**Sun Lakes Community Theatre**

**Board of Director’s Meeting**

**Held in the Oakwood Ballroom**

**May 11, 2015, 2:00pm**

**Present:** Sandy Bocynesky, Grace Geisinger, Roger Edmunds, Sandy Pallett, Sandy Ilsen, Ted Peck, Kathy Jones; Michael Carter; **Guest:** Howard Hummel

**Debrief of Spring Show**– Howard reported show was within July budget. New banners worked well, publicity and stage managing was good, volunteers helped. Sandy B. helped with scheduling. Did not work out using 2 Men and a Truck Co. for set transportation. Need simple sets as we do not have enough help with set design. Seating arrangement worked well. Howard said ticket sales worked well. Show was a positive experience for him.

Portable Equipment: Howard and Jim looked into a Mackie Board, at a cost of $399, but the entire system he believes we need is over $2,300. He explained how he thought it could work. Sandy B. questioned whether or not anyone involved Dave Stevens in checking into this. They did not. Sandy B. said that because Dave is looking for some portable equipment for the Children’s theatre, some of that may be usable for shows outside of cottonwood. She will share the information with Dave that Howard and Jim researched for review.

Risers: Howard also talked about the riser situation and Sandy B. clarified that as it now stands we will have four risers stored on stage left for Linda Caton’s use as well as that of theatre in addition to the 17 currently being stored on Cottonwood premises. She also provided an over view of what was discussed with Food & Beverage.

**Approval of March 31, 2015 Minutes**: Duties of Secretary – the words: “responsible for e-blasts” and “coordinates the Aside newsletter with the editor” should be eliminated. Minutes were approved as amended.

**Electronic Votes:** On May 9, 2015 Board approved to purchase Gerard Classman’s pipe and drape system of bases, uprights and long connecting poles in the amount of $400.

On April 29, 2015 Board approved option of having no dinners, just advertising properly, after concluding a meeting with Cottonwood management. This approval eliminates necessity of having to sell dinners for all shows and running those funds through SLCT’s treasury. It also makes it easier for on-line show ticket sales.

**Treasurer’s Report:** Motion to accept the Treasurer’s Report submitted and presented by Kathy Jones was made, seconded and approved.

**Discussion of Board’s Immediate Goals and General Membership –** Mike Carter - Concerned about getting directors and getting members more involved. Suggestions: hold a Director’s Workshop; encourage members to join committees; encourage members to participate at meetings, i.e., plan a small skit, engage a speaker, etc. Sandy B. will bring her suggestion box to meetings.

**Results of Meeting with Lori Blum:** Grace and Kathy met with Lori Blum, CPA and Tax Advisor. Lori suggested we purchase the software Quick Books Premier for non-profits to get the necessary reports for a 501c3 and for purposes of securing grants. Roger Edmunds moved that we purchase the Quick Books Premier software, purchase up to four hours of training for Kathy Jones and also purchase the training manual for future reference. Motion seconded and passed unanimously.

**Year End Party** – Date of April 19 is being held at Palo Verde. Further discussion tabled for future Board meeting.

**Award Program** – Tabled for future Board meeting.

**Production Manual Update** – Tabled for future meeting.

**Play Reading Committee** – Michael met with committee and reported Play Reading Committee has put proposed wording changes to the existing policy and is looking for the board’s acceptance. Sandy B. asked that the wording additions be sent electronically so board members can review the changes more carefully and then vote electronically to accept, change or reject. Mike Carter will send to members. Proposed new wording is as follows:

1. Material submitted must be by a Director who isa member of SLCT. 2. Director should provide PRC an original script for our files if it is performed. Perusal copies paid for by SLCT should be retained by PRC. 3. Dates that plays have been approved will be recorded. Plays approved longer **ago** than 10 years old*,* must be re-submitted to the PRC.

**Other Business:**

**Budget:** Two budget meetings are planned. Grace asked if we could have a separate Board Meeting dedicated to just the budget shortly after their second Budget Committee meeting. We will ask for dates and plan this.

**Dates of Fall Play:** Sandy P. reported the dates of the 2015 Fall play are November 17, 18, 19, 20 in Cottonwood, November 21 in Sun Lakes Country Club and November 27, 28, 29 and 30 at Oakwood.

**Adjournment:** Meeting was adjourned at 4:00pm.