

Board of Directors Meeting Minutes August 19, 2010

Present at the meeting were Doris George, Jon Martin, John Charron, Maye Hart, and Kate Mara. Dee Dee Pitcher was absent.

The meeting was called to order at 7 pm. The Secretary's report was approved unanimously. There was no Treasurer's Report.

Maye reported that Encore 2010 has been booked for a dinner show at Plausawa Valley Country Club for Friday, September 10 as an additional fundraiser.

It was reported that the Northwood Theater Workshop Summer Show was seen by approximately 150 people during its three show run. Kate is working with the president of the NTW to establish a contract and iron out other issues.

Jon Martine reported that there was to be a production meeting for Hello Dolly on Wednesday, August 25th.

Maye has not yet selected a play for the Kid's Theater Workshop. She will try to pin that down by the next Board Meeting.

There is no director yet for the Christmas Show, but Maye has a play that might be used if need be. Maye suggested that we contact local churches to put together choirs from town to sing as a show. She will also post a notice in the September Curtain Up for a director.*

John Charron proposed Nana's Naughty Knickers for the early spring show. A discussion ensued regarding other possible shows for that slot, including Mal Cameron's Proof and a show that Ernie Bass was interested in doing. It was decided that the discussion would be tabled until the next meeting. John Charron will contact Meggin Dail regarding the calendar.* NTW will be doing The Odd Couple in the late spring.

Jon Martin reported that we had a tax form to fill out and that he had sent in a check for \$75 for the filing fee, which is good until October. He passed on other forms to Doris for the Town abatement of taxes.

It was reported that Dee Dee was pretty much up to date on memberships, with a total of about 80.

Sue Bleckman won 2 free tickets at the spring show and wants to use them for Hello Dolly, but needs to know the procedure for doing that.

Jon and Meggin are doing Rotary and still need help on Wednesday nights.

John Charron has contacted Jonas Glidden regarding the program book ads but Jonas hasn't responded yet. It was decided that if Jonas does not want to sell the ads this year that the Board will divide them up and do the sales. John asked us to think about businesses that we haven't solicited so that we could expand our ad sales, and we'll take this up again at the September meeting.*

John Martin will contact the fire department for our occupancy permit.*

The board discussed building maintenance. Kate mentioned that the handicapped bathroom needed painting. We also know the front façade of the building needs painting. Jon Martin will contact John Maddox and ask him for a quote regarding repairs to the front façade.*

The Board then discussed alternative sponsorship for our shows. John Charron will contact Banks Chervolet regarding sponsorship for Hello Dolly and Kate will pursue other sponsors.*

Kate reported that Maureen D'Orio, president of NTW, has tentatively set a meeting between the Player's Board and NTW's Board regarding contracts on Tuesday, September 14th.

The Paige Agency sent us a letter informing us that we have to raise the amount we are covered for because the value of the property has risen. Kate made a motion to increase the property insurance to \$402,000 at the cost of \$2195 per year, seconded by Doris. Motion was accepted unanimously. Doris will contact The Paige Agency to make the changes.*

The Board then discussed the financials. John Charron reported that Bob Landry, an accountant, has looked at the books but will not be reconciling them. John Charron then discussed a new bookkeeping system, including purchase orders and a system with three sign-offs for checks and money transfers. All payments will be reviewed by the Board monthly, and the bank statement will be checked against the books. Petty cash use was also discussed. The system will now have many check and balances. Forms were passed out to the members of the Board for the new expense system.

A motion to adjourn the meeting was made by Jon Martin, seconded by John Charron. The meeting was adjourned at 8:55.

Respectfully submitted,

Maye Hart, Secretary

*Action steps