

## 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 30<sup>th</sup> 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 26<sup>th</sup> 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.