Pam go back to the venue and renegotiate a better deal. Meg Cossaboom expressed a concern with parking, but Pam indicated that parking should not be a problem. Bob moved to accept the show be submitted for a member vote with the contingency of getting a better deal from the venue. San seconded. The motion was accepted by unanimous vote of the Board.

Submitted by: Bob Martin

**March 10, 2014**  
**FCTC Board Minutes**

**Present:** Margie Cain, Pam Dewey, Meg Cossaboom, Carol Graves, Deb Bryan, Bob Martin, Peggy Bonesteel. By phone: San and Peter Harrington

The meeting was called to order at 7:13 pm.

Margie opened the meeting by setting the agenda, which included 1)By-laws discussion ; 2)Info. Re. Saucy Jack; 3) Storage closet discussion

The minutes from January's meeting were approved.

Treasurer's Report: Balance currently is: \$3797.28 by Deb's reckoning. She will balance the checkbook with the statements she just received from the bank. Because we didn't get the storage bin cleaned out, we needed to pay for another month. Deb has followed up and sent the check.

**Old Business:** Deb followed up on the tax business that had been left undone. She indicated that it was an easy job to get us up to date, involving getting to the website and clicking on the appropriate responses.

**By-laws Discussion:** We went through the changes Bob Martin has proposed to the by-laws and accepted those changes with a few small variations.

Bob was charged with making the changes and sending the revised by-laws out to the Board within the week. The Board then needs to finalize them because a general meeting needs to be called to approve them.

The Board heartily thanks Bob for drafting the by-laws changes.

**Saucy Jack;**

The location will be Arts Riot. Pam wants to do a two-week run. The Board is fine with Pam's proposal, but there was some discussion about whether the proposal needs to be approved by the entire membership. Such is not a condition of the revised by-laws, but it is of the older version. A general membership meeting will be called for Monday, March 24, where we seek ratification of the revised by-laws and get formal approval from the membership for Saucy Jack.

**Storage Unit.** We need to keep an eye on the weather for a warmish, dry day to clean out the storage unit. We will need vehicles for hauling (both for the trash and for future storage at the Deweybarn). Pam has key to storage closet. The Board approved Pam's request to use some of our costumes for her school program.

Bob moved to adjourn. Carol seconded. Adjourned at 8:36 p.m.

Respectfully submitted,  
Peggy Bonesteel, Secretary

## **FCTC Board Meeting Minutes January 27, 2014**

**Present:** Margie Cain, Pam Dewey, Bob Martin, Carol Graves, Deb Bryan, Peggy Bonesteel, Peter Harrington, and San Harrington. Meg Cossaboom joined the meeting via speaker phone around 7:45.

Since Peggy Bonesteel could not be present at the last meeting, Deb Bryan took the minutes for the last meeting. She reviewed her memory of the minutes. There was a problem with website; we need to get out of the costume storage locker by March 1; problems with our participation in the Fairfax Christmas tree lighting ceremony and Festival of Trees. Deb will get the minutes of that meeting out to everyone.

Margie offered a recap of problems with Festival of Trees and tree lighting in Fairfax: We didn't get the billing or the opportunity to perform we were promised at either venue.

Our website needs work, but it currently is up and running. No one has been checking post office, thus our post office box was cancelled. The post box has been restored. We now have a key to the post box and Mike Cain will be checking it; we found the checkbook, and have worked with the bank to get things back in order. Hopefully the last the transition problems have been cleaned up.

Deb will take care of taxes, which is the next legal thing. Margie proposed that she, Deb and Peggy get together to map out a calendar for taking care of all the legal and financial minutiae.

### **Old Business**

We have until March 1 to get the costume storage locker cleaned out. Bob has a key. We have maybe 4 big totes to put things in. We can also borrow others from Meg's mom. Sound equipment is the one thing that we need to be sure that it is safe and dry and free from vermin. Bob said he can store the sound equipment. We will set a date to do the clean out before the deadline.

### **New Business**

Pam presented a proposal for "Saucy Jack and the Space Vixens," a musical. The play takes place in a bar with audience as bar patrons. Pam characterized the play as a campy musical, filled with innuendo (but no profanity) that takes place on another planet. It incorporates multiple styles of music.

Proposed Team—Dave Dewey, executive producer--needs a team to work with him. Deb as the financial officer. Pam Dewey, Director; Margie Cain, Musical Director, 1 San Harrington, choreographer.; Make-up: Josie McQueen. The show still needs a costumer, stage manager, and a set designer (the group suggested Tom Smith and Bob Martin for set designers).

Pam would like to pre-cast 3 roles, using Bob Martin, Meg Cossaboom and Drew Briggs. Cast is 9 or 10 altogether (one actor may double in two roles).

Time: fall

Rehearsal space: TBA

The Board was supportive of this proposal and urged Pam to continue to do the ground work for the project. The project will be presented to the members at the annual meeting.

Because of the lateness of the hour, President Margie Cain proposed adjourning with the intent of calling another meeting soon devoted especially to changes in the bylaws.

Respectfully submitted,  
Peggy Bonesteel, Secretary.

## FCTC Board Meeting 10/2/2013

**Present:** San Harrington, Peter Harrington, Pam Dewey, Meg Cossaboom, Carol Graves, Margie Cain, Peggy Bonesteel, Deb Bryan (by conference call). **Absent:** Bob Martin

7:30--meeting convened at Fairfax High School (thanks, Carol Graves, for finding us a meeting room!)

Margie Cain opened the meeting with a summary of the Annual Meeting. She indicated that after business meeting, the group held a discussion about what FCTC can do in the immediate future to keep its profile alive in the community. Among the ideas circulated were:

### 1. Getting involved in community events:

The Fairfax community is planning a haunted pirate ship for Halloween and needs actors. Margie will coordinate with Mary Taylor re. the Haunted Pirate event. It is held the week-end of October 25 and Halloween night;

St. Albans holds a Festival of the Trees in early December and recruits acts for the variety show associated with the event. The event raises money for local non-profits.

San Harrington moved and Carol Graves seconded a motion that Meg Cossaboom coordinate a group of FCTC folks to perform at this event. The motion passed;

We might want to get together a group of FCTCers to sing at the Christmas treelighting in Fairfax. Carol will find out date;

We could hold a social event in November to keep energy going--perhaps connected with The Wizard of Oz, Fairfax High School's fall show. (11/14, 15, 16) . We could have a late afternoon pot luck, and then go to show as a group. Carol Graves will find out the time of the show on the 16th, which seemed to be the best date for this event. We also discussed the idea of having a social event on November 23rd, and calling it a "Non-Cast Party," perhaps to be held at the Brick Meeting House. Deb will check to see if we paid them yet this year for use of the building, and Margie will check with Tom Townsend to check availability. This event would be a pot luck to be held around 5:00ish.

Margie will post our events on "Vermont Grandpa" and the Fairfax news.

### 2. Ammending the By-Laws:

Margie told us a bit about the history of the extant by-laws: When by-laws were written, company was large and active, hence there was a need for a formal process for choosing shows, etc. Since we are in a reforming stage now, that process doesn't fit today's reality. Nor do the by-laws addressing Board and general membership requirements. Margie proposed that we each go over by-laws and start re-working them to fit the group's present status. Each of us will bring our ideas to next meeting, and we will work on the by-laws as a group.

### **3. Proposing a show:**

Given our reformation status at the moment, we discussed the possibility of the Board proposing a show, or the Board getting behind an idea for a show, and working together to come up with a production team, dates, a venue, etc., much as was done when the first productions were mounted by the group. We can use the existing manuals and resources in the process.

4. Margie pointed out that we could save money if we could get rid of the costume storage locker. We need to go through it, hoe it out, and have a yard sale and/or donate the excess to Goodwill. Pam offered Dewey Barn as a storage site for those items we want to keep. Deb will find out when the fee to storage unit is due. If we could get costumes out within the next few months, we might get a refund that we could use to build an air-tight closet in the Dewey Barn. Bob has been volunteered (with Peter's help) to build a costume closet at Dewey Barn. Pam will discuss with Dave Dewey, where in the barn we can build it. Brenda offered her help. Meg can possibly get us some plastic bins.

Next meeting November 11, 2013 7:00 Dewey Barn.

Peter moved to adjourn; Deb seconded. Adjourned at 8:33.