**Sun Lakes Community Theatre**

**Board of Director’s Meeting**

**Held at the Home of Sandy Pallett**

**January 6, 2015 – 4:00pm**

**Present:** Sandy Bocynesky, Roger Edmunds, Sandy Pallett, Sandy Ilsen, Jim Nielsen, Howard Hummel, Kathy Jones, Grace Geisinger

**Treasurer’s Reports, November and December 2014:** Sandy Pallett reported that Oakwood owes SLCT $2,300 from the Tropicana Show, and have promised to reimburse us. Roger Edmunds is a little over budget on the Dr. Suess play for the elementary schools. This is a one-time expense, as this show will be presented for several more years. All were in favor of approving over-budget figures for the Children’s show. Grace and Kathy are planning to meet on Friday to discuss the budget. The treasurer’s reports as presented were approved.

**Approval of December 4, 2014 Board Minutes**: Minutes were unanimously approved as submitted.

**Director’s Responsibility:** Howard discussed the matrix he submitted to the Board listing what the Director’s responsibility and SLCT’s responsibility. The Director and Assistant Director are responsible for artistic portion of show. Producer’s job needs to be reviewed to include acting as general coordinator. The difficulty of setting up chairs and risers can be alleviated by just arranging chairs for the audience. Another area of concern is set construction. John Crawford will do the Spring show and is willing to mentor and/or direct a crew for future shows. Also needed: someone to handle publicity, posters, and flyers for each show. Howard reported that Doris Rouleau has agreed to train someone as House Manager. Sandy B. reported that she contacted Doris Rouleau and she will be putting together a detailed step by step instruction of the duties of House Manager for SLCT’s use. Howard reported that Bob Rouleau will do the head shots. Sandy P. and Howard reported that instead of painting the boards for each show, banners will be placed over each board going forward. The subject of cookies was discussed and it was decided to continue providing cookies as we are budgeted for them. It was stated that many of our SLCT member can no longer lift or carry heavy objects or climb ladders. Roger agreed to consult with Hamilton High about hiring students to help with transporting, lifting and construction, and will see if the school has any liability insurance on them. Sandy B will also look into cost of liability insurance SLCT purchases to cover volunteer work crews from other than SLCT. Jim suggested speaking to our newer members and asking for help. Howard suggested hand-outs for members to fill out listing their skills and interests. Sandy B is completing an application for SLCT from SRP to request volunteers for help with set construction. Sandy B. reminded the Board that because one director sees the job of producer and assistant director one way, and the next director may see it differently that the matrix discussed would be not be considered as Board policy but may be used as a guideline.

**Ticketing Update:** Jim Nielsen arranged for SLCT ticketing online for a nominal fee per ticket. Tickets may be purchased in person for the March show the morning of February 16th by sellers using laptops. Buyers may choose an online ticket or a printed ticket as before. Online tickets may be bought from home, by credit card beginning the afternoon of February 16 with an order processing fee. Seating arrangement will be shown on screen for buyers to see. Jim will publicize new ticketing process in the next (February) issue of the Splash.

**Dinner Break:** 6:00 – 6:30pm

**End of Year Party:** The criteria for free dinner at end of year party was discussed. Suggestion was made to switch to a point system, assigning points based on being in shows, working on shows, etc., as to whether members may be eligible to go to dinner at end of year at no charge. Sandy P. and Jim N. have volunteered to develop a model of the point system and bring to the Board for review. This would not be implemented until next fall.

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**Show Publicity Chair:** Marcia Stevic will not resume in this capacity due to health issues. Sandy Pallett agreed to do publicity for the March show. Sonja White and Sharon Guzman have expressed an interest in writing and publicity. Someone suggested MJ but currently she has been handling flyers.

**Elections:** Two present Board terms will expire the end of this year. Vice President Jim Nielsen will select and head Nominating Committee which will select potential members to run.

**Old Time Radio Show and Possible Musical:** Roger Edmunds will consider directing an Old Time Radio Show for SLCT’s summer performance. He is also looking into musicals, such as *Lend Me a Tenor* or *Once Upon a Mattress.*

**Board Responsibilities:** Updating responsibilities and forming committees will be discussed at a later meeting.

**Show Dates for 2015:** We currently have two dates on the calendar, one for summer and one for fall. Linda Caton has been asked again if she would direct a play. She said right now there is no play she is interested in directing. Summer appears to be open. Sandy Pallett suggested possibly considering a holiday themed show in November this year and presenting it at the different phases of Sun lakes. Sandy B. reminded the Board if we don’t have a definite show on the books soon, we need to turn the rooms back to Cottonwood.

**Upcoming Director’s Meeting:** A council of directors will be held on Tuestday, January 27, 2015, time to be announced.

**Adjournment:** Meeting was adjourned at 7:30pm