**Sun Lakes Community Theatre**

**Board of Director’s Meeting**

**Held at the Home of Jim Nielsen**

**May 13, 2014 –4:00pm**

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

**Minutes**: Motion made, seconded and carried to approve amended Board minutes of April 2, 2014.

**Treasurer’s Report:** Motion made, seconded and carried to approve report made by Kathy Jones.

**Goals**: President Sandy B. initiated discussion. The following goals of the Board are planned:

Roger - Work on Children's Theatre and preliminary work on $500 HS Scholarship for our review.

Jim - Look into an on-line box office package for SLCT use.

ALL- Continue and improve mentoring for various duties, as well as acting.

Howard - Check cost of A/C storage unit for costumes, props and sets. Need inventory of props and furniture in storage or at homes. Directors to be instructed how to procure props and furniture.

Sandy B. - Explore grants suitable for the community theatre.

Kathy/Grace -Work on the financial form 990 and Quick Books for Non-Profits.

All - Membership - set goal for attracting and obtaining new members, kick off at first meeting

All – Publicity and presence in all three phases. Let folks know about community theatre.

**501c3 Overview:** Sandy B. reviewed document. We are in compliance with most requirements and must have documentation for everything we do. It is necessary we have original receipts, not to be submitted via email. Directors should be aware they must work within their budgets and approve each receipt.

**Dinner Break:** Approximately 5:05pm to 5:35pm.

**Budget:** Sandy P. distributed copy of production expenses minus dinner. Discussed whether Improv should maintain separate budget, printing costs, cost of cookies and increasing cost of dinners, which SLCT has been subsidizing. Jim, Grace, Kathy and Howard will work on budget and discuss at a meeting.

**Ticket Sales:** Grace discussed selling tickets at all three Sun Lakes phases. MaryAnn Utter agreed to do tickets for summer show.  She must learn the process and Grace is ticket liaison, so Grace, Bud, Kathy and Mary Ann will meet this Friday to go over how tickets are handled and recorded.  Sandy Bocynesky received 4 names of members interested in helping with ticket sales which were passed on to Grace for consideration.

**Play Reading Committee Policy –** Howard discussed the new play reading policy. Committee will meet to discuss script submitted by director, who will be involved only if there is a question about appropriateness of play or set, etc. Board approved donating to schools the scripts not approved, and retaining scripts of plays we have performed. Motion made, seconded and approved to accept the new Play Reading Committee Policy.

**Open Houses –** To be handled by Sandy P.

**Position Descriptions - Team Volunteers on Current Positions –** The question of handling publicity was discussed. Sandy P. and Grace will meet and discuss process with current publicity person.

**Website Overview –** Jim demonstrated and discussed SLCT’s web site and method of accessing.

**Adjournment**: The meeting was adjourned at 7:45pm.