

**SUN LAKES COMMUNITY THEATRE
BOARD OF DIRECTORS MEETING
SEPTEMBER 27TH 2012
COOTONWOOD COUNTRY CLUB
ROOM M1**

PRESENT: LINDA CATON, BUD JENSSEN, MICHAEL CARTER, SANDY PALLETT, SUE YOUNGBLOOD, HOWARD HUMMEL (VIA FACETIME), AND JEANNE SCHWAN – TREASURER.

ABSENT: JIM NIELSON.

APPROVAL OF MINUTES: A motion to approve the minutes of the August 30th, 2012 meeting was made by Sue and seconded by Bud. Motion carried.

TREASURER’S REPORT: Jeanne reported that not much has changed since her last report at the August 30th meeting other than restate of the storage fee of \$345 per month and a \$15 deposit for new membership. She reported that we now have \$4091.37 in the checking account and that we are in good standing for the fall play. A motion to accept the treasurer’s report was made by Sandy and seconded by Howard. Motion carried. A discussion followed regarding an “Income and Expense” report that Jeanne handed out at the last board meeting. The report covered income and expenses from 2010 through 2012 as of August 30th 2012. It was clarified by the fact that SLCT was dark most of 2010 and that there is some uncertainty to the total number of members we have recorded on the books. Storage came up as an issue with discussion of possibly reducing the number of storage sheds we rent from its current number of three. Reducing expenses was also discussed. Sandy is not sure as to her cast party venue and possibly going with “finger food” rather than a “sit down” format. As far as accounting, Jeanne recommended, “we start fresh” with record keeping details and reports. She reported that SLCT really never worked with a budget due to the uncertainty of income and expenses for each production. A motion was made by Michael and seconded by Bud to change the end of year party from a no cost to attendees to a partially subsidized one with the purpose to reduce expenses. Motion carried. Another motion was made by Bud and seconded by Sandy to base high school donation amounts on available resources generated by future productions. Motion carried. We discussed the feasibility of assuming income and expenses with the outcome to generate a working annual budget. This discussion was tabled for the next meeting.

Jeanne’s resignation as treasurer was the next topic discussed. Jeanne agreed to stay on as treasurer as long as her duties are limited and split into two distinct functions. A member of SLCT may be able to enlist the support of a CPA to help us out. More information will be known at a later date.

Sandy reported that she has everything under control with her up coming play “Murder at Café Noir”. She also reported that the Arizona Republic is expected to

run an article on SLCT this coming Saturday edition. Also there will be a \$10 charge for some groups who wish to attend the dress rehearsal for her play on Sunday, October 28th.

Howard has submitted a spring play to the reading committee for their approval. He stated that he would not commit until there is a set building and design committee in place. Set up and strike was discussed as a separate function with the possibility of hiring people to do the work. Linda will talk to Gerad for his input.

Sandy reported that the "Open House" will be 10/6 at Sun Lakes Country Club, 10/13 at Cottonwood, and 10/20 at Oakwood. Ticket sales for her play will occur at each of the locations.

Bud is working on next term board nominees.

The General Membership meeting scheduled for October 11th will provide the board with an opportunity for each SLCT member to get involved in some aspect of the theatre. Areas of membership participation will include but not limited to: Play Reading; Props; Set Design and Building; Directors, Assistant Directors; Assistants to the Director; Publicity; Lights; Sound; Ticket Sales; Stage Managers; Producers; Costumes; Make up; and any things we haven't thought about.

SWOT will likely be introduced. The need for greater membership involvement is absolutely essential for the survival of SLCT. As a board we recognize the need to be current and thrive in an ever-changing environment. New ideas and participating membership is crucial.

The next board meeting is scheduled for 4:30PM on 10/11/2012 in the Saguaro Room at Cottonwood.

Meeting Adjourned at 11:15AM.

Michael Carter - Secretary