

## **FCTC Annual Meeting: September 21, 2015 - Fairfax High School Conference Room**

Meeting convened 7:31. **Present:** Tom Townsend, Linda Horner, Candice Bryan-Broe, Ken Lagro, Patrick Houle, San Harrington, Peter Harrington, Nancy Benoit, Jennifer Martin, Margie Cain, Peggy Bonesteel, Carol Graves, Deb Bryan. **Absent:** Bob Martin

### **Review of minutes**—Peggy Bonesteel

Peggy read the minutes from last year's meeting and these minutes were approved

### **Treasurer's report**—Deb Bryan.

We currently have \$7490.38 in checkbook (Deb will verify this amount with statements, which she just received). Insurance isn't yet paid, and there are some outstanding debts to Deb for *Rocky Horror*.

*Saucy Jack* and *Rocky Horror Show* were both financially and artistically successful. In these shows, we used body and hand mikes for the first time, served alcohol for first time, integrated other media into the performances, and welcomed new people to the Fairfax family. Deb recommends that if we ever use Bliss Auditorium again, we be very specific with what we expect.

### **Visibility in the community**

We have been steadily working at increasing our visibility in the community with participation in the St. Alban's Maple Festival and Fairfax's July 4<sup>th</sup> parade. We will also be partnering with Fairfax Parks and Rec and CFC—Committee for Fairfax Community—for their annual haunted house. Bob Martin is honcho-ing our effort in the haunted house endeavor. In short, we're coordinating the event, and they're financing it. Bob has redesigned the patterns of the event. "Haunted School" is the theme for the event, which will take place 10/30& 31. We need actors who will commit for both nights. There will be minimum rehearsal time required. Our event is geared for older kids and adults. Fire dept. is doing little kid-friendly event.

There is a push in the community for the town to take over Baptist building as a community building. Masons are vacating the space they have used, and the plan is that CFC will oversee the building. The group wants to do some renovations. We will be invited to perform small shows there. If the community building becomes a reality, it will give us a home with both rehearsal and performance space.

### **Website**

Meg is webmaster. We have changed platforms and the site looks great. We need to get material to Meg regularly to keep the site's information current.

## **Westford Meeting House**

Tom is our liaison with the Westford Meeting House, which we have used in the past to mount shows. We haven't used the space for 5 years, mainly because the upstairs space, which we traditionally used as green space and dressing rooms is no longer available to us, and it's difficult to mount a show with little or now backstage space. Tom says that the Historical Society, which took over the upstairs space, does not make that space available to anyone.

Since it has been so long since we've used that space, we are no longer on their radar, and will now have to negotiate for space there, since many other groups are now using the space and we've lost our priority. Carol has key to BMH and will keep it for now.

## **Membership**

The Board has been working to determine how people could remain voting members without being involved in a show (which has been the criterion for FCTC membership). The Board had decided to offer a non-participating membership for annual dues of \$50.00. The dues will entitle the person to 2 tickets to each show, voting membership in the organization, and the person's name in each show's program. This type of membership will be called a "Patron Membership."

San moved and Nancy seconded that Patron membership level be \$30.00, rather than \$50.00. The vote carried. Jen suggested that the Board relook at Patron Membership with a view to perhaps make it multi-level.

## **Costume issue**

The Board has been considering several options for storing our costumes and some props. We had to move them from the Dewey Barn, where they had been stored (thanks Pam and Dave) to a temporary home in Graves' trailer. Bob and Peter have been researching buying a trailer for more permanent storage. They reported that it would cost \$3200 to 4500 for a size trailer we need). There was consensus among the group to go ahead with this purchase, but Deb suggested that we not let our reserves go below \$3200.

## **Board Elections**

Jennifer Martin, head of the nominating committee, presented the slate of officers/Board members for the new year, and the slate was unanimously elected. It consists of:

Margie Cain, Pres. (1 year)  
Bob Martin, Vice-President (1 year)  
Deb Bryan, Treasurer. (1 Year)  
Jennifer Martin, Secretary. (1 year)  
Candice Bryan-Broe (1 year Board member)  
Ken Lagro (2 year Board member)  
Patrick Houle (2 year Board member)

Peter moved. Jen seconded for adjournment.

Meeting was adjourned at 9:10

Respectfully submitted: Peggy Bonesteel, Secretary

## FCTC Board Minutes August 7, 2015

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

Margie called the meeting to order at 7:03

### **Special guest:**

Colin Santee from Fairfax Rec Department spoke to the group about becoming involved in the Fairfax Haunted House Halloween event. His interpretation of our involvement: FCTC would provide actors and story for Haunted House.

Margie and Jen stated that in the past, we were asked at the last minute for actors and volunteers, and it was disorganized and confusing. They felt that we can't be involved with a last minute effort. Colin said that was why he was here—to try to get things moving in a timely manner.

Colin, as head of Rec Dept. and Fundraiser for CFC will be in charge of advertising. There will be an admission fee. He is looking for a joint group effort with us.

Jen suggested that we form a committee of a few people to work with the Rec people planning the event.

Date: Friday and Saturday, Halloween week-end. October 30 and 31<sup>st</sup> from 5-8???

Possibly using 100 acre woods as well as Baptist building.

San moved and Peter seconded that we form a committee to work with the CFC on the haunted house at Halloween. Motion passed. Bob volunteered to get a group together.

**Minutes** from the last meeting were approved as written.

### **Treasurer's Report:**

**Rocky Horror Expenses** They expected to spend \$3970. They came in at 3968.61.

\$7490.38 Income and incoming. \$3521.77 minus \$200 for malfunctioning equipment. \$775 goes to Bliss Auditorium. \$2546.77 profit

What we've learned: We need to have physical tickets of some sort, so that we can have a better idea of how many people bought tickets. Jen suggested that we need a spread sheet for every show.

Bottom line for company: (how much we have in the bank) \$7370.00 (rounded off)

## **Costume/Prop storage**

Peter & Bob—Storage space in Franklin Co. very tight. Lake Road Storage in St. Alban's one 10X10 for \$60.00/mo. Beaver Valley Storage 10x20 \$80.00/mo. Class Center (Milton) possibly has a 10x10 coming available . We would pay for 11 months and they will give us one mo. Free. Landfill Road in Milton 10x10 \$65.00. Pete will check out Stuff it Storage in Fairfax, and one on Highbridge Road.

Deb—can we not purchase a storage unit.? Carol: what about a mobile unit. Precision trailers. @\$1200 (100 sq. ft. and less)

Carol and Mike Graves are loaning us their enclosed trailer. Margie asks the storage committee to check out prices on used mobile units, registration costs, etc.

Our Fiscal year ends August 31. Annual meeting needs to be next month (end of the month). Need nominating committee (a board member and others). Jen offered to work on committee. Need nominees one month before annual meeting.

## **Moving Costumes and Props**

Our move out of the Dewey Barn will be August 16<sup>th</sup> at 1:00. Bring bins and trash bags. We will need volunteers to launder some things. Deb will try to get a truck for trash.

## **Other Business:**

Send Margie proposed dates for annual meeting.

Dues—if you are involved in a show, you are a member. Patron member= \$50.00  
Gets 2 tickets for each show, voting members. Name in program.

Bob moved that the Patron Member dues amount be \$50, will be presented at annual meeting..  
Deb seconded. Passed.

## **Future Shows:**

We've had semi-formal requests to consider *Rent* and the musical, *Chess*.

## **New Business**

Deb: should we think about doing a fundraiser for lighting equipment? School has done some repair on the shared lighting equipment.

Jen—workshops for lights, acting, sound, etc.

Peggy's new address and phone.  
7 Mill Street  
Jericho, VT 05465

Phone: 802/881-7116  
Email remains the same: mbonesteel@aol.com

Meeting adjourned at 8:30

Respectfully submitted: Peggy Bonesteel

## FCTC Meeting July 24, 2015

**Present:** Margie Cain, Peter Harrington, San Harrington, Bob Martin, Carol Graves, Peggy Bonesteel, Jen Martin, Missing: Deb Bryan, Nancy Benoit

Meeting called to order 7:09.

Minutes of April meeting approved.

**Treasurer:** No treasurer's report available

### **Old Business:**

The website has been changed and looks fine. Meg is keeping it up to date.

Meg has resigned from the Board, but will continue as webmistress and will maintain a Twitter account for the company. Meg is currently an administrator of the Facebook page along with Margie. Discussion: should we replace Meg now or wait for Annual Meeting?

San: moved to keep spot vacant until annual meeting when the seat will be advertised as open. Jen seconded. Motion passed.

### **Rocky Horror:**

Artistically, the production was very much a success. Cast got along well. There were technical issues. The set designer didn't follow through on the set design. The sound person quit 2 weeks before the show. We had a difficult time with lights. There were also issues with the museum people, who didn't follow through on promises about equipment use. The company got displaced for a Board of Director's meeting, and we had to strike closing night instead of promised time later in the week. Through it all, though, the cast was amazing.

What we've learned:

Board liaison person needs to attend rehearsals every now and then and ask pertinent questions.

The producer needs to oversee all technical aspects as well as the budget.

### **New Business:**

Future shows: Jen is thinking about proposing *Anne of Green Gables*; Patrick Houle eager to work with us. *Christmas Tuna* for the holidays.

Dewey Barn; We discussed Pam's email concerning the need to move costumes and props from the Dewey Barn where they had been stored. We need to be out of the Dewey Barn by August 23<sup>rd</sup>. Where should we store props and costumes? The Baptist Building in Fairfax was suggested but there is still a nebulous situation in terms of it becoming a community center.

Carol offered their trailer for a temp situation. San moved: that depending on spousal approval, we use Carol's trailer as a temporary situation and looking for permanent situation. Bob seconded. Motion passed.

Assuming that the trailer is available, we will set 8/16 as a work day to get the stuff out of the Dewey Barn.

Bob and Peter will research storage units in Fairfax/Georgia area. For the last storage unit we used, we paid whole year and got a discount—two months free.

The Fairfax Rec committee wants to meet with us re. the haunted house, as they want to make the production more professional. Consensus of the group was that Margie should encourage discussion with the Rec people.

Proposed discussions for next meeting: Dues, expanding membership base. Peggy will email membership form to Margie.

Next meeting 8/10, place to be determined.

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

Submitted by: Peggy Bonesteel



## FCTC Board Meeting – April 12, 2015

Meeting was called to order @7:15 by president, Margie Cain.

**Present:** Nancy Benoit, Jen Martin, Deb Bryan, Bob Martin, Meg Cossaboom, Margie Cain, Peter Harrington, San Harrington, Peggy Bonesteel, Carol Graves.

Minutes of the last meeting were approved.

Treasurer, Deb Bryan reported that our financial situation was the same as at the last meeting.

### **New Season:**

Margie reported that the proposal for *Red, White, Blue Tuna* has been withdrawn. There is a possibility *Tuna Christmas* will be proposed as a Nov/Dec, 2015 project.

### *Rocky Horror Show*

Meg presented her proposal for us to do *Rocky Horror Show* at Twiggs in St. Albans July 9-11; 16-18th. Per the proposal, Meg will be director and music director. Kathy Hoffman, producer; Heather Wilson, stage manager; Meg, costumes; Molly Hartman, choreographer; Ben Patton, animation; Adam Tougas, props & set decoration; Holly Sherrer, make-up, Kathy Hoffman, House manager; Lighting and sound are still question marks at this point. Meg thinks mikes will be necessary. Margie Cain, Assistant Director. Auditions would be April 30 and May 1. Meg will confirm space for auditions at the high school asap with Carol.

Jen asked whether we would rent or borrow sound equipment. Pete recommended a combination of both. Peter recommends headsets vs. handheld. Meg has contacts at Burlington HS and Enosburg Opera House that might be able to help with sound equipment. We will need someone to run soundboard.

Meg hopes to have row seating, rather than the tables and chairs arrangement we had for *Saucy Jack*. She thinks we need 60 chairs, and thus might need to borrow some and bring them in ourselves. She would prefer that there be no wait staff taking orders while the production is going on.

There would be no pre-cast roles, and no changes in script.

Rehearsal space would be at Twiggs as much as possible, with possibly Fairfax High School as a secondary location.

Budget-wise, the show comes in at \$3,900, which includes \$100 for sound technician, and royalties in the \$2000-\$2050. Meg proposed the possibility of varied price seating: \$30.00 for VIP tickets, \$20 general admission. She wants to solicit program ads., and show sponsorships to off-set the high costs. Meg hopes for a profit of \$8000 +, given the cult following of the show and the number of performances.

Jen expressed a concern about up front costs that will take up just about all our treasury.

Bob moved to accept the show's budget as proposed.; Deb seconded. The motion passed.

Deb moved to accept Meg's proposal as presented; Carol seconded. The motion passed.

Jen asked if we can get something together about the show in time for the Maple Festival in two weeks? Consensus was that we could with some effort. Peter, Nancy, Carol, and Bob are willing to be Board liaison people for the show.

### **Website**

GoDaddy will host us through end of the year. Meg has been working on website, but the Website committee needs to meet. Meg has been migrating photos from old site to new site. The Board offered thanks to Meg and Carol for all their work so far on the website. Meg thinks that any blog we do on the site should be a Board blog—anyone on Board should feel free to post.

### **Costume closet**

Bob talked with Pam Dewey about the space we're using in the Dewey Barn, and Pam said it's still okay to keep costumes there. Bob and Peter will see about building something in that space to keep things secure, dry, and vermin-free.

Carol moved; Peter seconded to adjourn. Motion passed and we adjourned at 8:41.

Submitted by,

Peggy Bonesteel, Secretary

**March 15, 2015**

**Present:** Bob Martin, Deb Bryan , Jen Martin, Nancy Benoit, Peggy Bonesteel, San Harrington Peter Harrington, Margie Cain, Carol Graves, Meg Cossaboom (via phone).

After a wonderful lunch, President Margie Cain called the meeting to order.

The secretary's report from the December meeting was approved as read.

**Treasurer's Report:** Our bank balance is currently \$4553.35. Everything is paid, except for an invoice from the web-page provider (see discussion below). Treasurer, Deb Bryan called the bank regarding getting a debit card for the organization that will have limited access (only the president and treasurer). Deb needs to fill out some documentary materials. She will go to the bank to complete that task within the next few weeks.

### **Old Business**

**Web Page:** Galaxy Place (now has a new name) sent an email bill which includes back billings because these invoices had been sent to Walter. The person we've been dealing with has suggested Word Press as a platform for us to use. He will put together a sample to see if it would be something we'd like, and we're still waiting to hear from him. The web site committee met in January. Meg did some research into WordPress as an option, and it seems usable. Word Press is more blog-ish than typical web page. It's easy to update and doesn't require separate software. Plus there is no fee to do set up a site through Word Press, unless we use one of their tech people to set it up and host it. We could register our domain name through Word Press. Carol will check on costs with Google. Meg will follow up with person from Word Press. We thank folks who have worked on this project. We still owe Galaxy Place around \$300. Meg will ask Galaxy Place to send us a new invoice to her and we'll follow up with payment. We will maintain a website, twitter presence, and facebook presence.

Bob moved that we transition our website to Word Press. Jen seconded. The motion passed. Meg will coordinate with person at Word Press. The website committee will meet and determine website content.

**The Costume Closet.** Bob will check with Pam and he and Peter will work on solving the costume storage dilemma.

**The Production Manual.** Tabled until a working meeting devoted entirely to the manual's refurbishment.

### **New Business**

**The Season.** Margie made an oral pre-proposal to mount Red, White, and Tuna to Take place on or around July 4th. The play is a 2 man show. Margie will direct. Peter & Bob take the 2 roles. Jenn & Margie will talk about costumes. Margie is still looking for someone to do lighting.

Carol will stage manage. Sound—Buddy? Producer; Kim Ward . Location: Westford BMH or the Baptist building.

Possible holiday show? White Christmas?

Peter suggest Roar of the Greasepaint: Smell of the Crowd as our next musical.

Bob will look into the Town Hall in St. Albans, as summer venue.

Jen offered to donate a portion of her chocolate proceeds to FCTC as she so generously did last year. Margie offered to host a party.

Peter moved, Nancy seconded to adjourn at 1:45.