

**GENERAL MEMBERSHIP MEETING MINUTES – SEPTEMBER 2019**

**Little Theatre of Tuscarawas County  
General Membership Meeting  
September 8, 2019**

Call to Order at 4:15pm

<i>Present</i>	<b>TITLE</b>	<i>Term Duration</i>	<b>MEMBER</b>	<i>Noted as...</i>
X	President	2017-2020	Tennille Williams	TW
X	Vice President	2018-2021	Sarah Jane Spies	SJS
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
X	President Emeritus	2018-2019	Allison Morris	AM
X	Trustee	2016-2019	Tom Flood	TF
X	Trustee	2016-2019	Roxanne Timberlake	RT
X	Trustee	2016-2019	Barb Huff	BH
X	Trustee	2017-2020	Lisa Fockler	LF
X	Trustee	2017-2020	Cheryl Schnebelen	CS
X	Trustee	2018-2021	Michael Antonelli	MA
X	Trustee	2018-2021	Michael Brindley	MB

Approval of Minutes

- **Motion was made by Kathy Blair-Bergstrom to accept the minutes from the 2018 General Meeting. It was seconded by Allison Morris and unanimously accepted into record.**

Reports of Officers:

President's Report

- TW opened the meeting by thanking the cast & crew from the previous season's shows.
- Improvements – SJS shared that we have made some improvements to the building.
  - Plumbing Issues – No major backups this season! Yay!
  - WiFi Updated – MM handled the improvements to the WiFi in the theatre, we are now with Spectrum with a higher bandwidth.
  - New Doors – SJS worked with Wayne Garage Door to get new doors installed in the workshop area, including a coded lock on the Wardrobe side door, a coded lock on the Box Office, and a coded lock on the Prop Room.
    - Kenn Holmes will be widening the door frame on the prop room when he adds the new lock.
  - New Lighting – Kenn Holmes completed new lighting installs in the house, Workshop, and the Green Room.
  - Parking Lot Grading – The Parking Lot has been regraded and graveled.
  - Flooding Issues – The House Right door continues to flood, but we are working on a correction to the issue by working towards fixing the spouting.

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- Wardrobe – The expansion is being well used and we have added additional storage and changing space.
- Ceiling Insulation – Jack Pottmeyer inquired about the missing insulation in the ceiling. Kenn Holmes has offered to complete this work.
- Upcoming Changes –
  - Ticketing System – The PAC has changed companies for their ticketing. We are now utilizing the new system for our cast, crew, and patron complimentary tickets.
    - Tickets are now available for the entire season as well. We have limited the number of tickets that can be purchased so an entire run will not sell out before we say it can.
  - Tour Groups – We are now bringing tour groups, when able, to enjoy our shows. We have had two very successful events so far.
  - Little Theatre 5K – The 5K race has moved to the spring to help kick off Children’s Workshop registrations.
  - Director’s Information – A parent or guardian must complete a Minor Code of Conduct for all individuals under the age of 18 who are working with the production.
    - Directors will now be working directly with MM regarding financial questions for their productions.
    - We are also asking for a liability waiver to be signed by all cast and crew members and are encouraging directors to present it to individuals at auditions.
  - Marketing Activities – Marketing has become a more collaborative committee to bring all of our advertising arenas together.
  - Show Submissions – If two or more directors submit the same show, instead of removing the show from consideration, the first submitting director will be considered to direct that show. Anyone else, who submitted the same show, will be given an additional time frame to submit a replacement show.
    - The Board will be voting on the dates for the 2020-2021 Season in the coming weeks and we will have submissions open as soon as dates are approved.
- Congratulations to –
  - Allison Morris as the 2019 Marquee Award Winner!
  - OCTA Recognitions – We had many recognitions at OCTA this year.
    - “My Name is Rachel Corrie” – Sarah Jane Spies received an Excellence in Acting at the Regional Competition.
    - “Sabrina Fair” – Received Excellence in Set Design by Kathy Blair-Bergstrom and Jack Pottmeyer.
    - Brochure Design – Kathy Blair Bergstrom received Merit in Brochure Design.
    - Mabelle Miller is the Regional Representative for the new East Region.
  - The Variety Show- Raised \$2,300 for The Good Neighbor Project
  - The Children’s Workshop – Under the direction of Pat Potter, had 50 student participants.
  - The Original Productions Group – Under the direction of Shawn Clay has expanded the theatre’s outreach to the community.
  - Junior Theatre Troupe – Under the direction of Lisa Sommers, have continued encouraging young people to get involved with theatre throughout our community.

### Treasurer’s Report

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- MM shared the financial reports from the previous year.
  - MM shared the financials from the previous year that covers the budget, as well as the actuals, with a budget for next season included.
  - We are not currently accounting for any grants at this time, as we are not in progress for any grants at this time.
  - Elizabeth Thomakos asked about expense line items and MM answered the needed lines.
  - RT inquired about cashing in the CD, and MM shared that there is no intention to cash in the CD at this time.
  - **Jack Pottmeyer moved that we submit the financial report for review as presented, Jed Miller seconded, and the membership accepted them unanimously.**

### Standing Committees

- TW invited the standing committee chairs to introduce themselves.

### New Business

- New Board Member Elections – KGW introduced the individuals running for the board.
  - Nominees for the Three Year Terms are-
    - Meghan Miller
    - Allison Morris
    - Sheila Witt
    - Roxie Long
    - Lee Elliott
    - **Jack Pottmeyer has moved to close nominations, Elizabeth Thomakos seconded, and the membership unanimously approved.**
  - New Board Members are – Allison Morris, Sheila Witt, & Meghan Miller.
- AM introduced the directors of the 2019-2020 Season and each spoke about their productions.
  - “The Uninvited” – Elizabeth Holmes
  - “Baskerville: A Sherlock Holmes Mystery” – Don Irven shared by Elizabeth Thomakos
  - “Junie B. in Jingle Bells, Batman Smells!” – Kathy Blair Bergstrom
  - “Legally Blonde: The Musical” – Bart Herman shared by CS
  - “The Diary of Anne Frank” – Jared Sparks shared by TW
  - “The Little Mermaid” – Lisa Sommers
  - “Almost, Maine” – Melanie Clay
- General Discussion-
  - Pam Douglas shared that she has new headsets for the theatre and she currently has them in her possession. The Board will be working to have them secured at the theatre.

### Announcements & Adjournment

- The next meeting of the Little Theatre Board of Trustees will be Tuesday, October 1, 2019 at the Dover Masonic Lodge at 6:30 pm.
- **Cheryl Schnebelen moved to adjourn the meeting at 6:01pm. Pam Douglas seconded, and the membership unanimously approved.**

**GENERAL MEMBERSHIP MEETING MINUTES – SEPTEMBER 2019**

**Little Theatre of Tuscarawas County**  
**Post-General Membership Meeting – Election of New Officers**  
*Sunday, September 8, 2019*

Call to Order at 6:08pm

Attendance at Meeting:

<i>Present</i>	<b>TITLE</b>	<i>Term Duration</i>	<b>MEMBER</b>	<i>Noted as...</i>
X	President	2017-2020	Tennille Williams	TW
X	Vice President	2018-2021	Sarah Jane Spies	SJS
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
Absent	Trustee	2016-2019	Tom Flood	TF
X	Trustee	2016-2019	Roxanne Timberlake	RT
Absent	Trustee	2016-2019	Barb Huff	BH
X	Trustee	2017-2020	Lisa Fockler	LF
X	Trustee	2017-2020	Cheryl Schnebelen	CS
X	Trustee	2018-2021	Michael Antonelli	MA
X	Trustee	2018-2021	Michael Brindley	MB
X	Trustee	2019-2022	Meghan E. Miller	MEM
X	Trustee	2019-2022	Allison Morris	AM
Absent	Trustee	2019-2022	Sheila Witt	SW

Officer Nominations & Appointments:

- Election of Officers of the Board of Trustees-
  - **AM has moved to present the current slate of officers for approval and reappointment for the 2019-2020 Season, MA seconded, and the board unanimously approved.**
- Election of officers for the 2018-2019 Season for the Little Theatre of Tuscarawas County include:
  - President: Tennielle Williams
  - Vice-President: Sarah Jane Spies
  - Secretary: Kait Gallagher-Wilsterman
  - Treasurer: Machelle Miller

Announcements & Adjournment:

- The next meeting of the Little Theatre Board of Trustees will be Tuesday, October 1, 2019 at the Dover Masonic Temple at 6:30pm.
- **MA moved to adjourn at 6:24pm, and MB seconded. The Board unanimously approved.**