

**GENERAL MEMBERSHIP MEETING MINUTES – SEPTEMBER 2022**

**Little Theatre of Tuscarawas County  
General Membership Meeting  
September 11, 2022**

Call to Order at 3:06pm

<i>Present</i>	<b>TITLE</b>	<i>Term Duration</i>	<b>MEMBER</b>	<i>Noted as...</i>
Absent	President	2020-2023	Kettie Kneuss	KK
X	Vice President	2019-2022	Meghan Miller	MEM
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
X	President Emeritus	2021-2022	Sarah Jane Spies	SJS
X	Trustee	2019-2022	Allison Morris	AM
X	Trustee	2019-2022	Sheila Witt	SSW
X	Trustee	2020-2023	Larissa Carrick	LC
X	Trustee	2020-2023	Jeff Williams	JW
X	Trustee	2021-2024	Pam Douglas	PD
X	Trustee	2021-2024	Doug Kopp	DK
X	Trustee	2021-2024	Shannon Mitchell	SM

Approval of Minutes

- **Motion was made by Bart Herman to accept the minutes from the 2021 General Meeting. It was seconded by Matt Spies and unanimously accepted into record.**

Reports of Officers:

President's Report

- MEM shared the following statement from Board President KK – “This year has been a year of reopening and rebuilding after Covid-19 closures disrupted our previous season. I want to thank each and every member, volunteer, director, actor, crew member, board member, and chairperson (past and present) that put in the work to make sure we could come back strong for the 2021-2022 season. 7 shows, the children’s workshop, the annual variety show, and community performances from the Little Theatre Original Productions group later we find ourselves at the end of another successful season.”
- Building Updates
  - LC shared that we received a grant from the Reeves Foundation for replacement and installation of new curtains onstage. We are currently awaiting the install date.
  - We also received a grant from the Tuscarawas County Committee Foundation for lighting updates.
  - Joe Compton has been completing updates to the light booth through cleaning and organization efforts.
- Marquee Dinner – We were able to recognize Tom Albury for his achievements and contributions to Little Theatre at a beautiful dinner at Union Country Club in January. Thank you for all you’ve done, Tom!

Treasurer's Report

## GENERAL MEMBERSHIP MEETING MINUTES – SEPTEMBER 2022

- MM shared the financial reports from the previous fiscal year.
  - This year's budget compares last year's predictions with the actual expenses from this previous season.
  - DK inquired about the grant funds that have been received this past season rolling into the next season's reports. It will show as income for the 2021-2022 year and the out in the 2022-2023 financials.
  - **Doug Kopp moved that we submit the financial report for review as presented, Bart Herman seconded, and the membership approved the submission unanimously.**

### Committee Chairperson Introductions

- Committee Chairs in attendance were invited to stand and introduce themselves. Anyone interested in assisting the committees throughout the season are welcome to contact the theatre and their information will be provided to the committee chairs. Those in attendance were-
  - Wardrobe -Sarah Spies
  - Publicity – Lee Elliott
  - Ushers – Sheila Witt
  - Concessions – Bart Herman
  - Hospitality – Elizabeth Spies
  - Grants – Larissa Carrick
  - Lighting – Joe Compton
  - Historian – Doug Kopp
  - Box Office – Jane Dietrick
  - Social Media & Website – Kait Gallagher-Wilsterman
  - Pat Potter shared her gratitude for all of our chairpeople and the work that they have completed for the theatre over the years.

### New Business

- OCTA Report – MM shared that the State OCTA Conference occurred this past week. She shared that the theatre received awards for multiple submissions.
  - Merit in Set Design for “The Little Mermaid” - Aaron Fockler
  - Outstanding in Overall Costumer Coordination for “The Little Mermaid” – Sarah Spies
  - Outstanding in Individual Costume Design for Ariel in “The Little Mermaid” – Rodney Sommers & Brooke Sommers
  - We are up for consideration to host the 2023 East Region OCTA Competition.
- New Board Members – Meghan Miller thanked Allison Morris & Sheila Samson-Witt for their work as board members over the past three years, as they are completing their term in addition to herself.
  - Nominees for the Three Year Terms are-
    - Jade Boffo
    - Malarie Chineal
    - Matt Spies
    - Christa Roberts
    - SJS nominates Shavonne McMillan from the floor, she accepts the nomination.
    - **Kait Gallagher-Wilsterman moved to close nominations, Mabelle Miller seconded, and the membership unanimously approved.**

## GENERAL MEMBERSHIP MEETING MINUTES – SEPTEMBER 2022

- PD and KGW completed the confidential vote count with Jade Boffo, Shavonne McMillan, and Matt Spies elected to the Board for the term of 2022-2025.
- General Discussion-
  - 2023-2024 Season Directors were invited to speak about their upcoming shows.
    - “Leaving Iowa” - Pat Potter - October 7, 8, 9, 14, 15, 16, 21, 22, 23
    - “Twas the Night Before Christmas” - Michael Antonelli - December 2, 3, 4, 9, 10, 11
    - “Tuesdays with Morrie” - Roxie Long - January 5, 6, 7, 8, 12, 13, 14, 15
    - “Promises, Promises” - Bart Herman - February 17, 18, 19, 24, 25, 26, March 3, 4, 5
    - “Rumors” - Lee Elliot - April 28, 29, 30, May 5, 6, 7, 12, 13, 14
    - “The Spongebob Musical” - Joe Compton - June 30, July 1, 2, 7, 8, 9, 14, 15, 16
    - The Glass Menagerie- Sarah Spies - August 17, 18, 19, 20, 24, 25, 26, 27
    - A General Cause of Death- Shawn Clay - March 17, 18, 19- Little Theatre Original Productions

### Announcements & Adjournment

- The next meeting of the Little Theatre Board of Trustees will be determined and posted.
- **Tom Morris moved to adjourn the meeting at 4:09pm. Melanie Clay seconded, and the membership unanimously approved.**

**GENERAL MEMBERSHIP MEETING MINUTES – SEPTEMBER 2022**

**Little Theatre of Tuscarawas County  
Organizational Meeting – Election of Officers  
Sunday, September 11, 2022**

Call to Order at 4:08pm

Attendance at Meeting:

<i>Present</i>	<b>TITLE</b>	<i>Term Duration</i>	<b>MEMBER</b>	<i>Noted as...</i>
Absent	President	2020-2023	Kettie Kneuss	KK
X	Vice President	2019-2022	Meghan Miller	MEM
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
X	President Emeritus	2021-2022	Sarah Jane Spies	SJS
X	Trustee	2019-2022	Allison Morris	AM
X	Trustee	2019-2022	Sheila Samson-Witt	SSW
X	Trustee	2020-2023	Larissa Carrick	LC
X	Trustee	2020-2023	Jeff Williams	JW
X	Trustee	2021-2024	Pam Douglas	PD
X	Trustee	2021-2024	Doug Kopp	DK
X	Trustee	2022-2025	Jade Boffo	JB
X	Trustee	2022-2025	Shavonne McMillan	SLM
X	Trustee	2022-2025	Matt Spies	MS

Officer Nominations & Appointments:

- Election of Officers of the Board of Trustees-
  - PD nominated SM to the position of President, SM accepts the nomination.
  - AM nominates JW to the position of Vice-President, JW accepts the nomination.
    - **MS moves to approve the President and Vice-President as nominated, MEM seconded and the board unanimously approved.**
  - **SM reappoints KGW & MM to their roles as Secretary & Treasurer, respectively. The Board agreed to the appointment.**
- Election of officers for the 2022-2023 Season for the Little Theatre of Tuscarawas County include:
  - President: Shannon Mitchell
  - Vice-President: Jeff Williams
  - Secretary: Kait Gallagher-Wilsterman
  - Treasurer: Machelle Miller

Announcements & Adjournment:

- The next meeting of the Little Theatre Board of Trustees will be Tuesday, October 12, 2021 at 7:15pm at the Little Theatre.
- **MEM moved to executive session at 4:25pm, and MS seconded. The Board unanimously approved.**
- **MS moved to adjourn executive session at 5:14pm, and PD seconded. The Board unanimously approved.**

**BOARD MEETING MINUTES FOR THE MONTH OF OCTOBER 2022**

**Little Theatre of Tuscarawas County**  
**Board of Trustees Meeting**  
*Tuesday, October 11, 2022*

Call to Order at 7:18pm

<i>Present</i>	<b>TITLE</b>	<i>Term Duration</i>	<b>MEMBER</b>	<i>Noted as...</i>
X	President	2021-2024	Shannon Mitchell	SM
X	Vice President	2020-2023	Jeff Williams	JW
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
X	Trustee	2020-2023	Larissa Carrick	LC
X	Trustee	2020-2023	Kettie Kneuss	KK
X	Trustee	2021-2024	Pam Douglas	PD
X	Trustee	2021-2024	Doug Kopp	DK
X	Trustee	2022-2025	Jade Boffo	JB
X	Trustee	2022-2025	Shavonne McMillan	SLM
X	Trustee	2022-2025	Matt Spies	MS

Public Participation – Michael Antonelli, Shawn Clay, Jed Miller, & Meghan Miller

**Approval of Minutes-**

- **JW moved that we accept the Board Meeting Minutes for August 2022, KK seconded, and the board unanimously accepted the minutes. SM abstained.**
- **DK moved that we accept the Board Meeting Minutes for the September Organizational Meeting Minutes 2022, PD seconded, and the board unanimously accepted the minutes.**

**Reports of Officers-**

**President's Report-**

- Monthly Meeting Planning - SM requested that reports be posted and submitted by the Friday prior to meeting, end of business day, as well as agenda items for discussion.
- Committee Chair Organization – SM has contacted all of our current and recently resigned committee chairs to touch base for a confirmation or resignation and a description of their job duties throughout the season.
  - SM has proposed creating more streamlined committee teams that allow our volunteers to work together with additional support. Some suggested groupings include – front of house, back of house, and volunteers.

**Vice-President's Report-**

## BOARD MEETING MINUTES FOR THE MONTH OF OCTOBER 2022

- JW did not have anything to share at this time.

### Treasurer's Report-

- MM shared the reports from the past month that were also sent prior to the meeting.
  - **DK moved to accept the financial reports for review. KK seconded, and the board unanimously accepted the reports.**

### Producers-

- “Leaving Iowa” – DK shared that the show is great and that everyone should see it if they have not yet.
- “Twas the Night Before Christmas” – Michael Antonelli attended to provide his budget for approval.
  - Auditions went well for the production.
  - **DK moves to approve the budget as presented, MS seconds, and the board unanimously approved.**
- “Tuesdays with Morrie” – JW presented the budget for “Tuesdays with Morrie” for approval.
  - **MS moves to accept the budget as presented, SLM seconded, and the board unanimously approved.**
- Producers for the Upcoming Season –
  - Leaving Iowa – DK
  - ‘Twas the Night Before Christmas – JW
  - Tuesdays with Morrie – SM
  - Promises, Promises – LC
  - A General Cause of Death - KK
  - Rumors – PD
  - The Spongebob Musical – MS
  - The Glass Menagerie – JB

### Committee Reports-

- Directors’ Guild – Directors have expressed interest in adding to the backpack that is currently being passed between shows. Melanie Clay will be working with the group to determine what directors would like to have in a binder that would be available.
  - The Board would also like MC to inquire with the directors for input on changes to be made to the surveys for each show.
- Children’s Workshop – Mary Maxwell inquired about setting the precedent for how the show for Children’s Workshop is chosen.
  - We will continue to permit the workshop team to choose the show, then check with playreading to make sure the show is not submitted for the main stage season before pursuing the rights.

## BOARD MEETING MINUTES FOR THE MONTH OF OCTOBER 2022

- Grants – Mary Maxwell recently attended the Ohio Arts Council Conference where she met with the Ohio Arts Council grants rep and learned we have not been awarded any grants from them in the modern era and are thus ineligible for many of the grant opportunities.
  - Mary shared that by applying for small grants with OAC over the coming years to establish ourselves with the organization we would become eligible for additional funding.
    - OAC does not pay for any capital improvement projects.
  - Wilma Mullett of TAP will be providing us with contact information for Timken, Kimble, and Walmart to apply for grant funds.
  - November 1<sup>st</sup> grant requirements in the state of Ohio will be changing to benefit mid-size organizations for the coming years.
- Playreading – SM shared the proposed dates for the 2022-2023 Season.
  - **DK moved to approve the season as submitted, JW seconded, and the board unanimously approved.**

### Old Business-

- Printing and Materials – KGW shared that we are moving forward with the ESC and setting a schedule for the upcoming season's work.
- Cinder Block Donation – Michael Antonelli has placed the blocks and the planks and Pace is now driving around the current fencing.

### New Business-

- Original Productions – Shawn Clay attended the meeting to drop off a donation of \$500 from the Dover Moose for a performance held earlier this year.
  - The donation will sponsor the production of “A General Cause of Death” this season.
- CREATE Ohio Visit – Angela Meleca visited the theatre and met with SM and SLM to tour the facility.
  - SM is encouraging the theatre to become a member of the organization.
- Rekeying the Building – SM will be working on completing the rekeying of the building.
- Art on the Alley – AOTA will be held Sunday, October 16<sup>th</sup> and Mary Maxwell is seeking volunteers.

### Action Items

- Curtain Follow-Up – MS
- Recoding the Doors - MS
- Committee Job Descriptions – JW
- Quote for Snow Removal – MM
- Replace Exterior Lights – MS
- Distribution of Keys – SM
- Review Data on Where Audience Members Hear of Us - KGW

New Philadelphia,  
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## BOARD MEETING MINUTES FOR THE MONTH OF OCTOBER 2022

### Announcements & Adjournment-

- **PD moved to adjourn at 8:49pm, KK seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be Tuesday, November 15<sup>th</sup> at 7:15pm at Little Theatre.



**BOARD MEETING MINUTES FOR THE MONTH OF NOVEMBER 2022**

**Little Theatre of Tuscarawas County**  
**Board of Trustees Meeting**  
*Tuesday, November 22, 2022*

Call to Order at 7:17pm

<i>Present</i>	<b>TITLE</b>	<i>Term Duration</i>	<b>MEMBER</b>	<i>Noted as...</i>
X	President	2021-2024	Shannon Mitchell	SM
Absent	Vice President	2020-2023	Jeff Williams	JW
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
X	Trustee	2020-2023	Larissa Carrick	LC
X	Trustee	2020-2023	Kettie Kneuss	KK
Absent	Trustee	2021-2024	Pam Douglas	PD
X	Trustee	2021-2024	Doug Kopp	DK
X	Trustee	2022-2025	Jade Boffo	JB
X	Trustee	2022-2025	Shavonne McMillan	SLM
X	Trustee	2022-2025	Matt Spies	MS

Public Participation – Melanie Clay, Shawn Clay, Joe Compton, Mary Maxwell, Will Tellor, & Josie Waugh

**Approval of Minutes-**

- **DK moved that we accept the Board Meeting Minutes for the October Meeting Minutes 2022, SLM seconded, and the board unanimously accepted the minutes.**

**Reports of Officers-**

**President's Report-**

- Committee Chair Organization – SM has connected with all of the chair positions at this time. She is continuing to work through the creation of the job descriptions.

**Vice-President's Report-**

- JW was not in attendance.

**Treasurer's Report-**

- MM shared the reports from the past month that were also sent prior to the meeting.
  - MM shared that we have received a quote for snow plowing and snow removal this winter. The estimate is for \$120 each time snow exceeds 2” and includes clearing the steps.
    - **MS moves to accept the proposal, LC seconded, and the board unanimously approved.**

## BOARD MEETING MINUTES FOR THE MONTH OF NOVEMBER 2022

- Wayne Garage Door has invited us to participate in the Dover Christmas Parade. We are in need of walkers and float riders for this opportunity.
  - **KK moves to purchase the vinyl banner for \$60, MS seconded, and the board unanimously approved.**
- **MS moved to accept the financial reports for review. LC seconded, and the board unanimously accepted the reports for review.**

### Producers-

- “Almost, Maine” – SM will be scheduling with Melanie Clay to complete her survey review.
- “Leaving Iowa” – DK shared that the show has wrapped and went well.
  - SM and DK will be scheduling the meeting with Pat Potter to review the survey results.
- “Twas the Night Before Christmas” – JW did not have anything submitted for review.
- “Tuesdays with Morrie” – SLM shared that rehearsals are underway at the United Methodist Church on West High, NP.
- Producers for the Upcoming Season –
  - Leaving Iowa – DK
  - ‘Twas the Night Before Christmas – JW
  - Tuesdays with Morrie – SLM
  - Promises, Promises – LC
  - A General Cause of Death - KK
  - Rumors – PD
  - The SpongeBob Musical – MS
  - The Glass Menagerie – JB

### Committee Reports-

- Directors’ Guild – Melanie Clay shared that the first meeting of the season has taken place and she felt it was extremely productive.
  - Lee Elliott will continue handling the written and radio publicity for each show and has scheduled all banners for New Philadelphia.
  - The suggestion was made to add a second director packet to be available when productions overlap.
- Grant Writing – Mary Maxwell shared that there is a watch party for the updated OAC guidelines on December 15<sup>th</sup> at the CVB. KGW will send the info to everyone.
- Lighting – Joe Compton shared that within the next week to two the lighting project will be able to be wrapped up.
  - New lights are shipping from Vincent tomorrow. It should be installed and available for “Tuesdays with Morrie.”

## BOARD MEETING MINUTES FOR THE MONTH OF NOVEMBER 2022

- Original Productions – Shawn Clay joined the meeting to discuss the upcoming March production.
  - Promotions work will be included with ongoing theatre marketing.
    - Shawn has also asked about promoting traveling shows with the on stage show.
  - MM shared that the show should submit a budget for approval for the performance at the theatre.

### Business-

- Printing and Materials – ESC has completed the work for “Twas the Night before Christmas” and begun work on the rest of the season.
  - SM will hang the outdoor marquee poster tomorrow.
  - KGW shared that all remaining directors for this season have received an email form her with detailed information regarding materials and next steps, including dates and deadlines.
    - MS is assisting with compiling information for the programs.
- Rekeying the Doors – The back door on the garage door side is now rekeyed to match the front door.
  - The back door code has been given out and will be recoded following the holiday show.
  - The code for the back door will only be provided to the director of the current show and it will be changed following each show.
  - The chairs in charge of each area with an interior coded door will receive a tutorial on changing their own door code.
- Chairperson Appointments – SM appointed new applicants to the following chair positions.
  - Sound – Matt Spies
  - Grant Writing – Mary Maxwell
  - House & Lobby Co-Chair – Don Irven
  - Building & Grounds – Michael Antonelli
- Sound Upgrade Proposal – MS shared that the proposal is posted in the Facebook group for review.
  - Mary Maxwell will be looking into potential grants for funding the project.
- Set & Workshop Clean Out – We will plan a clean out day for between “Tuesdays with Morrie” and “Promises, Promises.”

### Action Items

- Recoding the Doors After Each Show - MS
- Committee Job Descriptions – JW
- Distribution of Keys – SM

### Announcements & Adjournment-

- **MS moved to adjourn at 8:48pm, KK seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be Tuesday, December 20<sup>h</sup> at 7:15pm at Little Theatre.

**BOARD MEETING MINUTES FOR THE MONTH OF DECEMBER 2022**

**Little Theatre of Tuscarawas County**  
**Board of Trustees Meeting**  
*Tuesday, December 20, 2022*

Call to Order at 7:16pm

<i>Present</i>	<b>TITLE</b>	<i>Term Duration</i>	<b>MEMBER</b>	<i>Noted as...</i>
X	President	2021-2024	Shannon Mitchell	SM
X	Vice President	2020-2023	Jeff Williams	JW
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
Absent	Trustee	2020-2023	Larissa Carrick	LC
X	Trustee	2020-2023	Kettie Kneuss	KK
X	Trustee	2021-2024	Pam Douglas	PD
X	Trustee	2021-2024	Doug Kopp	DK
X	Trustee	2022-2025	Jade Boffo	JB
Absent	Trustee	2022-2025	Shavonne McMillan	SLM
X	Trustee	2022-2025	Matt Spies	MS

Public Participation – Michael Antonelli, Joe Compton, Mary Maxwell, & Jed Miller

**Approval of Minutes-**

- MS moved that we accept the Board Meeting Minutes for the November 2022 Meeting, DK seconded, and the board unanimously accepted the minutes with JW and PD abstained.

**Reports of Officers-**

**President's Report-**

- Post Production Meetings – SM has met with Melanie Clay regarding the wrap-up of “Almost, Maine.”
  - The Board feels that when there is an outlier comment or concern, the President and Producer will have the option to edit what is presented to the director during their wrap-up meeting.
- Committee Chair Organization – SM shared that JW has completed compiling the current job descriptions for our committee and volunteers. She would like all board members to review what has been posted.

**Vice-President's Report-**

- Committee Chair Organization – JW is looking for feedback on the job descriptions and what responsibilities are listed within each area.

## BOARD MEETING MINUTES FOR THE MONTH OF DECEMBER 2022

### Treasurer's Report-

- MM shared the reports from the past month that were posted prior to the meeting.
  - **JW moved to accept the financial reports for review. MS seconded, and the board unanimously accepted the reports for review.**

### Producers-

- “Almost, Maine” – SM has conducted the post-show wrap-up meeting.
- “Leaving Iowa” – AM & DK will be scheduling Pat Potter’s wrap-up meeting.
- “Twas the Night Before Christmas” – JW offered kudos and accolades to Michael Antonelli for shifting his plans to accommodate the kids who auditioned for show.
- “Tuesdays with Morrie” – SLM posted her report in the Board Facebook Group.
- “Promises, Promises” – LC inquired about the minor conduct form and Mary Maxwell will share it to the Google Classroom for the show.
  - The Budget for the show was also posted to the Board Group.
  - **KK moved to approve the budget as submitted, DK seconded, and the board unanimously approved.**
- Producers for 2022-2023 Season –
  - Leaving Iowa – DK
  - ‘Twas the Night Before Christmas – JW
  - Tuesdays with Morrie – SLM
  - Promises, Promises – LC
  - A General Cause of Death - KK
  - Rumors – PD
  - The SpongeBob Musical – MS
  - The Glass Menagerie – JB

### Committee Reports-

- Historian – DK shared that there are some shows missing from the archives and Melanie Clay will be working with the directors to obtain these items.
  - DK will be sharing his compiled spreadsheet of what we have in our current archives.
- Grants – We have received a \$5,000 grant from the Kimble Foundation.
  - We are still awaiting a completion date on the curtains.
  - OAC Grant Webinar was held at the Convention and Visitors Bureau last week.
    - They have changed some of the grant requirements that increases our eligibility for grants.
    - OAC is an organization that does require a recorded effort to make the building fully ADA compliant.

## BOARD MEETING MINUTES FOR THE MONTH OF DECEMBER 2022

- Mary suggested looking at a capacity building grant through OAC to bring in a consultant to review the ADA compliance.
- Lighting – Joe Compton shared that the new LED lights are installed and were used in the Christmas production. They will be a huge asset to the theatre’s design abilities.
- Education – Joe Compton and Mary Maxwell have expressed concerns about many children auditioning for the full “The SpongeBob Musical” but there is a Youth Version available that could be used for the Children’s Workshop.
  - Following discussion, we will investigate licensing for the Youth Version.

### Business-

- 60<sup>th</sup> Anniversary in the Building – DK and SM shared ideas for celebrating the 60<sup>th</sup> Anniversary of the theatre building.
  - Options may include an opening night event for “The SpongeBob Musical” and also the suggestion of an event between “The SpongeBob Musical” and the Children’s Workshop.
- Printing and Materials – ESC has completed the work for “Twas the Night before Christmas” and begun work on the rest of the season.
  - SM will hang the outdoor marquee poster tomorrow.
  - KGW shared that all remaining directors for this season have received an email form her with detailed information regarding materials and next steps, including dates and deadlines.
    - MS is assisting with compiling information for the programs.
  - ESC does allow for reprints during the run of a show, so we do not have to bulk buy programs at the start.
- Rekeying the Doors – The back door on the garage door side is now rekeyed to match the front door.
  - The back door code has been given out and will be recoded following the holiday show.
  - The code for the back door will only be provided to the director of the current show and it will be changed following each show.
  - The chairs in charge of each area with an interior coded door will receive a tutorial on changing their own door code.

### Action Items

- Chair Job Descriptions Completion & Distribution – JW
- Complete Post-Show Wrap-up Meetings – SM
- 60<sup>th</sup> Anniversary Planning
  - Tents & Tables
  - Catering
  - Publicity
  - Membership Outreach - KK



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## BOARD MEETING MINUTES FOR THE MONTH OF DECEMBER 2022

### Announcements & Adjournment-

- **MS moved to adjourn at 8:30pm, PD seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be Tuesday, January 17<sup>th</sup> at 7:15pm at Little Theatre.

**BOARD MEETING MINUTES FOR THE MONTH OF JANUARY 2023**

**Little Theatre of Tuscarawas County**  
**Board of Trustees Meeting**  
*Tuesday, January 17, 2023*

Call to Order at 7:15pm

<i>Present</i>	<b>TITLE</b>	<i>Term Duration</i>	<b>MEMBER</b>	<i>Noted as...</i>
X	President	2021-2024	Shannon Mitchell	SM
Left at 8pm	Vice President	2020-2023	Jeff Williams	JW
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
Absent	Treasurer	Appointed	Machelle Miller	MM
X	Trustee	2020-2023	Larissa Carrick	LC
Late	Trustee	2020-2023	Kettie Kneuss	KK
X	Trustee	2021-2024	Pam Douglas	PD
X	Trustee	2021-2024	Doug Kopp	DK
X	Trustee	2022-2025	Jade Boffo	JB
X	Trustee	2022-2025	Shavonne McMillan	SLM
X	Trustee	2022-2025	Matt Spies	MS

Public Participation – Joe Compton, Mary Maxwell, Josie McCutcheon, & Sheila Samson-Witt

**Approval of Minutes-**

- **DK moved that we accept the Board Meeting Minutes for the December 2022 Meeting, PD seconded, and the board unanimously accepted the minutes with LC & SLM abstaining.**

**Reports of Officers-**

**President's Report-**

- **Wardrobe Leak** – Sarah Spies discovered a leaking pipe in the workshop area that was connected to the furnace unit. Carpenter's was able to repair it and we will be receiving the billing for it.
- **Box Office** – Tom Flood has shared that he is running into issues with staffing the box office for both the PAC and our productions.
  - Tom has suggested shifting the open box office hours to one hour prior to curtain and staying 15 minutes after curtain to catch any stragglers that may arrive. SM has discussed this with Box Office Co-Chairs Jane Dietrick and Charity Waugh. The Board agrees to the time change.

**Vice-President's Report-**

- JW had nothing to report at this time.



## BOARD MEETING MINUTES FOR THE MONTH OF JANUARY 2023

### Treasurer's Report-

- MM posted the financial reports prior to the meeting.
  - **MS moved to accept the financial reports for review. JW seconded, and the board unanimously accepted the reports for review.**

### Producers-

- “Twas the Night Before Christmas” – JW & SM will be meeting with Michael Antonelli to review his post show surveys.
- “Tuesdays with Morrie” – SLM has sent out the survey links for the production.
  - The show went extremely well, with great attendance for the slot and audience feedback.
  - Rob Schwartz, Morrie’s son, attended the closing performance and hosted an audience Q&A.
    - **MS moves to reimburse MM for the cost of lodging for Rob Schwartz upon presentation of the receipt for the costs for review, JW seconded, and the board unanimously approved.**
- “Promises, Promises” – LC has shared that she is regularly checking in with Bart Herman and his team for any needs.
- “A General Cause of Death” – KK shared the budget information for the show.
  - Set/Tech - \$300
  - Props/Costumes - \$300
  - Script Printing - \$110
  - Misc - \$100
  - **MS moves to approve the budget as submitted, PD seconded, and the Board unanimously approved.**
- “The SpongeBob Musical” – MS shared that the team is concerned about having auditions in the theatre due to the size of set for “Rumors,” as it will not leave enough room for the dance auditions.
  - The Board agrees that it is acceptable for auditions to be hosted off site in order to best accommodate the needs of the show while utilizing the prescheduled dates.
- Producers for 2022-2023 Season –
  - Leaving Iowa – DK
  - ‘Twas the Night Before Christmas – JW
  - Tuesdays with Morrie – SLM
  - Promises, Promises – LC
  - A General Cause of Death - KK
  - Rumors – PD
  - The SpongeBob Musical – MS
  - The Glass Menagerie – JB

## BOARD MEETING MINUTES FOR THE MONTH OF JANUARY 2023

### Committee Reports-

- Video & Sound Upgrades – MS reviewed the proposals for the upgrades.
  - **JW moves to approve the sound and video upgrades as proposed, LC seconds, the board unanimously approved.**
  - **SLM moves to utilize the Kimble Foundation Grant funds towards the cost of the upgrades, LC seconds, the board unanimously approved.**
- Grants – Mary Maxwell and MS shared updates.
  - The curtains will be here to install the curtains prior to February 10, 2023.
    - MS has suggested keeping some of the blacks that are still in good condition.
    - **MS moves to approve up to \$500 for the purchase of hampers for the new curtains, SLM seconded, and the board unanimously approved.**
  - The Kimble Foundation shared that the grant was a gift in kind as a thank you for our work in the community.
  - SLM and Mary Maxwell attended the NP Rotary Meeting this month and spoke with the group there. They spoke with representatives from Rainbow Connection that they are very excited for the opportunity to support increasing accessibility at the building.
- Membership – KK shared that there are over a dozen individuals who are interested in helping with the Gala Planning.
  - Sarah Spies has agreed to chair the gala and begun working on the planning.
  - Wayne Door is also interested in being involved in the event.
- Lighting – Joe Compton shared that all of the lighting upgrades have been completed. He thanked the board for their support.
- Playreading – Josie McCutcheon shared a playreading update with the board.
  - The committee has asked for the opportunity to consider scripts that are submitted by more than one director.
    - **MS moves to approve the committee's request to consider duplicate submissions by directors and to allow the discretion to reside with the playreading committee, KK seconded, and the board unanimously approved.**

### Business-

- 60<sup>th</sup> Anniversary in the Building – Sarah Spies has accepted the role of chairperson.
  - The event will be Saturday, July 22<sup>nd</sup> to celebrate the 60<sup>th</sup> Anniversary and to launch the capital campaign for building improvements.
- Variety Show – KGW reminded the Board that the Variety Show will be held Saturday, March 25<sup>th</sup> and she asks for donations of lottery tickets/gift cards and bottles of wine for the event. If you are interested in volunteering, please let KGW or KK know.

## BOARD MEETING MINUTES FOR THE MONTH OF JANUARY 2023

- Run for Home Volunteers – Sheila Samson-Witt requested that we again staff a water table for the event. She will send KGW the information to distribute.

### Action Items

- Chair Job Descriptions Completion & Distribution – JW
- Complete Post-Show Wrap-up Meetings – SM
- 60<sup>th</sup> Anniversary Planning – KK & Sarah Spies
- Bring Wine and Lottery Ticket Donations to the February Meeting - Everyone

### Announcements & Adjournment-

- **MS moved to adjourn at 8:31pm, SLM seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be Tuesday, February 7<sup>th</sup> at 7:15pm at Little Theatre.

**BOARD MEETING MINUTES FOR THE MONTH OF FEBRUARY 2023**

**Little Theatre of Tuscarawas County**  
**Board of Trustees Meeting**  
*Tuesday, February 7, 2023*

Call to Order at 7:15pm

<i>Present</i>	<b>TITLE</b>	<i>Term Duration</i>	<b>MEMBER</b>	<i>Noted as...</i>
X	President	2021-2024	Shannon Mitchell	SM
X	Vice President	2020-2023	Jeff Williams	JW
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
Absent	Trustee	2020-2023	Larissa Carrick	LC
X	Trustee	2020-2023	Kettie Kneuss	KK
X	Trustee	2021-2024	Pam Douglas	PD
X	Trustee	2021-2024	Doug Kopp	DK
X	Trustee	2022-2025	Jade Boffo	JB
Absent	Trustee	2022-2025	Shavonne McMillan	SLM
X	Trustee	2022-2025	Matt Spies	MS

Public Participation – Mary Maxwell, Josie McCutcheon, & Jed Miller

**Approval of Minutes-**

- **DK moved that we accept the Board Meeting Minutes for the January 2023 Meeting, PD seconded, and the board unanimously accepted the minutes.**

**Reports of Officers-**

**President's Report-**

- Rental Update – SM provided the payment for the rental use of the building. She attended the event and was able to assist with closing up the building.

**Vice-President's Report-**

- JW had nothing to report at this time.

**Treasurer's Report-**

- MM posted the financial reports prior to the meeting.
  - **MS moved to accept the financial reports for review. DK seconded, and the board unanimously accepted the reports for review.**

## BOARD MEETING MINUTES FOR THE MONTH OF FEBRUARY 2023

### Producers-

- “Leaving Iowa” – DK & SM will be meeting with Pat Potter to review her post show surveys.
- “Twas the Night Before Christmas” – JW & SM will be meeting with Michael Antonelli to review his post show surveys.
- “Tuesdays with Morrie” – SLM & SM will be meeting with Roxie Long to review her post show surveys.
- “Promises, Promises” – Mary Maxwell shared that the pianos need tuned for the production.
  - The Board shared that the pianos can be tuned and the general fund of the theatre charged.
- “A General Cause of Death” – KK shared that there is nothing to report at this time.
- “Rumors” – PD had no updates at this time.
- “The SpongeBob Musical” – MS shared that auditions will be held at Dover High School due to the set required for “Rumors.”
- Producers for 2022-2023 Season –
  - Leaving Iowa – DK
  - ‘Twas the Night Before Christmas – JW
  - Tuesdays with Morrie – SLM
  - Promises, Promises – LC
  - A General Cause of Death - KK
  - Rumors – PD
  - The SpongeBob Musical – MS
  - The Glass Menagerie – JB

### Committee Reports-

- Anniversary Gala – The committee will be meeting for the first time this weekend virtually.
- Building & Grounds – Four of the fluorescent work lights above the stage have been replaced with LED lamps.
  - As bulbs burn out, Building & Grounds will continue to replace the fixtures.
- Grants – Mary Maxwell shared that she has found a buyer for our “Disaster” slot machines.
  - Curtains are in and we have extra wing blacks for future use. The curtains are lighter than the previous set.
    - We will be saving one of the previous travelers for future use and are purchasing a second hamper for storage.
  - Jon Baker from the TR will be attending rehearsal tomorrow night to complete an article on the grant updates and “Promises, Promises.”
  - Rainbow Connection has shared that we should send quotes for ADA updates to them to be our primary partner for that piece of the Capital Campaign. Kimble Foundation is also interested in being a part of this program.

## BOARD MEETING MINUTES FOR THE MONTH OF FEBRUARY 2023

- The CVB will be expanding their TravelTusc program through the ARPA Funds. Little Theatre is being added to the listing this season.
- Ohio has expanded their arts and culture funding for this year and Mary shared that we will be eligible for grant funding as part of this program to move towards ADA compliance.
- Marketing – SLM and Mary Maxwell attended the Kiwanis Meeting on behalf of the Speakers Bureau to discuss the Capital Campaign and working on ADA Compliance.
- Membership – KK shared that many people do not know whether or not they are a theatre member.
  - She is proposing publishing a listing of all the members in the program as well as in the lobby.
- OCTA Representative – MM shared that our region is struggling to find a host theatre for the event.
  - The Regional will be held Sunday, July 11. MM is proposing utilizing Dover High School for the event while we serve as the host location. MM will be soliciting a sponsorship for the rental.
  - **JW moves to approve hosting OCTA Regional 2023 at Dover High School, KK seconded, and the board unanimously approved with MS abstaining.**
- Sound Upgrades – MS shared that the sound system upgrade has been completed.
  - The speakers have been replaced and monitors have been added for onstage.
  - Following “Promises, Promises” we will be completing the video upgrades.
  - MS will be selling the old equipment to assist with off setting the cost of the video upgrades.

### Business-

- Committee Creation – SM appointed Mary Maxwell to chair the newly created Development Committee that will oversee the Capital Campaign Project.
- Rental Fee – **MS moves to increase the rental fee to \$250 for a nonmember and \$200 for a member, PD seconded, and the board unanimously approved.**
- Committee Updates – MS has completed a compiling document with proposals for adjusting and reorganizing the committees.
- Backstage Headsets – PD shared that the backstage headsets are in need of replacement.
  - **DK moves to approve the purchase of three new headsets by PD, JW seconded, and the Board unanimously approved.**
- Marquee Club – PD has proposed moving the Marquee Club dinner to the end of the season and into an agreement with Union Country Club for being our annual host location.

### Action Items

- Chair Job Descriptions Completion & Distribution – MS
- Complete Post-Show Wrap-up Meetings – SM & Producers
- 60<sup>th</sup> Anniversary Planning – KK & Sarah Spies
  - KGW will post a notice about the meeting and to contact us for the link.
- Bring Wine and Lottery Ticket Donations to the March Meeting – Everyone



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## BOARD MEETING MINUTES FOR THE MONTH OF FEBRUARY 2023

### Announcements & Adjournment-

- **MS moved to adjourn at 8:37pm, PD seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be Tuesday, March 14<sup>th</sup> at 7:15pm at Little Theatre.