

Minutes of the FCTC Board Meeting

December 17, 2008

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

The meeting was called to order by President Walter Mahany at 7:17 PM.

Old Business

Play Selection/ Calendar Scheduling: There was a discussion of how to go about changing policies related to these. Changes should go to the membership before they are finalized. It was agreed that we would set up a weekend or evening retreat for the Board to go through the policy issues and create guidelines and/or a plan. Jennifer C. said that we should have concrete ideas to present to the membership. She moved that we schedule such a meeting and Margie seconded the motion, which passed. The meeting was scheduled for Sunday, January 11th at 2 PM at Jen Carbee's house in Jericho. Jen will send directions to the Board.

Swanson's: Jennifer sent Swanson's a check for the tree that died along with our non-profit letter. She has heard nothing. We discussed developing a policy for borrowing plants and other things of value. Our insurance does not cover loss of such property. The decision was made to create a procedure for borrowing items which will become part of the proposal packet and will be signed by the production staff. This will include a sample agreement between the production staff and the borrowee, noting the condition of the item and consequences for loss or damage. Jerry agreed to draft a proposal for discussion at the January 11 meeting.

Change in Durang Schedule: Cheri Gagnon has proposed eliminating one of the performances of the spring production. Concern was expressed over changing a budget that was approved by the Board and a production schedule that was approved by the membership. Helen made a motion that Walter communicate to Cheri that if she wishes to change the schedule she will need to submit a new budget to the Board who will then submit a revised proposal to the membership. The Board recommends that she follow the original plan. Margie seconded the motion which passed.

Production manual: Nothing new

Lighting: Jerry talked with Bill Kneen who said that he has sent some equipment out to be fixed which he will then sell. He estimates \$750 for a lighting control board. We decided to close the discussion for now due to our budgetary situation, but Jerry will ask Bill to let us know when good used equipment becomes available.

Who shall represent FCTC in the Community? The President will do this and we agreed that there was no need for a written policy.

Teddy Bear Factory Fundraiser: Jennifer M. has not heard from the Teddy Bear Factory and thinks they may not need volunteers this season. They are giving out donations of a bear. The group thought it would be great to have a bear to raffle off at the summer show. Jennifer M. will make sure that we are still on the list and will ask about a donation bear.

Publicity/Advertising: It was decided at the last Board meeting that Kevin would be the contact person for newspapers and such. He will work in collaboration with the producers. He will send an email to the production staff letting them know that he has been designated by the Board for this purpose and that they should use him as they see fit. We had great publicity for *Translations*: a spotlight preview in Seven Days, a best bet in the Free Press and many YouTube hits.

New Business

Translations Wrapup: *Translations* came in under budget. Everybody spent responsibly. However, we lost \$292.09. There were several new people involved, including some fine actors and Jill Snapp, who did the scenic painting. She wants to stay involved with FCTC. All agreed that the show was of excellent quality. There was no profit to share with the Baptist Building. The St Albans show also lost money but did slightly better in attendance and income from concessions. Our agreement with the St Albans Museum, to whom we have already paid \$300, was that we would pay 50% of performances. Kevin is sure that it was clear that we meant 50% of the net and that he told them there might not be a profit to share. He will send the Museum a letter explaining the situation. The Museum is a beautiful, accessible space, although there were some challenges. There was consensus that we should give something to the Baptist Building. Kevin will email Thom Smith.

Committee Reports

Treasurer's Report: We have \$1744.93 in the checking account and \$3075.64 in the Money market account. Jennifer M. ordered checks for the Money Market account. Kevin moved and Jerry seconded a motion to approve the Treasurer's report. The motion passed.

Secretary's Report: Jen C. talked to someone at the Fairfax Library about doing a play reading there on a Tuesday in January. The person said she would get back to Jen but has not. Mary will follow up. The key policy has been used. Kevin moved and Jennifer C. seconded a motion to approve the minutes. The motion passed.

Email access: We have had the same password for a long time. Kevin suggested changing passwords from show to show. Jen M. asked that the Treasurer have access. Kevin has been doing basic maintenance, erasing junk, etc. Helen moved and Jen C.

seconded a motion to change the password. The web administrator, the production team and the President and Treasurer will have access. The motion passed.

Website: The website is operating again after having been down for a couple of days

Advertising: The ad insert lost money this year. The group agreed that unless we have someone who is willing to take this on, advertising should be left up to the individual producers. Helen suggested that we put out a plea to the membership for a “financial hero”.

Workshops: Tabled

Attendance at Shows: A question was raised as to why the membership did not come to *Translations*. Margie had a conversation with Michael Metz about how we balance doing popular shows with shows that feed the soul, feed us as artists. It was suggested that we send an email to the membership with some possible reasons for their non-attendance and asking for feedback. Kevin will email the Board and ask what we would like included. We have the lowest ticket prices of any group in northwestern VT.

Mission Statement: Tabled

Jennifer Martin moved that we adjourn. Helen seconded and the meeting was adjourned at 9:41.