

GENERAL MEMBERSHIP MEETING MINUTES – SEPTEMBER 2021

**Little Theatre of Tuscarawas County
General Membership Meeting
September 12, 2021**

Call to Order at 1:08pm

<i>Present</i>	TITLE	<i>Term Duration</i>	MEMBER	<i>Noted as...</i>
X	President	2018-2021	Sarah Jane Spies	SJS
Absent	Vice President	2019-2022	Sheila Witt	SW
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
X	President Emeritus	2020-2021	Tennille Williams	TW
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
X	Trustee	2020-2023	Larissa Carrick	LC
X	Trustee	2020-2023	Kettie Kneuss	KK
X	Trustee	2020-2023	Jeff Williams	JW

Approval of Minutes

- **Motion was made by Bart Herman to accept the minutes from the 2020 General Meeting. It was seconded by Michael Antonelli and unanimously accepted into record.**

Reports of Officers:

President's Report

- SJS opened the meeting by thanking everyone for the work that has been put in over the past year.
 - Thank you to all those who were able to be a part of our only show this past year – “The Little Mermaid.”
- Building Updates
 - Additional storage is taking place in the shed outside. Jane Dietrick suggested taking photos to catalog what is available in the out building.
 - There is a new refrigerator in the workshop area.
 - Basement flooding from two years ago has been addressed with work on the basement stairwell.
- Children's Workshop returned in person with a two week program after being completely virtual in 2020.
- Marquee Dinner – Recognizing Tom Albury yet this year as our 2020 Award Winner.

Treasurer's Report

- MM shared the financial reports from the previous fiscal year.
 - This year's budget is based on the budget from the final full season before we were interrupted by Covid as last year was so unprecedented.

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- We have recently been awarded a venue and entertainment grant from the State of Ohio for \$30,000 to offset costs and lost revenue for the previous year.
- Advertising will no longer be a part of each show and will be paid out of the general fund instead of charged against the show to keep advertising consistent.
 - Any additional purchases such as t-shirts for advertising would need to be budgeted above the amount.
- **Allison Morris moved that we submit the financial report for review as presented, Don Irven 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-
 - Tour Groups – Michel Brindley
 - Playreading – Elizabeth Thomakos
 - Elizabeth offered thanks to previous chair Allison Morris for her ten years leading the committee.
 - Box Office – Jane Dietrick
 - Props - Pam Douglas
 - Publicity – Lee Elliot
 - Marketing – Kathy Bergstrom
 - Kathy is interested in starting a Fundraising Committee and would welcome anyone interested in
 - Original Productions – Shawn Clay
 - House Chair – Halle Holmes
 - Ushers – Lisa Fockler
 - Lighting - Don Irven is retiring and Joe Compton has been appointed as his replacement.
 - Social Media & Website – Kait Gallagher-Wilsterman

New Business

- New Board Members – SJS thanked Michael Antonelli & Michael Brindley for their work as board members over the past three years.
 - Nominees for the Three Year Terms are-
 - Doug Kopp
 - Shannon Mitchell
 - Kathy Bergstrom has nominated Pam Douglas. Pam has accepted the nomination,
 - **Kait Gallagher-Wilsterman moved to close nominations and approve the slate of nominees as written, Michael Antonelli seconded, and the membership unanimously approved.**
- General Discussion-
 - 2021-2022 Season Directors were invited to speak about their upcoming shows.
 - “Blithe Spirit” – Directed by Tamara Benson – October 8, 9, 10, 15, 16, 17, 22, 23, & 24
 - “All Together Now” – Directed by Kathy Bergstrom – November 12, 13, & 14
 - “Always...Patsy Cline” – Directed by Rex Huffman - January 7, 8, 9, 14, 15, & 16
 - “Disaster” – Directed by Bart Herman – February 18, 19, 20, 25, 26, 27, March 4, 5, & 6

GENERAL MEMBERSHIP MEETING MINUTES – SEPTEMBER 2021

- “Ruthless!” – Directed by Don Irven – April 22, 23, 24, 29, 30, May 1, 6, 7, & 8
- “Footloose” – Directed by Tom Morris – June 23, 24, 25, 26, 30, July 1, 2, & 3
- “Almost, Maine” – Directed by Melanie Clay – August 18, 19, 20, 21, 25, 26, 27, & 28
- Don Irven inquired about what the Covid protocols will be going forward.
 - There are discussions that are ongoing within the Theatre Safety Team for what protocols may need to be including fully masking audiences.
- Allison Morris thanked the theatre for having the opportunity to serve as Playreading Chairperson for ten years. The worst part of the role was letting people down over the years and she is excited for the theatre’s continued success and growth.

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 1:57pm. Bart Herman seconded, and the membership unanimously approved.**

GENERAL MEMBERSHIP MEETING MINUTES – SEPTEMBER 2021

**Little Theatre of Tuscarawas County
Organizational Meeting – Election of Officers
Sunday, September 12, 2020**

Call to Order at 2:02pm

Attendance at Meeting:

<i>Present</i>	TITLE	<i>Term Duration</i>	MEMBER	<i>Noted as...</i>
X	President	2018-2021	Sarah Jane Spies	SJS
Late	Vice President	2019-2022	Sheila Witt	SW
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
X	President Emeritus	2020-2021	Tennille Williams	TW
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
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	2021-2024	Shannon Mitchell	SM

Officer Nominations & Appointments:

- Election of Officers of the Board of Trustees-
 - MB nominates KK for the position of President, KK accepts the nomination.
 - PD nominates JW for the position of President, JW declines the nomination.
 - MB nominates MEM for the position of Vice-President, MEM accepts the nomination.
 - **JW moves to approve the President and Vice-President as nominated, DK seconded and the board unanimously approved.**
 - **KK reappoints KGW & MM to their roles as Secretary & Treasurer, respectively. The Board agreed to the appointment.**
- Election of officers for the 2021-2022 Season for the Little Theatre of Tuscarawas County include:
 - President: Kettie Kneuss
 - Vice-President: Meghan Miller
 - 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 6:45pm at the Dover Masonic Temple.
- **MA moved to adjourn at 2:11pm, and MB seconded. The Board unanimously approved.**

Little Theatre of Tuscarawas County

Proposed Budget for Fiscal Year Sept. 2021 to August 2022

Income

Account	Last Year Budget	Last Year Actual	2021-22 Budget
General Income			
4000 - Membership Dues	600.00	720.00	800.00
4010 - Patron Income			8,000.00
4020 - Corporate Sponsor Income	2,000.00		3,500.00
4025 - Corporate and Public Donations	8,000.00	15,429.50	
4030 - Advertising Income			
4040 - Rental Income		200.00	
4050 - Special Events Income	2,000.00		2,500.00
4060 - Interest Income	450.00	141.46	150.00
4070 - Miscellaneous Income	3,000.00	1,965.43	2,000.00
4100 - Ticket Sales - Box Office	6,000.00	2,985.00	12,000.00
4110 - Ticket Sales - Kent State PAC	27,700.00	22,062.19	51,000.00
OCTA Income			
4200 - Concession Stand Income	2,500.00		2,500.00
4210 - OCTA Income - Other	95.00	66.52	100.00
Special Funds Income			
4300 - Grant Income		2,263.00	
4310 - Bequests and Memorial Income			
Total Income	52,345.00	45,833.10	82,550.00

Expense

Account	Last Year Budget	Last Year Actual	2021-22 Budget
General Operating Expenses			
5000 - Cleaning and General Supplies	2,000.00	146.57	2,000.00
5010 - Dumpster Expense	700.00	307.52	1,400.00
5020 - Mowing Expense	850.00	700.00	1,000.00
5030 - Repairs & Maintenance - Facility	1,500.00	5,840.13	2,500.00
5040 - Snow Removal Expense	500.00		1,000.00
5050 - Telephone & Internet	1,600.00	1,812.64	1,800.00
5060 - Utilities	10,000.00	6,082.27	10,000.00
5100 - Miscellaneous Expenses		112.16	
5200 - Bank Fees		147.10	150.00
5210 - Financial Software Fees	480.00	480.00	480.00
5300 - Advertising / Programs / Posters / Banners	3,000.00		10,000.00
5310 - Box Office Equipment/Computers		767.53	
5320 - Newsletter Expenses	100.00		200.00
5330 - Office Supplies	200.00	109.40	400.00
5340 - Play Reading Expenses	500.00	150.43	500.00
5350 - Postage Expense	300.00	194.77	400.00
5360 - Printing and Copying	100.00		100.00
5370 - Website Expenses	350.00	580.50	600.00
5400 - Special Events Expenses	2,000.00		2,500.00
5500 - Stipends - Secretary & Treasurer	1,700.00	1,700.00	1,700.00

Little Theatre of Tuscarawas County

Proposed Budget for Fiscal Year Sept. 2021 to August 2022

Account	Last Year Budget	Last Year Actual	2021-22 Budget
5600 - Accounting/Audit Fees	1,000.00	1,083.50	1,000.00
5610 - Insurance	3,600.00	3,762.50	3,800.00
5620 - Legal Fees			
5630 - Property Taxes	75.00	91.75	100.00
5631 - Taxes - Other	100.00	107.88	100.00
5640 - Licenses and Memberships - Theatre	700.00	568.25	600.00
Show Expenses			
5700 - Stipends - Director/Music Director	2,750.00	2,475.00	7,000.00
5701 - Stipends -Other		825.00	2,500.00
5710 - Advertising - Beyond the package	6,000.00	3,117.99	1,000.00
5720 - Set Construction	2,000.00	537.29	4,000.00
5730 - Props	600.00	227.28	1,200.00
5740 - Scripts and Music Scores	15,500.00	1,055.65	3,000.00
5750 - Costumes	3,000.00	1,780.25	6,000.00
5760 - MakeUp and Wigs	400.00	165.34	700.00
5770 - Royalties and License Fees	1,625.00	7,484.20	10,000.00
5780 - Rental Expenses		2,251.72	
5790 - Miscellaneous Show Expenses	2,000.00	1,518.25	3,000.00
Other Expenses			
5800 - Capital Purchases			
5805 - General Improvements			
5810 - Grant Capital Purchases			
5820 - Grant General Improvements			
5899 - Depreciation Expense			
OCTA Expenses			
5900 - Concession Stand Expenses	800.00		1,255.00
5910 - OCTA Membership & Fees	65.00	65.00	65.00
5920 - OCTA - Other Expenses	250.00		500.00
Total Expense	52,345.00	46,247.97	82,550.00
Net Income	0.00	-414.87	0.00



Little Theatre of Tuscarawas County

Balance Sheet
as of 08/31/2021

Account Number	Account Name	Amount
Assets		
Cash		
1000	Checking	\$13,925.37
1010	Certificate of Deposit	\$30,041.49
1020	Petty Cash - Box Office	\$100.00
1025	Petty Cash - Concession Stand	\$60.00
Total Cash		\$44,126.86
Fixed Assets		
1200	Furniture and Equipment	\$78,805.99
1205	A/D Furniture and Equipment	\$-68,413.05
1300	Building Improvements	\$366,538.00
1305	A/D Building Improvements	\$-291,766.21
1400	Land	\$7,000.00
Total Fixed Assets		\$92,164.73
Total Assets		\$136,291.59
Liabilities		
Total Liabilities		\$0.00
Equity		
Fund Balances / Equity		
3000	General Fund	\$117,741.19
3010	Board Designated Funds	\$10,077.73
3020	OCTA Fund	\$2,760.70
3030	Scholarship Funds (Huffman)	\$2,835.07
3040	Original Production Funds	\$1,164.80
3050	Junior Theatre Group Funds	\$1,712.10
Total Fund Balances / Equity		\$136,291.59
Total Equity		\$136,291.59
Total Liabilities + Total Equity		\$136,291.59



Little Theatre of Tuscarawas County
 Compare Income Statement by Custom
 for the period of 04/01/2019 to 09/11/2021

Account Number	Account Name	Disney's The Little Mermaid 2020	Children's Workshop 2021	Amount
Income				
General Income				
4070	Miscellaneous Income	\$1,645.00	\$135.00	\$1,780.00
4100	Ticket Sales - Box Office	\$750.00	\$2,235.00	\$2,985.00
4110	Ticket Sales - Kent State PAC	\$22,722.57	\$0.00	\$22,722.57
Total General Income		\$25,117.57	\$2,370.00	\$27,487.57
Total Income		\$25,117.57	\$2,370.00	\$27,487.57
Expense				
Show Expenses				
5700	Stipends - Director/Music Director	\$1,375.00	\$500.00	\$1,875.00
5701	Stipends - Other	\$825.00	\$0.00	\$825.00
5710	Advertising / Programs	\$500.24	\$0.00	\$500.24
5720	Set Construction	\$1,435.45	\$0.00	\$1,435.45
5730	Props	\$509.72	\$0.00	\$509.72
5740	Scripts and Music Scores	\$750.00	\$0.00	\$750.00
5750	Costumes	\$1,947.55	\$0.00	\$1,947.55
5760	MakeUp and Wigs	\$165.34	\$0.00	\$165.34
5770	Royalties and License Fees	\$3,700.00	\$0.00	\$3,700.00
5780	Rental Expenses	\$2,133.72	\$0.00	\$2,133.72
5790	Miscellaneous Show Expenses	\$1,321.61	\$288.00	\$1,609.61
Total Show Expenses		\$14,663.63	\$788.00	\$15,451.63
Total Expense		\$14,663.63	\$788.00	\$15,451.63
Net Income (Loss)		\$10,453.94	\$1,582.00	\$12,035.94

BOARD MEETING MINUTES FOR THE MONTH OF OCTOBER 2021

Little Theatre of Tuscarawas County
Board of Trustees Meeting
Tuesday, October 12, 2021

Call to Order at 6:56pm

<i>Present</i>	TITLE	<i>Term Duration</i>	MEMBER	<i>Noted as...</i>
X	President	2020-2023	Kettie Kneuss	KK
X	Vice President	2019-2022	Meghan E. Miller	MEM
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
Absent	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	SW
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

Public Participation – Lee Elliott, Mary Maxwell, Jed Miller, & Elizabeth Thomakos

Approval of Minutes-

- **MEM moved that we accept the Board Meeting Minutes for August 2021, AM seconded, and the board unanimously accepted the minutes. DK, SM, & PD abstained.**

Reports of Officers-

President's Report-

- President Email Address – KGW will set up a President's email address.
 - The email is BoardPresident@TheLittleTheatreOnline.org

Vice-President's Report-

- None at this time.

Treasurer's Report-

- MEM shared the reports from MM that were sent prior to the meeting.
 - **JW moved to accept the financial reports for review. SM seconded, and the board unanimously accepted the reports.**

BOARD MEETING MINUTES FOR THE MONTH OF OCTOBER 2021

Producer of Current Show-

- “Blithe Spirit” – MEM shared that the show is going well. The cast and crew has really appreciated the hospitality committee’s work for the show.
 - The dishwasher that was purchased for the show is working well and has been a great addition.

Committee Reports-

- Publicity – Lee Elliott shared that there have been changes at the Times-Reporter and Lee is working with the TR as they are no longer being handled locally.
 - DK asked if we track metrics for where people have heard of our shows and we do not at this time other than comps.
 - We will be looking at ways to capture this information, including KGW will reach out to Tom Flood regarding the back end of the software for collection.
 - AM also suggested adding QR codes to the programs to complete a quick login and capture of this information. She will create a survey with a ticket gift certificate give away as incentive.
 - KGW will also connect with Charity Waugh and Jane Dietrick to ask at Will Call.
- Hospitality – Elizabeth Spies has requested any feedback on what she is doing for each show.
 - She is looking for guidance on restarting the offerings for the audience during Covid.
- Concessions – Concessions were not manned over the weekend and KK will be reaching out to Amy Vance to assist in getting the concessions reopened.
- Play Reading – Elizabeth Thomakos shared an update on the committee members for the upcoming season.
 - The current reading committee is - Allison Morris, Michael Brindley, Don Irvn, Angie Thomas, Julie Levengood, Tennille Williams, and Patti Feller.
 - Elizabeth proposes an application to submit shows for consideration by the play reading committee. AM will make the proposed application into a Google Form for review.

Old Business-

- Marquee Dinner – Awaiting a date for the dinner from Tom Albury.
 - AM connected to UCC regarding hosting the dinner.
 - For the lounge with cash bar, there would be a \$250 room charge with the meal being \$14.00 plus \$4 per salad. Total cost would be approximately \$25 per person.
 - MEM shared that anytime in January would work for Tom Albury. MEM & AM will work together with Tom and UCC to schedule a January date.
- After Show Survey – LC brought up posting the after show surveys and we will be posting them to the cast and crew Facebook group after “Blithe Spirit” closes.

BOARD MEETING MINUTES FOR THE MONTH OF OCTOBER 2021

New Business-

- Recruiting Student Assistance – DK mentioned service hours for students from local schools.
 - AM reached out to Tom Morris regarding the Dover Middle School DOCK Program.
- Paid Leadership Position – AM suggested bringing in someone as a part time employee/contractor to connect the dots and assist in coordinating the theatre's efforts, especially as we return from the closure..
 - DK suggested offering the role on a trial basis to someone for a few months.
 - A committee will work on creating a job description and expectations for this potential role. The committee at this time will consist of SJS, AM, KGW, KK, & Elizabeth Thomakos.
 - SM suggested that we make sure that the job description include the need to fundraise for their position as well.
- Producers for the Current Season –
 - Blithe Spirit - MEM
 - All Together Now - SW
 - Always...Patsy Cline - PD
 - Disaster! - DK
 - Ruthless! - LC
 - Footloose – AM & SM
 - Almost, Maine - JW

Announcements & Adjournment-

- **PD moved to adjourn at 8:53pm, DK seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be November 16th at 6:45pm at the Dover Masonic Temple.



Little Theatre of Tuscarawas County
Balance Sheet
as of 09/30/2021

Account Number	Account Name	Amount
Assets		
Cash		
1000	Checking	\$42,887.67
1010	Certificate of Deposit	\$30,041.49
1020	Petty Cash - Box Office	\$100.00
1025	Petty Cash - Concession Stand	\$60.00
Total Cash		\$73,089.16
Fixed Assets		
1200	Furniture and Equipment	\$78,805.99
1205	A/D Furniture and Equipment	\$-68,413.05
1300	Building Improvements	\$366,538.00
1305	A/D Building Improvements	\$-291,766.21
1400	Land	\$7,000.00
Total Fixed Assets		\$92,164.73
Total Assets		\$165,253.89
Liabilities		
Total Liabilities		\$0.00
Equity		
Fund Balances / Equity		
3000	General Fund	\$146,703.49
3010	Board Designated Funds	\$10,077.73
3020	OCTA Fund	\$2,760.70
3030	Scholarship Funds (Huffman)	\$2,835.07
3040	Original Production Funds	\$1,164.80
3050	Junior Theatre Group Funds	\$1,712.10
Total Fund Balances / Equity		\$165,253.89
Total Equity		\$165,253.89
Total Liabilities + Total Equity		\$165,253.89



Little Theatre of Tuscarawas County
Income Statement
for the period of 09/01/2021 to 09/30/2021

Account Number	Account Name	Amount
Income		
General Income		
4000	Membership Dues	\$360.00
4010	Patron Income	\$3,640.00
4020	Corporate Sponsor Income	\$500.00
Total General Income		\$4,500.00
Special Funds Income		
4300	Grant Income	\$30,000.00
Total Special Funds Income		\$30,000.00
Total Income		\$34,500.00
Expense		
General Operating Expenses		
5000	Cleaning and General Supplies	\$10.75
5010	Dumpster Expense	\$54.78
5030	Repairs & Maintenance - Facility	\$47.96
5050	Telephone & Internet	\$172.97
5060	Utilities	\$528.24
5200	Bank Fees	\$34.13
5210	Financial Software Fees	\$40.00
5370	Website Expenses	\$76.86
5610	Insurance	\$1,871.00
5640	Licenses and Memberships - Theatre	\$25.00
Total General Operating Expenses		\$2,861.69
Show Expenses		
5720	Set Construction	\$231.74
5730	Props	\$202.02
5750	Costumes	\$55.97
5760	MakeUp and Wigs	\$21.61
5770	Royalties and License Fees	\$2,098.28
5790	Miscellaneous Show Expenses	\$66.39
Total Show Expenses		\$2,676.01
Total Expense		\$5,537.70
Net Income (Loss)		\$28,962.30

BOARD MEETING MINUTES FOR THE MONTH OF NOVEMBER 2021

Little Theatre of Tuscarawas County
Board of Trustees Meeting
Tuesday, November 16, 2021

Call to Order at 6:55pm

<i>Present</i>	TITLE	<i>Term Duration</i>	MEMBER	<i>Noted as...</i>
X	President	2020-2023	Kettie Kneuss	KK
X	Vice President	2019-2022	Meghan E. Miller	MEM
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
X	Treasurer	Appointed	Machelle Miller	MM
Absent	President Emeritus	2021-2022	Sarah Jane Spies	SJS
Late	Trustee	2019-2022	Allison Morris	AM
X	Trustee	2019-2022	Sheila Witt	SW
Absent	Trustee	2020-2023	Larissa Carrick	LC
Absent	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

Public Participation – April Bonvechio, Clare Cannizzaro, Don Irven, Mary Maxwell, Erika Swinderman, & Elizabeth Thomakos

Approval of Minutes-

- **MEM moved that we accept the Board Meeting Minutes for October 2021, PD seconded, and the board unanimously accepted the minutes.**

Reports of Officers-

President's Report-

- Current Season Director Meeting – KK has conducted this via email and we are collecting contracts.
- New Spotlights – Lighting needs to have a licensed electrician come in to complete work for the new lights. Joe Compton has contacted an electrician and Erika Swinderman has shared that her husband is also an electrician and would be willing to help.
- Backdoor Code – The backdoor code is being changed now that there has been chairperson turnover. The locks in the concessions stand will also be changing over.
- NP Christmas Parade – KK is working to organize a float for the parade and we will be looking for people to join in walking in the parade.
 - KK is no longer able to participate in the parade.

BOARD MEETING MINUTES FOR THE MONTH OF NOVEMBER 2021

- Board Meeting Location – KK shared that we are in need of a new location for Board Meetings.
 - KGW shared that Faith Christian Church is willing to host the meetings.
 - MM shared she is unable to negotiate stairs at this time. The December meeting will be held at Little Theatre in the lobby.
- Roof Leak – The roof is leaking in the same area as in 2018.
 - There is currently a tarp over the area that needs repaired.
 - MM shared that there is almost \$10,000 in board designated funds if needed to complete the repairs to the roof.
 - Mary Maxwell is willing to do research on roof quotes regarding companies to contact.
 - SW will also connect with Kline Roofing who recently completed her roof.

Vice-President's Report-

- None at this time.

Treasurer's Report-

- MM shared the reports from the past month that were also sent prior to the meeting.
 - DK inquired about the fees paid for ticketing and MM shared that we pay \$1.25 to PAC per ticket, plus credit card processing fees if applicable.
 - SM asked about corporate sponsorships and MM shared that at this time no one is out pursuing sponsorships but if someone wanted to pursue this endeavor the Board would welcome it.
 - MM & KGW are working on a mailing campaign for local companies for the 2022-2023 Season.
 - **DK moved to accept the financial reports for review. SM seconded, and the board unanimously accepted the reports.**

Producer of Current Show-

- “Blithe Spirit” – MEM shared that she has the completed producer checklist from after the show closed and will get it to KGW.
- “All Together Now” – SW shared that the show has completed production and she is waiting on the area chair people to sign off their areas.
 - Three cast members joined the meeting to share their perspective on participating in the show.
- “Disaster!” – DK shared that he has connected with Bart Herman regarding the show and that Bart has signed his contract.

BOARD MEETING MINUTES FOR THE MONTH OF NOVEMBER 2021

Committee Reports-

- Hospitality – KK shared a request from Elizabeth Spies to pursue the acquisition of a water cooler backstage.
 - The machine would cost approximately \$200-\$400 while refill bottles run \$5.
 - KGW inquired about removing the drinking fountain backstage if we add the water cooler to reduce noise and for hygienic purposes.
 - **SW moves to preauthorize Elizabeth Spies to spend up to \$500 for the acquisition of the water cooler and refill bottles, DK seconded, and the board unanimously approved.** The preference would be for a load below water cooler so no one has to lift the bottles.
- Historian – KK reported that Rich Jagunic has not been fulfilling this duty for approximately six years.
 - DK has offered to compile, digitize, and update the history.
 - KK has appointed DK as the Interim Historian. He will work on creating a digital catalog of the current archives.
- Play Reading – Elizabeth Thomakos shared the proposed season schedule for the 2022-2023 Submission Season, including the recommendation to offer Saturday Matinees for the Holiday Show in lieu of the Thursday evening performance. She also suggests

	SUGGESTED AUDITIONS	PERFORMANCES
FALL	August 21 & 22, 2022	October 7-9, 14-16, 21-23
HOLIDAY	October 9 & 10, 2022	December 2-4, 9-11 (4 mat.)
WINTER (musical)	December 4 & 5, 2022	February 17-19, 24-26, March 3-5, 2023
SPRING	February 19 & 20, 2023	April 21-23, 28-30, May 5-7, 2023
SUMMER (musical)	April 23 & 24, 2023	June 30-July 2, 7-9, 14-16, 2023
BLACK BOX	July 2 & 3, 2023	August 17-20, 24-27, 2023

- **SM moves to accept the proposed dates with the adjustment of offering suggested audition dates that may be adjusted with board approval prior to the season announcement, DK seconded, and the board unanimously approved.**

Old Business-

- Marquee Dinner for Tom Albury – Remains in progress for after the first of the year.
- After Show Survey – Surveys have been shared for the first two shows of the season.

New Business-

- OCTA – MM shared that the regional competition will be Sunday, June 12th at Coshocton Footlight Players. Shows from “The Little Mermaid” to “Ruthless!” will be eligible.

New Philadelphia,
OH 44663



Box Office: (330) 343-4012
Email: info@thelittletheatreonline.org

BOARD MEETING MINUTES FOR THE MONTH OF NOVEMBER 2021

Announcements & Adjournment-

- **MEM moved to adjourn at 8:51pm, DK seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be December 14th at 6:45pm at Little Theatre.
- **PD moved to enter Executive Session at 8:55pm, SW seconded and the board approved.**
 - Guests and KGW were asked to leave at this time. Elizabeth Thomakos and Don Irven remained for Play Reading discussion.
 - **PD moved to adjourn Executive Session at 10:00pm, DK seconded, and the Board unanimously approved.**



Little Theatre of Tuscarawas County
Balance Sheet
as of 10/31/2021

Account Number	Account Name	Amount
Assets		
Cash		
1000	Checking	\$39,468.11
1010	Certificate of Deposit	\$30,052.09
1020	Petty Cash - Box Office	\$100.00
1025	Petty Cash - Concession Stand	\$60.00
Total Cash		\$69,680.20
Fixed Assets		
1200	Furniture and Equipment	\$78,805.99
1205	A/D Furniture and Equipment	\$-68,413.05
1300	Building Improvements	\$366,538.00
1305	A/D Building Improvements	\$-291,766.21
1400	Land	\$7,000.00
Total Fixed Assets		\$92,164.73
Total Assets		\$161,844.93
Liabilities		
Total Liabilities		\$0.00
Equity		
Fund Balances / Equity		
3000	General Fund	\$143,859.03
3010	Board Designated Funds	\$9,747.87
3020	OCTA Fund	\$2,787.56
3030	Scholarship Funds (Huffman)	\$2,835.07
3040	Original Production Funds	\$903.30
3050	Junior Theatre Group Funds	\$1,712.10
Total Fund Balances / Equity		\$161,844.93
Total Equity		\$161,844.93
Total Liabilities + Total Equity		\$161,844.93



Little Theatre of Tuscarawas County
Income Statement
for the period of 10/01/2021 to 10/31/2021

Account Number	Account Name	Amount
Income		
General Income		
4000	Membership Dues	\$60.00
4010	Patron Income	\$1,220.00
4025	Corporate and Public Donations	\$100.00
4060	Interest Income	\$10.60
4070	Miscellaneous Income	\$259.00
4100	Ticket Sales - Box Office	\$450.00
Total General Income		\$2,099.60
OCTA Income		
4200	Concession Stand Income	\$26.86
Total OCTA Income		\$26.86
Total Income		\$2,126.46
Expense		
General Operating Expenses		
5010	Dumpster Expense	\$55.40
5030	Repairs & Maintenance - Facility	\$62.69
5050	Telephone & Internet	\$172.97
5060	Utilities	\$541.61
5210	Financial Software Fees	\$40.00
5300	Advertising / Programs / Posters / Banners	\$200.00
5310	Equipment and Computers	\$329.86
5330	Office Supplies	\$127.36
5640	Licenses and Memberships - Theatre	\$363.00
Total General Operating Expenses		\$1,892.89
Show Expenses		
5700	Stipends - Director/Music Director	\$750.00
5701	Stipends - Other	\$850.00
5720	Set Construction	\$607.12
5730	Props	\$439.76
5750	Costumes	\$360.44
5760	MakeUp and Wigs	\$124.65
5775	Sound	\$21.32
5790	Miscellaneous Show Expenses	\$489.24
Total Show Expenses		\$3,642.53
Total Expense		\$5,535.42
Net Income (Loss)		\$-3,408.96

BOARD MEETING MINUTES FOR THE MONTH OF DECEMBER 2021

Little Theatre of Tuscarawas County
Board of Trustees Meeting
Tuesday, December 14, 2021

Call to Order at 7:00pm

<i>Present</i>	TITLE	<i>Term Duration</i>	MEMBER	<i>Noted as...</i>
X	President	2020-2023	Kettie Kneuss	KK
X	Vice President	2019-2022	Meghan E. 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
Late	Trustee	2019-2022	Sheila Witt	SW
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
Late	Trustee	2021-2024	Shannon Mitchell	SM

Public Participation – Lee Elliott & Pat Potter

Approval of Minutes-

- **MEM moved that we accept the Board Meeting Minutes for November 2021, PD seconded, and the board unanimously accepted the minutes. LC & JW abstained.**

Reports of Officers-

President's Report-

- None at this time.

Vice-President's Report-

- None at this time.

Treasurer's Report-

- MM shared the reports from the past month that were also sent prior to the meeting.
 - DK inquired about potential comparisons between ticket sales/revenue for informed key performance indicators as seasons are chosen.

BOARD MEETING MINUTES FOR THE MONTH OF DECEMBER 2021

- **DK moved to accept the financial reports for review. JW seconded, and the board unanimously accepted the reports.**
- JW offered thanks to MM for her work on putting together documentation while out of state and completing work as needed for the theatre.

Producer of Current Show-

- “Always...Patsy Cline” – PD shared that things are going well and she shared an updated schedule.
 - JW asked PD to share his appreciation with Rex Huffman for the updated schedule.
- “Disaster!” – DK shared that he attended auditions and had a very enjoyable experience watching the attention paid to each attendee and the cast list has been posted.

Committee Reports-

- Director Liaison – Lee Elliott shared that she has reached out to the full director interest list of approximately 30 people.
 - Lee has suggested hosting a director workshop over the course of the season to bring new directors into the fold and orient them to the role of director.
 - This program would require each new director to serve within a different production during the season to understand all aspects of the production process. At the end of the year, they would then be able to participate in an exhibition style show.
 - SJS would like to work with Lee on bringing this initiative to life.
- Historian – DK shared that he has obtained some of the archive boxes to begin reviewing the contents and cataloging.
 - DK would like to have a group committee to come together after the first of the year to discuss the counting measures as well as what and how items are being archived.
 - Lee will also work with DK on putting together a history article for the end of the year for the newspaper.
- Hospitality – Elizabeth Spies will be purchasing the water cooler.

Old Business-

- Roof Estimate – SW shared an estimate from Kline Roofing for approximately \$1,300 after a discount of \$300 for advertising in the programs for the rest of the season.
 - DK also shared information for a second roofing company.
 - **DK moved to approve the estimate from Kline Roofing to have the roof work completed, PD seconded, and the Board unanimously approved.**
- Ongoing Director Conversations – KK shared that meetings with recent directors have begun in order to review survey results and address concerns in a direct manner and with a reportable record.
 - This included discussion of the need for better training for show producers.

BOARD MEETING MINUTES FOR THE MONTH OF DECEMBER 2021

- Survey Results – LC shared that she has put together the results of the surveys to share with the directors. She is looking for direction and clarification of the process for how and when these results will be handled.
 - JW will be working on a statement to be shared with the membership regarding the surveys.
 - JW will serve as the lead on meeting with the directors to review their survey results and areas for improvement for both productions and the theatre’s support of directors. It is recommended that this be held as a wrap-up meeting after each production that creates documentation and allows for the opportunity to review the successes and opportunities for improvement.
- Executive Director – AM will take on the role of spearheading the committee to explore this opportunity.

New Business-

- Donation – Stephanie Glazer of Barnett Realtors stopped by to provide a \$500 donation to the theatre. They will be sponsoring “Ruthless” with this donation.
- Director Approval Process – Pat Potter attended to discuss concerns with the new mentorship program.
 - She first offered her thanks to the board members for serving the organization and how difficult these roles are to fill.
 - Pat shared her philosophy on teaching her assistant directors and serving as a mentor for these individuals.
 - Pat would like to see a job description created for the mentor role for new directors.
 - She feels that the requirement of a director needing a mentor after previously directing on their own is inappropriate and should not be an option.
 - Pat also inquired about if the timestamp will be considered again for submissions. At this time, there is not an available answer but KK will follow up.
- Director Mentorship Role – KK and SW will work on a clarification letter for the mentorship role and process. This letter will be reviewed with the Board as well as with Lee as the Director Liaison.

Announcements & Adjournment-

- **DK moved to adjourn at 9:31pm, MEM seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be January 11th at 6:45pm at Little Theatre.



Little Theatre of Tuscarawas County
Balance Sheet
as of 11/30/2021

Account Number	Account Name	Amount
Assets		
Cash		
1000	Checking	\$30,138.61
1010	Certificate of Deposit	\$30,052.09
1020	Petty Cash - Box Office	\$100.00
1025	Petty Cash - Concession Stand	\$60.00
Total Cash		\$60,350.70
Fixed Assets		
1200	Furniture and Equipment	\$78,805.99
1205	A/D Furniture and Equipment	\$-68,413.05
1300	Building Improvements	\$366,538.00
1305	A/D Building Improvements	\$-291,766.21
1400	Land	\$7,000.00
Total Fixed Assets		\$92,164.73
Accounts Receivable		
1401	Receivables	\$500.00
Total Accounts Receivable		\$500.00
Total Assets		\$153,015.43
Liabilities		
Total Liabilities		\$0.00
Equity		
Fund Balances / Equity		
3000	General Fund	\$135,125.65
3010	Board Designated Funds	\$9,747.87
3020	OCTA Fund	\$2,691.44
3030	Scholarship Funds (Huffman)	\$2,835.07
3040	Original Production Funds	\$903.30
3050	Junior Theatre Group Funds	\$1,712.10
Total Fund Balances / Equity		\$153,015.43
Total Equity		\$153,015.43
Total Liabilities + Total Equity		\$153,015.43



Little Theatre of Tuscarawas County
Income Statement
for the period of 11/01/2021 to 11/30/2021

Account Number	Account Name	Amount
Income		
General Income		
4020	Corporate Sponsor Income	\$500.00
4110	Ticket Sales - Kent State PAC	\$4,645.46
Total General Income		<hr/> \$5,145.46
Total Income		<hr/> \$5,145.46
Expense		
General Operating Expenses		
5010	Dumpster Expense	\$55.48
5050	Telephone & Internet	\$172.97
5060	Utilities	\$919.75
5210	Financial Software Fees	\$40.00
5300	Advertising / Programs / Posters / Banners	\$3,346.03
5370	Website Expenses	\$69.06
5640	Licenses and Memberships - Theatre	\$175.00
Total General Operating Expenses		<hr/> \$4,778.29
Show Expenses		
5700	Stipends - Director/Music Director	\$1,000.00
5701	Stipends - Other	\$1,000.00
5720	Set Construction	\$17.84
5730	Props	\$8.52
5740	Scripts and Music Scores	\$897.20
5750	Costumes	\$1,198.92
5760	MakeUp and Wigs	\$20.00
5770	Royalties and License Fees	\$4,447.23
5790	Miscellaneous Show Expenses	\$510.84
Total Show Expenses		<hr/> \$9,100.55
OCTA Expenses		
5900	Concession Stand Expenses	\$96.12
Total OCTA Expenses		<hr/> \$96.12
Total Expense		<hr/> \$13,974.96
Net Income (Loss)		<hr/> \$-8,829.50

BOARD MEETING MINUTES FOR THE MONTH OF JANUARY 2022

Little Theatre of Tuscarawas County
Board of Trustees Meeting
Tuesday, January 11, 2022 – via Zoom

Call to Order at 6:58pm

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

Public Participation – Lee Elliott, Lisa Fockler, & Mary Maxwell

Approval of Minutes-

- **JW moved that we accept the Board Meeting Minutes for December 2021, LC seconded, and the board unanimously accepted the minutes.**

Reports of Officers-

President's Report-

- Men's Toilet Issue – One of the men's toilets in the lobby is backed up and PD was told there is not a plunger available.
 - JW will investigate the plunger need tomorrow.
- COVID Precautions – At this time, all of the "Patsy Cline" cast and crew are masking offstage.
 - KK shared that DK has put together a recommendation for the "Disaster!" production to begin masking during rehearsals. DK will be sharing the statement with the "Disaster!" team.
 - Mary Maxwell inquired about if masks are available at the theatre and KK confirmed that they are at the theatre.
- Executive Director – No updates at this time.

BOARD MEETING MINUTES FOR THE MONTH OF JANUARY 2022

Vice-President's Report-

- None at this time.

Treasurer's Report-

- MM shared the reports from the past month that were also sent prior to the meeting.
 - We now have show sponsors for all the remaining shows as McInturf Realty will be sponsoring "Almost, Maine."
 - **MEM moved to accept the financial reports for review. DK seconded, and the board unanimously accepted the reports.**

Producer of Current Show-

- "Always...Patsy Cline" – PD shared that things are going well and the response has been amazing!
- "Disaster!" – DK will be sharing the statement with the team regarding masking.
 - DK also inquired about MM including him in the weekly financial updates.
- "Ruthless!" – LC shared that auditions are February 21st and 22nd.
 - Don Irven shared that he is concerned about casting an 8-12 year old girl for the main child. The role does require some questionable language.

Committee Reports-

- Grants – LC inquired about current costs of materials and KGW shared that wood and metal are still high but a curtain may be more of a possibility at this time.
- Historian – DK shared that he is working through the archives. KGW will meet with him soon to review items.

Old Business-

- Roof Repair – The roof repair has been completed by Kline Roofing.
- Director Survey Notification Letter – JW has updated the letter with the first set of comments and revisions and would like everyone to review it and message him with any feedback.
 - Lee Elliott will receive a copy of the letter prior to distribution. Additionally, KK suggested that once the letter is distributed, anyone with concerns would be invited to attend the next scheduled board meeting to share them or to talk to Lee with any concerns.
- Marquee Dinner – AM would like to schedule Tom Albury's dinner but needs a date for the dinner.
 - MEM shared that Tom would like Tuesday or Wednesday evenings. MEM will get three specific dates from Tom for AM to schedule from.

New Business-

- "Disaster!" Mary Maxwell joined the meeting to discuss "Disaster!"

BOARD MEETING MINUTES FOR THE MONTH OF JANUARY 2022

- Mary inquired about having a ticket raffle for opening weekend for the show.
 - MM shared that we have raffled off gift certificates and KGW shared that we have also done tickets for a specific show night in order to up attendance.
 - DK shared that he is also reaching out to the NP Guitar Ensemble about playing prior to one of the performances.
- Run for Home – SW shared that she will again be organizing volunteers for Run for Home and will have a water table for the theatre to man.
- Show Publicity – AM inquired about the press for Patsy Cline and if it will continue for other shows as coverage was phenomenal.
 - Lee shared that the remaining shows should expect to receive the same press as “Patsy Cline.”

Announcements & Adjournment-

- **JW moved to adjourn at 8:05pm, AM seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be February 8th at 6:45pm at Little Theatre.



Little Theatre of Tuscarawas County
Balance Sheet
as of 12/31/2021

Account Number	Account Name	Amount
Assets		
Cash		
1000	Checking	
1010	Certificate of Deposit	\$31,937.00
1020	Petty Cash - Box Office	\$30,052.09
1025	Petty Cash - Concession Stand	\$100.00
Total Cash		<u>\$60.00</u>
		\$62,149.09
Fixed Assets		
1200	Furniture and Equipment	\$78,805.99
1205	A/D Furniture and Equipment	\$-68,413.05
1300	Building Improvements	\$366,538.00
1305	A/D Building Improvements	\$-291,766.21
1400	Land	\$7,000.00
Total Fixed Assets		<u>\$7,000.00</u>
		\$92,164.73
Total Assets		<u>\$154,313.82</u>
Liabilities		
Total Liabilities		<u>\$0.00</u>
Equity		
Fund Balances / Equity		
3000	General Fund	\$136,173.56
3010	Board Designated Funds	\$9,747.87
3020	OCTA Fund	\$2,841.92
3030	Scholarship Funds (Huffman)	\$2,835.07
3040	Original Production Funds	\$1,003.30
3050	Junior Theatre Group Funds	\$1,712.10
Total Fund Balances / Equity		<u>\$1,712.10</u>
		\$154,313.82
Total Equity		<u>\$154,313.82</u>
Total Liabilities + Total Equity		<u>\$154,313.82</u>



Little Theatre of Tuscarawas County
Income Statement
for the period of 12/01/2021 to 12/31/2021

Account Number	Account Name	Amount
Income		
General Income		
4010	Patron Income	\$552.81
4020	Corporate Sponsor Income	\$1,000.00
4070	Miscellaneous Income	\$415.56
4100	Ticket Sales - Box Office	\$275.00
4110	Ticket Sales - Kent State PAC	\$5,323.28
Total General Income		<hr/> \$7,566.65
OCTA Income		
4200	Concession Stand Income	\$114.00
Total OCTA Income		<hr/> \$114.00
Total Income		<hr/> \$7,680.65
Expense		
General Operating Expenses		
5010	Dumpster Expense	\$55.92
5020	Mowing Expense	\$350.00
5050	Telephone & Internet	\$172.97
5060	Utilities	\$498.68
5100	Miscellaneous Expenses	\$20.00
5210	Financial Software Fees	\$40.00
5300	Advertising / Programs / Posters / Banners	\$722.98
5610	Insurance	\$951.75
Total General Operating Expenses		<hr/> \$2,812.30
Show Expenses		
5720	Set Construction	\$41.63
5730	Props	\$1,536.03
5740	Scripts and Music Scores	\$334.18
5750	Costumes	\$896.01
5790	Miscellaneous Show Expenses	\$488.10
Total Show Expenses		<hr/> \$3,295.95
Total Expense		<hr/> \$6,108.25
Net Income (Loss)		<hr/> <hr/> \$1,572.40

BOARD MEETING MINUTES FOR THE MONTH OF FEBRUARY 2022

Little Theatre of Tuscarawas County
Board of Trustees Meeting
Tuesday, February 8, 2022

Call to Order at 6:59pm

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

Public Participation – Lee Elliott

Approval of Minutes-

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

Reports of Officers-

President's Report-

- Bathroom Issue – KK has purchased plungers for each of the restrooms.
 - Building Chair Larry Sams has recommended having plungers on hand in each restroom and reporting any issues immediately.
- COVID Precautions – The Board feels that cast and crew can unmask but we will continue masking for audiences.
- Parking Lot – KK shared two updates.
 - KK has contacted Kenn Holmes regarding his car that is in the parking lot from last fall.
 - KK is also looking for salt for the steps and parking lot.
- Saw Purchase – The previously approved purchase amount was able to be used for two saws at Kenn Holmes direction as Set Chair.

BOARD MEETING MINUTES FOR THE MONTH OF FEBRUARY 2022

Vice-President's Report-

- None at this time.

Treasurer's Report-

- MEM shared that 1099s have been sent and filed as well as giving statements for 2021.
- MEM shared the reports from the past month that were also sent prior to the meeting.
 - **DK moved to accept the financial reports for review. PD seconded, and the board unanimously accepted the reports.**

Producer of Current Show-

- “Disaster!” – DK shared that the show is going well and the finances are currently on track and may come in under.
 - Bart Herman shared his appreciation for the work that DK has done throughout the show and the support the show has received.
- “Ruthless!” – LC shared a written update on “Ruthless!” auditions coming up.

Committee Reports-

- Grants – LC submitted our application to Reeves Grant program. They are meeting to review applications on April 19.
- Directors Guild – Lee Elliott shared that the most recent meeting had seven attendees and she shared the notes from the meeting.
 - KGW has added the dates for upcoming Guild Meetings to the Curtain Call and the website.
- Historian – DK shared an inquiry about what season we are in at this time – “Little Mermaid” should be included in the 69th Season and “Blithe Spirit” marked the start of the 70th Season.
 - DK would also like to see the Season Numbers returned to the programs.
 - KK is going to contact Kathy Bergstrom regarding adding the season number and show to the programs.
- Playreading – AM shared that Playreading is going well on behalf of Elizabeth Thomakos.

Old Business-

- Marquee Dinner – Tom Albury’s dinner is scheduled for March 2nd at Union Country Club and is currently being advertised.

New Business-

- Dumpster Issue – PD shared that the dumpster is not locking but there are new keys available.

BOARD MEETING MINUTES FOR THE MONTH OF FEBRUARY 2022

- Screen and Projector – KK will connect with Joe Compton about the need for a new screen for the projector.
- Lobby Area Decoration – KK would like to pursue adding some artwork to the lobby to commemorate the history of theatre.

Announcements & Adjournment-

- **PD moved to adjourn at 8:33pm, MEM seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be March 8th at 6:45pm at Little Theatre.



Little Theatre of Tuscarawas County
Balance Sheet
as of 01/31/2022

Account Number	Account Name	Amount
Assets		
Cash		
1000	Checking	\$27,643.54
1010	Certificate of Deposit	\$30,052.09
1020	Petty Cash - Box Office	\$100.00
1025	Petty Cash - Concession Stand	\$60.00
Total Cash		\$57,855.63
Fixed Assets		
1200	Furniture and Equipment	\$78,805.99
1205	A/D Furniture and Equipment	\$-68,413.05
1300	Building Improvements	\$366,538.00
1305	A/D Building Improvements	\$-291,766.21
1400	Land	\$7,000.00
Total Fixed Assets		\$92,164.73
Total Assets		\$150,020.36
Liabilities		
Total Liabilities		\$0.00
Equity		
Fund Balances / Equity		
3000	General Fund	\$130,678.10
3010	Board Designated Funds	\$10,747.87
3020	OCTA Fund	\$3,043.92
3030	Scholarship Funds (Huffman)	\$2,835.07
3040	Original Production Funds	\$1,003.30
3050	Junior Theatre Group Funds	\$1,712.10
Total Fund Balances / Equity		\$150,020.36
Total Equity		\$150,020.36
Total Liabilities + Total Equity		\$150,020.36



Little Theatre of Tuscarawas County
Income Statement
for the period of 01/01/2022 to 01/31/2022

Account Number	Account Name	Amount
Income		
4020	Corporate Sponsor Income	\$500.00
4100	Ticket Sales - Box Office	\$465.00
4200	Concession Stand Income	\$267.00
4300	Grant Income	\$1,000.00
Total Income		\$2,232.00
Expense		
5000	Cleaning and General Supplies	\$528.17
5010	Dumpster Expense	\$56.16
5030	Repairs & Maintenance - Facility	\$1,371.83
5050	Telephone & Internet	\$172.97
5060	Utilities	\$676.39
5210	Financial Software Fees	\$40.00
5340	Play Reading Expenses	\$125.03
5350	Postage Expense	\$232.00
5700	Stipends - Director/Music Director	\$1,000.00
5701	Stipends - Other	\$800.00
5720	Set Construction	\$482.51
5730	Props	\$19.20
5740	Scripts and Music Scores	\$120.69
5750	Costumes	\$653.61
5760	MakeUp and Wigs	\$18.04
5780	Rental Expenses	\$146.00
5790	Miscellaneous Show Expenses	\$17.86
5910	OCTA Membership & Fees	\$65.00
Total Expense		\$6,525.46
Net Income (Loss)		\$-4,293.46

BOARD MEETING MINUTES FOR THE MONTH OF MARCH 2022

Little Theatre of Tuscarawas County
Board of Trustees Meeting
Tuesday, March 8, 2022

Call to Order at 6:50pm

<i>Present</i>	TITLE	<i>Term Duration</i>	MEMBER	<i>Noted as...</i>
X	President	2020-2023	Kettie Kneuss	KK
X	Vice President	2019-2022	Meghan E. Miller	MEM
X	Secretary	Appointed	Kait Gallagher-Wilsterman	KGW
Absent	Treasurer	Appointed	Machelle Miller	MM
Absent	President Emeritus	2021-2022	Sarah Jane Spies	SJS
Late	Trustee	2019-2022	Allison Morris	AM
Late	Trustee	2019-2022	Sheila Witt	SW
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

Public Participation – Lee Elliott, Don Irven, & Mary Maxwell

Approval of Minutes-

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

Reports of Officers-

President's Report-

- Parking Lot – KK has contacted Kenn Holmes regarding his car that is in the parking lot from last fall. SM will contact Rosenberry Towing to have the car towed if it is not removed by Monday, March 14th.
- Community Caring Variety Show – Variety Show will be held March 26th at 7:00pm.
 - We are accepting donations of bottles of wine and lottery tickets for the raffles that evening.
- Concession Mural – Frannie Brogan is interested in designing and painting a mural above the concession stand.
 - LC proposed applying for a grant to offer Frannie a stipend for completing the work.
 - KK will work with him to provide a few proposed designs for review by the board.

Vice-President's Report-

BOARD MEETING MINUTES FOR THE MONTH OF MARCH 2022

- None at this time.

Treasurer's Report-

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

Producer of Current Show-

- “Disaster!” – DK provided the signed paperwork from closing.
 - DK shared that the Season and Show numbers were not added to the “Disaster!” programs.
- “Ruthless!” – Don Irven shared an update on “Ruthless!” beginning rehearsals.
 - Don has been in contact with Joel Paley, the playwright, regarding revisions to the script that will be released by Concord Theatricals this spring.
 - PD suggested having an opening night reception to celebrate having this new version premiere.
 - Don shared his budget for approval with the addition of a choreographer stipend of \$250.
 - **MEM moves to approve the budget with the choreography stipend, DK seconded, and the Board unanimously approved.**

Committee Reports-

- Members & Patrons – MM has resigned from the position of Members & Patrons Chair.
 - KK will be taking on the role.
- Playreading – The group has been reading and will be meeting March 19th to review a prospective season for proposal to the board.
- OCTA Regional – MM shared that the OCTA Regional will be held Sunday, June 12th at Coshocton Footlight Players.
 - Producers of shows from “The Little Mermaid” to “Ruthless!” need to touch base with their directors to see if they are interested in taking their shows to the competition.
 - Rex Huffman is interested in taking “Patsy Cline.”
 - Lisa Sommers is not interested in taking “Little Mermaid.”
 - MM would like to ask for support from our Board Members in helping volunteer at the Regional Event this year.
- Props – PD shared that the theatre needs additional props storage space.
 - She will connect with Paul Dunlap about what is needed and the potential for having a student project to complete the work.
- Publicity – Lee Elliott will provide a packet of printed publicity to DK to be added to the archives after each production.

BOARD MEETING MINUTES FOR THE MONTH OF MARCH 2022

- Directors Guild – Lee Elliott shared that the most recent meeting had seven attendees and she shared the notes from the meeting.
 - KGW has added the dates for upcoming Guild Meetings to the Curtain Call.
- Historian – Tabitha Johnson has shared her interest in taking on the role of Historian for the theatre.
 - KK has appointed Tabitha Johnson as the new Historian following the resignation of DK.
 - They will be working together to continue archiving items.
- Ushers – Lisa Fockler has resigned as Usher Chairperson. KGW will reach out to April Bonvechio about potentially filling the role.

Old Business-

- Marquee Dinner – Lee shared that there is interest in creating a Marquee Dinner Committee to complete planning for the event each year.
 - KK has appointed PD as the Marquee Dinner Committee Chair.

New Business-

- Door Codes – KK will be working on updating the door codes.
- Parking Lot – AM will connect with Pace Landscaping regarding parking their equipment in the lot.
- Art on the Alley – Mary Maxwell has proposed having a booth at Art on the Alley this year.
 - She would like to spearhead organizing this event. The event is May 1st this year.
- Children’s Workshop – Mary Maxwell has shared that Children’s Workshop would like to do “The Lion King Experience Jr.” for the workshop. It includes the complete curriculum day by day from Disney.
 - This will be the 50th Children’s Workshop production.
 - KGW has submitted the application for the show rights and the cost is \$1,190 for the rights and royalties for the entire year and including the curriculum guide.
 - **MEM moved to approve the rights, LC seconded, and the Board unanimously approved.**
- Marketing Vendor Issue – KK shared that there were concerns brought to her regarding recent printing issues. JW, KK, and MEM will reach out to our Marketing Vendor to meet regarding what can be done to assist with alleviating future issues.

Announcements & Adjournment-

- **AM moved to adjourn at 8:56pm, PD seconded. The Board unanimously approved.** The next meeting of the Little Theatre Board of Trustees will be April 12th at 6:45pm at Little Theatre.



Little Theatre of Tuscarawas County
Balance Sheet
as of 02/28/2022

Account Number	Account Name	Amount
Assets		
1000	Checking	\$31,438.38
1010	Certificate of Deposit	\$30,062.69
1020	Petty Cash - Box Office	\$100.00
1025	Petty Cash - Concession Stand	\$60.00
1200	Furniture and Equipment	\$78,805.99
1205	A/D Furniture and Equipment	\$-68,413.05
1300	Building Improvements	\$366,538.00
1305	A/D Building Improvements	\$-291,766.21
1400	Land	\$7,000.00
Total Assets		\$153,825.80
Liabilities		
Total Liabilities		\$0.00
Equity		
3000	General Fund	\$134,483.54
3010	Board Designated Funds	\$10,747.87
3020	OCTA Fund	\$3,043.92
3030	Scholarship Funds (Huffman)	\$2,835.07
3040	Original Production Funds	\$1,003.30
3050	Junior Theatre Group Funds	\$1,712.10
Total Equity		\$153,825.80
Total Liabilities + Total Equity		\$153,825.80



Little Theatre of Tuscarawas County
Income Statement
for the period of 02/01/2022 to 02/28/2022

Account Number	Account Name	Amount
Income		
4110	Ticket Sales - Kent State PAC	\$8,280.46
Total Income		<hr/> \$8,280.46
Expense		
5010	Dumpster Expense	\$61.94
5050	Telephone & Internet	\$172.97
5060	Utilities	\$2,863.56
5210	Financial Software Fees	\$40.00
5300	Advertising / Programs / Posters / Banners	\$4.49
5330	Office Supplies	\$74.71
5340	Play Reading Expenses	\$96.35
5645	Hospitality	\$184.15
5720	Set Construction	\$604.34
5730	Props	\$2.66
5790	Miscellaneous Show Expenses	\$38.42
Total Expense		<hr/> \$4,143.59
Net Income (Loss)		<hr/> <hr/> \$4,136.87