

**Board of Directors Meeting
October 20, 2011
Minutes**

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

The meeting was called to order at 7 pm. Two items were added to the agenda – a show proposal by Maye Hart and a Christmas Show/PYW discussion by John Charron.

The secretary's report was accepted after a motion by Doris George, seconded by Dee Dee Pitcher.

Doris then presented the Treasurer's Report and said that she needed to transfer money that had been donated for the fire doors from our savings account to our checking account to cover the work that had been done on the doors. There was a brief discussion about the project and Maye pointed out that there were still a few items on the front of the building that had not been completed. It was agreed that Jon Martin would review the project and make sure that everything was completed outside. The discussion on the review was tabled as Jon Martin had not yet arrived at the meeting and it was agreed that we would talk about it later under building maintenance. Dee Dee Pitcher then gave Doris \$670 for the last two Encore shows and told Doris that Dee Dee was owed \$85 after paying the pianist. It was agreed that Jeff Gregoire had one more payment to make on his promissory note to the Players. John then asked for a motion to transfer \$3000 from the savings to the checking account, Maye made the motion, seconded by Kate and the motion passed.

Kate then asked Doris how much she thought we needed to target to raise in order to be comfortable with our monthly expenses going into next year and asked that, if we couldn't come up with that figure this meeting, if we could come to one for the next meeting to discuss. It was agreed that John and Doris would work to come up with some budget figures for the December meeting so that we could see how much we had to raise and have a budget going into the next fiscal year. Dee Dee made a motion to accept the Treasurer's report, seconded by Kate and the motion passed.

We then moved to a discussion of the Christmas Show. Jen Kearns had reported to John that she had checked with the Sanderson Fund and that we could not get funding for this year at this time, but that some funding might be available for PYW. She also said that in order to get funds for 2012, we had to submit proposal and budget by December 30, 2011. John then said that we had three options – one to have no show this year, two, to do a show and charge money for the tickets or, three, to allow PYW to show a Christmas movie in the theater, if

the could get a screen and that would be to raise money for PYW. Kate said that we had discussed at the last meeting that we had already decided not to charge money for a show at Christmas and that we had decided to look toward next year instead. She also questioned whether PYW could put something together that quickly. Maye said that we should focus our efforts on the proposal for next year that was due at the end of December. John said that PYW's thoughts were just an idea – they had no idea where to get a screen to show a movie, and they weren't sure that their idea could ever come to fruition. Kate asked if we could do refreshments at a proposed PYW event. Maye pointed out the problems with showing a movie in the theater without the proper projectors and Dee pointed out the with a \$2 ticket price, all of which goes to PYW, the cost to us for the heat alone might be hard to handle. It was agreed that the PYW proposal was probably not feasible and that we should focus on the proposal for next year. Maye asked if we had anyone interested in doing the Christmas Show for next year. Kate discussed using talented acts and taking the Sanderson money and creating small stipends for these acts to come in and make up the program. John said that taking the \$1200 and splitting it up to others was not necessarily the way we should good, and Maye said that the whole idea of applying for the money was that you then put on a show for less that what you applied for so that you generated some additional income. Kate said that we might put all of that money into scripts and royalties, but Maye pointed out that the old "Andy Williams" Christmas Shows where you sang secular songs in the first act and went to church, so to speak in the second act and sang church Christmas songs were designed to not cost much money. She also pointed out that we certainly have enough talented people in the group and a cabinet full of Christmas music to do the same thing again, as these shows were always very well received. Dee added that many of our folks already know the music and just adding some harmonies makes it a real show. John said that the consensus of the Board seemed to be that we wanted to pursue funds for a Christmas Show for next year and that the next question was who wanted to take charge of coming up with a plan and getting it to the Town by the deadline. John said he would do the paperwork if somebody would take charge of doing the show. It was agreed that Dee and Kate would come up with an idea for the show and John would get the paperwork so that they would know what they needed for the form. Geri also said that she would help with the music as she had tons of Christmas music.

John then reported that Man of LaMancha was going very well and that they had a set, and orchestra, a cast, some frustration (that they're getting through that), and that they're ahead of the game. He said that Maye has done a great job on publicity, and we'd have a couple of ads in the Concord Monitor, that Carole has done a great job with choreography, and that Doris is finally getting a set to work with, even though there's still a lot of painting to do. John mentioned that TicketLeap had changed platforms so there had been some confusion about posting the show with a seating plan but that it had been straightened out.

As an aside, Kate asked if we would be having a meeting in November, which would be right in the middle of the Man of LaMancha run, and it was agreed that we would have one meeting on December 15, which would be our next meeting.

Doris asked if Maye was doing the marquees for Man of LaMancha and Maye said she was just waiting for the posters to come and then she would do them, John said they would be there as early as Sunday, not later than Monday.

Maye reported that the licensing fee for G2K State Fair was \$968, with \$500 for royalties, \$300 for the rental, \$150 for a deposit, and \$18.50 for processing. She said that, since the books were designed for the kids to keep, she was going to check with Rodgers and Hammerstein to make sure that she wasn't going to get charged for not returning those books. She said she wouldn't bring in the paperwork until after the first week of Man of LaMancha, so that there would be a week's worth of box office receipts to offset the \$968. She said her auditions were Sunday, December 4 and Monday, December 5, both at 4 pm. John asked when Maye saw her sets going and Maye said as soon as she could get them up, and John said the flats had to be brought back before then because they were being stored in a barn until after LaMancha. Kate wanted to make sure that she still had the first two weeks until January 13 to do her band night, and asked if the set could be scrimmed so they could have $\frac{3}{4}$ of the stage and Maye said she'd do what she could. John then told the Board that they had cut a door where the flats are stored so you can get out from that avenue. Maye said she was working on design for the set and kids were already emailing her about parts and so forth.

John then said that Mal had bought the scripts for Proof and Doris added she had reimbursed Mal for the scripts but that she hadn't paid the royalties yet because the show wasn't until March. Maye said that auditions for the show were scheduled for December 18 and 19 and that he had moved the dates of the show because he realized that he only had one week to get his set up after the Kid's show. John then said that he would forward Mal's changed schedule to everyone.

Geri reported that Northwood has four or five different proposals for their June show. She said that most of them are musicals, and a couple are scripted shows. John said we have to review the arrangement with Northwood before their next show. He suggested that we get the two Boards together to discuss our arrangement. Geri and Carole said they could try to get a meeting and John said we could be flexible too, so they'll see about getting their Board members to our December 15 meeting. Maye asked who they were thinking about doing their production and Geri said it would be the end of July, middle of August. Carole said that they're actually doing two, one near the end of June and then one near the end of August. Maye said that the chances were that we would probably not be doing an Encore show next year but that she was thinking about a Straw Hat Review that we could do for a weekend or two in the theater, and it would be

portable enough to take on the road to selected venues like Plausawa Valley CC or anywhere else that she could market it to, at \$500 a show. But, she said, she didn't want to overlap anything that Carole was doing. She suggested that, if something they were working on would lend itself to a portable show, and the cast would be interested in moving the venue, and the show would be open to folks from both the Players and Northwood Theater Workshop. John said that if we did our own Encore show it might interfere with NTW, but if we combined it would take care of that issue. Maye said that we fail to realize is that the theater is completely dark during the summer, although NTW is taking up that slack. She also said that we could do our own Straw Hat Review in July, in time for Old Home Days, but John said that two shows rehearsing in the theater could be in each other's way. Dee said that we do have two rehearsal spaces – one on the stage and one on the small stage upstairs. John said that moving the stuff around upstairs proved to be a problem when rehearsing LaMancha.

Kate then said that we needed to have a summer project to clean up the small stage upstairs and Dee agreed that it should be utilized. Kate said we should ask for folks to participate in a clean up and that we also had to decide where the stuff was going to go.

Maye said she just wanted to bring up the fact that while Encore as we knew it is gone, we still have a lot of talented people who can do variety shows that she thinks she could sell. Kate then brought up a discussion with Andrew Pinard, who couldn't come to the meeting that night, about a summer camp for kids and marketing to summer camps as an outside show for kids' camps. The Palace theater did Aladdin, say and then marketed the daytime shows to summer camps. So if we did something that was "kid relevant" it might have some revenue potential. She then said we could also talk about doing our own summer camp and charging for it. John said that our first obligation was to Northwood and their needs at least until we change the contract. She said if we had a kids' day camp that we run, then we market it to day camps to come and see the production. John said that if Northwood wanted to do a show for kids, that's one thing, but that the Players had a obligation right now to afford Northwood the opportunity to use the theater as they wished. Maye then brought up the issue of insurance for a kids summer camp, as she had looked into it once before and seemed to remember that the insurance cost for a camp would be very expensive. Dee asked why the Kid's Workshop didn't change the insurance and Maye explained that with a camp you have kids at the theater all day long and they're being fed here, having their lunch her, it's like a school, and so your liability changes as it's a lot different than just having them in for an afternoon rehearsal. John said he thought what we had to do first is to identify what we're going to do with Northwood and he suggested that we need to decide in December, with their Board, how the schedule will be run in the summer before we can commit to anything else. He suggested that we table the discussion of summer productions until we've ironed all the details out with Northwood. Kate asked that we find out about the insurance liability so that we could continue the

discussion later with more information. She said that sometimes we shorten our dialogue in the interest of time and while we accomplish many things, there's still others that we don't get to fully discuss and that leads to time crunches that could be avoided. Carole suggested that we call other groups to see how they run camps, and to see whether camps have any interest in productions for field trips and the cost. Kate suggested that if we were all one board we could combine the cost of insurance. John said that open dialog about these matters was good, and that last summer we weren't dark all summer long because of the Northwood shows, but asked whether it was a win-win situation for everyone and said that we need to come back to the table to discuss the relationship again. He said that we were spinning wheels right now but that we had to iron out our relationship first. Carole said that Northwood ran two winter camps, and Geri said that they wouldn't be here during the day. John said that people would have to be paid to run the camp and Dee Dee said that wasn't true. John said he had asked the Loudon summer camp people if they wanted to rent the theater and they didn't have enough money to do that as well as pay their folks. Maye pointed out that there might be grant money available for summer camps. John said that all of these were good ideas but that we had to get our relationship with Northwood settled before we decided anything about the summer. Doris volunteered to call the insurance company to see about kids' camp insurance.

Maye then made a proposal for her to direct the musical Grease. She said we have a lot of teens in the group now and she felt that Grease would be the perfect show to do for next fall. She had sent away for information on royalties and as soon as she gets any information she will let everyone know. Kate asked if Dee still wanted to do Thoroughly Modern Millie and Dee said she still wanted to do it. Maye said that she didn't care when she did Grease, she just wanted to get in the line. John said that brought us back to long range program planning and the fact that we haven't done that recently and that, technically, for the Players, we have no shows planned beyond Proof. So then next show would be the fall show, then Christmas, then a comedy or drama and then back to Northwood again, provided we iron out the terms of our relationship going forward. John said we needed to put it in the newsletter that we are looking for shows and directors for the time slots that we have open. He said that, by the end of December, we should have our next two years planned. Maye said that she had a library of tons of plays that she could bring in a spread on the table for Board members to read. Kate asked if we could set a play reading night and both Maye and John said that reading one play a night is non-productive. John said that we all needed to read them and pass them around. Maye had some scripts with her that she had been reading because she and Carole are looking for a dinner theater play and she actually gave John a play called Bedside Manners which she said he would love. John said that it was sad that the calendar on the website has nothing on the calendar. He said that the newsletter should identify the slots that are open and then publicize it in the newsletter. Kate asked if we had ever done a spring musical and John said that we hadn't, but that he had brought that up at a past meeting. Kate said that she was very interested in

seeing *To Kill A Mockingbird*, which Maye had proposed, as another marketing tool, by putting the show out at a reduced price to high schools, so she wondered if we shouldn't do *To Kill A Mockingbird* in the fall, and then a spring musical in order to coincide with the school's timing of the reading of the book. John said that he had proposed that because the people in Encore were tired at the end of the summer and didn't necessarily want to do a fall musical and that musicians were harder to find in the fall, given all the other fall musicals in the area but the Board had not approved that at the past meeting. Carole said that she thought that fall musicals were tough because the musician pool was slim at that time. John said that the amount of time you need to do a musical, though, really requires that it be done in the fall, so that you can actually begin the process early in the summer and through the fall, and you have more rehearsal time. Maye said that the spring is also full of graduations and weddings which could cut down on audience in the spring. Kate said that she thought that we didn't always have to be set into the same schedule and that it was worth looking into switching the musical and then she suggested that maybe we should move the kid's workshop to the fall because she said that more of the drama clubs are doing spring shows. Maye asked if the musical would then be moved to the winter, and said that you wouldn't be getting the audiences then that you can get in the fall. John said we needed to look at what we needed for the next two years such as two musicals, two kids shows and two comedies or dramas and once we had those then we could look at when we'd actually stage them. Carole said that the Board should put out exactly what they'd want to see, not just a drama or a comedy but you have to make a charge as to what you want to see in the spring, in the winter, in the fall, etc. She said that Concord Community players just put out a charge for their next show had said that it's got to have been a Pulitzer prize winning show. John said that we're not Concord, and Kate asked why we couldn't be and said that she felt like we bring forward ideas for changes and everyone just says no, no, no. John said that was because we couldn't get directors to do shows. Carole said we might, though, if we were more specific in our demand. She said that Concord got over 100 proposals and had narrowed it down to 60 and were still looking at it. Kate said why can't we blog this and put it on facebook. She said she would take all the scripts we have and that she'd be in charge of lending them out through the clinic so that people could come into the clinic and borrow a script to read and then bring it back. She also remarked that we were not yet established on facebook and that we should be. Maye said that she was proposing to do *Grease* in the fall, any fall, and John asked if Dee was interested in proposing *Thoroughly Modern Millie* and Dee said that she didn't have a formal proposal yet. John said we were looking for the commitment and to John Maye's commitment to do *Grease*, without the budget yet, was in fact a proposal and asked if Dee wanted to do the same with TMM. He also said that we still didn't know what could happen with Northwood and the Players might need more than just one comedy or drama if Northwood is no longer involved. Kate said that we could at least be specific about what we wanted, say a comedy for the spring of 2013, and that Kate has the scripts at the clinic, as an available place to lend. Dee asked if we really needed to say a comedy or a drama, but

just say we're looking for a proposal for this time slot. John said that only thing it can't be is a musical. Maye said she felt the best thing would be to have each of us on the Board reading scripts because that's how you come to discover shows. For example she found All This And Moonlight just by reading a bunch of scripts and she said if we don't read then we're not going to know what we want to have on the stage. She said that she'd never read Proof and that everyone on the Board should have read it before we gave Mal the go-ahead, but because it was the only proposal we went with it. She said the art of mystery should be looked into and suggested that she just bring in the box of scripts and put it on the table and have the Board read. Carole said that there were a lot of comedic mysteries out there. Kate then said that she wondered if we couldn't widen the pool if we opened up the readers to the whole membership instead of just the Board and said that while we should be reading them, that we on the Board were not the only potential directors of plays. Both John and Maye reminded her that there is a criterion set for directing, that you have to assistant direct before you step into the director's slot. Dee said that she can see all members reading plays but that we on the Board need to know what the plays are too so that if someone proposes a play we know what it's about. John said that we also need to know what the proposer's credentials are too. John said that before the December meeting we should all think about the time slots and what we should do and decide our program and the second thing we have to do is get the two Boards together to ratify the agreement or contract and move forward from there. He said right now we have two proposals for 2012 and 2013 for musicals and the Board can either say yea or nay to this. He asked for a motion to accept the two musical proposals. Kate made a motion to accept the two proposals and John seconded it and the motion passed. He then said that in December we will ratify our contract with Northwood and that we would look at the calendar and figure out what we're missing in the schedule and get it firmed up.

Maye reported that membership was up and that she and Doris were up to date, but that we were spending more money on the newsletter and postage is due to go up again. John asked about going electronic with the newsletter and Maye agreed, now that the postage was to go up, and said that she was going to put something in the newsletter asking if the members would rather have the newsletter electronically by email or by snail mail. She said that some folks won't want it on email and then she'd only have to do a small mailing.

Maye then talked about the pie sale. She said that the posters were done and she would start putting them around. She reported that Granite Image is making signs to fit on our sandwich board to put in front of Dominic's on the day of the sale. She said she was hoping to get Jon Martin to dress as a pilgrim or a pie to wave people in from the street, but he wasn't there at the meeting. Geri said some of the Northwood people would be making pies and she was going to have the secretary put it out on the website. Maye said she would communicate with all the pie people next week and that she was going to ask Lorrie Ambrose if the pies could be brought there the day before but that she would iron out those

details before she got back to the pie makers. She said she had 100 pies committed and if they sell for \$8 a pie that would be \$800 that we didn't have now. John wanted to know what we'd do with any left over pies that didn't sell. Kate suggested that if we had leftover pie they could go to The Windmill for a dinner or to the National Guard to be packaged. Dee asked if we were doing pre-sales and Maye said that she had put it in the newsletter that you could call her to reserve a pie but that non one had done so yet. She said she felt that there would be a good enough variety of pies. John asked about staffing the sale and volunteered to help. Maye said that he might look good dressed as a turkey. She said that they would be there until they sold out and she figured the major buyers would show up at drive-time. John asked about advertising and Maye said that there would be a spot in the Sun, her posters would be around, and that it would be on Dominic's outdoor board. Maye said that we'd also be selling pieces of pie and that Lorrie would have coffee too. John suggested that if we had too many pies maybe we could sell some to Jitters or to the Circle restaurant.

Kate reported that she had spoken to Andrew Pinard and that that was still on the table too, depending on what happens with Northwood.

John said that we had an occupancy permit through December with the fire department. Kate asked about the heaters and John said that one of them was out for repair and then the other one would be serviced after that one came back. Doris said that the other one didn't work now either. Maye asked if they knew that we had another spare heater on the upstairs stage in case it was needed.

John said that we talked about building maintenance before and that Jon would make sure to see that everything was done that needed to be done and that the fire doors were fantastic. Maye said that the last she heard we were painting the façade ourselves and she made a suggestion on the painting saying that we not only have to have the façade done, which we can do ourselves, but we also need to have someone do the corner boards on the front and that means that we need to have someone do it who really knows about painting. She said she had no idea whether we could tap into our membership if we had a painter as a member. Carole asked what the corner boards were and Maye explained. John said he knew someone who might be able to do the job for us for a reasonable price and Maye suggested that we consider setting aside some money to have that painting done. She said that in the meantime, we needed to at least prime the bare boards that John Maddox had replaced and that the new doors had already been primed so they should be OK. She said that the bulk of the painting needed to be set aside for spring but that in the meantime we should think about setting aside some money for the project so we could get it done in the spring. Maye asked if Scott Aubertin had been approached about repairing and painting the sign and John said he had mentioned it to him, but that Scott was wrapped up in doing the set and that's as far as it went.

John said that the fiddler contest was still on for April. Maye reported that she called Dianne Reuffert at Encore dance and left a message on her machine but that Diane had not called her back.

Motion to adjourn was made by Kate and seconded by Doris. The meeting adjourned at 8:27.

Respectfully submitted,

Maye Hart, Secretary