

# **STAGE-M General Membership**

## **Meeting Minutes**

March 9, 2019

9:00AM

Members Present: Philip H., Aaron W., Lisa B., Emily A., Gordon M., Sarah K., Laura T., Chris L.

Guests: Diane N., Larry M.

I. Call to Order – at 9:01 am

II. Approval of 01/12/2019 Meeting Minutes – approved electronically on January 16<sup>th</sup>, 2019

- Request to print a copy for next month's approval

III. Treasurer's Report

- Checking account is robust, \$28,221.77. Several sponsorships and requests for ads coming in.
- We are now using Quickbooks for our electronic record keeping. Philip requests reimbursement for purchase of Quickbooks (\$69/month). Everything is linked to Quickbooks now.
  - Discussion that we have not budgeted yet.
  - Philip's request for reimbursement approved.
- We have our own paypal account now.
- Philip is looking into a business credit card for STAGE-M through Chemical Bank.
  - Discussion regarding whether a debit or credit card would be better for organization.
  - Credit card is ultimately more secure than Debit card and easier to work into book keeping.
  - Motion to let Philip get credit card from Chemical Bank approved.
- Aaron met with Lisa to set up Edward Jones account.
  - Motion by Aaron: Move money out of CD to higher interest Edward Jones account (0.04%/1.2% vs. 2.49%). We will link Edward Jones to our Chemical Bank account. Sarah seconded.
    - Lisa will manage account on behalf of organization. Lisa stated there is no conflict of interest.
    - This money is liquid, we just need 2 days notice.
    - Lisa will need to collect some information and signatures from President and Treasurer.

- We will move the little one now and then the bigger one in May when it matures.
  - Motion passed unanimously.
- Chamber requested donation of season tickets for their chamber auction. They asked if we would be interested in upping our sponsorship, which would get us more advertising through the Chamber of Commerce.
  - Currently we are spending roughly \$600, to get additional advertising is \$1000 (for the year).
  - We could either up our sponsorship for the year or just up our sponsorship to the golf outing.
    - The sponsorship for the year is more publicity.
    - By upping our sponsorship, we would get into the Chamber's newsletter, which would alleviate this cost.
  - Motion by Philip: We increase our sponsorship to the Chamber to \$1000.00. Lisa seconded. Motion passed.

#### IV. Constitution/Bylaws Review

- Vote on new bylaws and constitution. Motion was to approve bylaws as presented, including changes to PSC and operating structure. Motion approved unanimously.

#### V. Standing Committee Reports:

A. Budget Committee – Philip Himebaugh (TABLED) – Tabled to November 2019

B. Education Committee – Chris Lamar

- a. We should begin advertising scholarship now. Discussion around getting an online form on the website for applications. Chris and Aaron still working to get in touch with past Education Chair. This is for both the senior scholarship and Leon Keys scholarship.
- b. Aaron proposed that for senior scholarship be for student pursuing theatrical education in the future.
  - i. Question of benefit to organization of giving scholarship.
  - ii. Discussed qualifications of deserving students.
    1. Intention to study theatre in college
    2. Local (MOISD region)

C. Election Committee – Gordon Mallett (TABLED) – Tabled until next election season

D. Facilities Committee – Jon Taylor (report by Aaron)

- a. We have no water in scene shop, have not had for about 3 months. Have been trying to reach plumbers with no avail. Suspected problem is part of the well froze during cold snap.
  - i. Gordon recommended someone for Aaron to contact (Jim Bouman).
- b. Jeanene Westgate is new manager of props portion of scene shop.

- c. We will be adding shelves above flats storage to store furniture.
- d. Costume section is overflowing. May be time for a purge. We are low on 1940s costumes. The 1980s are well represented.
- e. Volunteer form on website has gotten a couple new volunteers.
- f. Laura reported that Jon requests a replacement system for checking out props, costume, etc. instead of the ruined whiteboard.
- g. Discussion around changing the locks to scene shop because we have no way of knowing who all has keys to scene shop. Discussion surrounding switching to electronic lock system.
  - i. Motion by Laura: We will look into purchasing electronic lock system to replace current system. Philip seconded.
    - 1. We will have to discuss who will have access to key code.
    - 2. Motion passed unanimously.

#### E. Fundraising and Membership Committee – Sarah Kirby

- a. Aaron gave Sarah the packet that Civic Theatre uses that we may be able to model our brochures on.
  - i. We would like include memberships and season tickets in this packet.
- b. Fundraising materials need to be put together by summer shop (Little Shop). We would like to get all these materials on the website so we can make electronic transactions.
- c. Discussion around changes to membership and season tickets structure.
  - i. Membership only is \$10.00
  - ii. Can buy season tickets individually without being a member. Set price – cost of all shows minus \$1.00 per show. Can buy as many units as wanted.
  - iii. Option for buying membership and season tickets.

#### F. Audience Engagement Committee – Lisa Bondarenko

- a. Brand new committee.
- b. Necessity for meeting to determine charge of committee.

#### G. Program Selection Committee – Laura Taylor

- a. We are having a lot of trouble casting shows (specifically men). We are the point where the number one consideration for shows has to be whether we can cast the show.
  - i. How do we attract new people, specifically men who may be interested?
    - 1. How can we let new people know what to expect?
      - a. How to audition, what is entailed? Informational meeting?
  - ii. Switching to Saturday/Sunday audition dates
  - iii. Switching to two weekends of shows

- b. We need to change the way we select shows. New bylaws have dissolved the PSC and given board the charge to select shows.
  - i. This will remove “middle man” of PSC.
  - ii. Board will determine season that will be realistic for the people we have available to us and financial consideration.
  - iii. Vice Chair serves in same capacity as “chair of PSC” – they handle applications for directors, shows for consideration, etc., and then will bring that information to the board for further discussion.
- c. Recommended season to switch to full calendar year (fall 2019, spring, summer, and fall 2020) – we need 4 shows
  - i. Previous PSC discussion around Fall 2019 show was August: Osage County – this show has too many men
    - 1. Laura recommended Agnes of God (3 women, no men) instead of August: Osage County for Fall 2019
      - a. Name recognition
      - b. All female
      - c. Small production that can be inexpensively produced
  - ii. Spring 2020 – The Foreigner
  - iii. Summer 2020 – Evita
  - iv. Fall 2020 – Dancing at Lughnasa
    - v. Motion to accept season stated. Motion passed unanimously.
- d. Recommendation to make next season 2 weekends (Friday, Saturday, Sunday) as a trial.

#### H. Publicity Committee – Aaron Wilkinson

- a. Newsletter issues – we could not get newsletter printed in timely fashion to due weather issues and closure of Ferris’ campus. Post office has not been helpful with bulk mailing procedure.
  - i. Will definitely continue with electronic newsletters
  - ii. Does anyone have experience with bulk mailing that could do that?
    - 1. The copy center states that you could mail them through them.
      - a. Diane recommended we speak with Jane.
      - b. Emily can go speak with Jane over spring break.

#### VI. Old Business:

##### A. The Hollow – Aaron Wilkinson

- a. We have a cast! Still looking for costumes, mostly for men.
- b. Bulk mailing of postcards stating that we are doing The Hollow instead of Witness.

##### B. Little Shop of Horrors – Philip Himebaugh

- a. Desperate need of piano player to accompany rehearsals and performances.
- b. Philip will rent MTI puppets this week.

c. Audition dates are May 18<sup>th</sup> and 19<sup>th</sup> (Saturday and Sunday)

VII. New Business:

A. Big Rapids High School Band sent a letter asking for money/donation for their Jazz Cabaret silent auction on April 6.

a. Diane will send season tickets to donate.

VIII. Adjournment at 10:45 am. Next meeting is April 6 at 9 am.