

Lawton Community Theatre

Minutes, Board of Directors Meeting

January 15, 2024

The meeting was held at the Lawton Chamber of Commerce.

302 West Gore Blvd., Lawton, Oklahoma

1. **Call to Order:** 5:34. Beck welcomed board members and guests.
2. **Members Present:** Beck, Bear, Bowles, Diley, Harris, Hatch, Magrath, McCartney, Neuwirth, Oates, Perez, A. Tate, C. Tate, Taylor, Tibbs
3. **Members Absent:** Overby
4. **Staff Members Present:** Kristoffer Pendergraft
5. **Ex. Officio Members Present:** Poudrier (City of Lawton) Williams (Cameron University)
6. **Minutes:** The November, 2023 minutes were provided to the board for review. Harris moved that the November, 2023 minutes be approved, seconded by Pannell. The motion carried. The November minutes will be filed.
7. **Financial Reports:** (. . . as of December 31, 2023)

Current Assets: Checkings/Savings

10001 – Operating (BancFirst)	85,405.70
10002 – Money Market (Arvest 1)	37,502.43
10003 – Building (Arvest 2)	48,939.96
10004 – City National (Children's)	12,170.27
10950 – Cash in Drawer	<u>438.50</u>

Total	184,456.85
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CPA Teresa Pendergraft reported on the financial status of Lawton Community Theatre in light of this transition of leadership. Discussion ensued concerning calling an Executive Committee meeting to compose a procedural manual for purchases made in behalf of LCT and for future transitions in leadership. (This meeting has been scheduled for Tuesday, January 23, at 5:30.)

Pannell moved that Kristoffer Pendergraft be officially hired as Interim Director for Lawton Community Theatre. The motion was seconded by Oates. The motion carried.

8. President's Report:

- ***Rent*** will audition on January 29 and 30. Location will be announced soon.
- Kayley Patterson-Dorsey has resigned from the LCT Board. Pannell will step in with Marketing. Tibbs was asked to assist. Beck commented on Overby's persistent absences.
- Alan Jolly and Scott Hofmann received nominations to fill two empty board positions. A. Tate moved that Jolly and Hofmann be elected to the empty board positions. Neuwirth seconded the motion. The motion carried.

9. Managing Director's Report:

- Interim Director, Kristoffer Pendergraft has no official contract.
- Susie Williams, former office manager, is assisting Pendergraft with Ticketing/Payment, Etix logins, square logins, etc.
- Currently, LCT is operating with a "Burner Phone." A. Tate moved that LCT invest in a business cell phone. Pannell seconded. Discussion ensued concerning a phone with Ring Central that forwards to cell.
- Pendergraft is working with Neuwirth to find a rehearsal space for ***Rent***. Rehearsal space is also needed for ***Frozen, Jr.***
- February's Benefit has been cancelled. Management found no appropriate venue for the production. Oates will reassess the planning of the next benefit.
- Materials for ***Matilda*** have not been returned (20+ instrumental scores). Furthermore, \$1,150 is owed for ***Matilda***.
- A new licensing request for ***Always. . . Patsy Cline*** was submitted on January 5, 2024. It was licensed for the John Denney Playhouse, instead of McMahon. Scores will be sent as soon as the company receives payment. The dates of production are March 7, 8, 9. (Oates reported that she has been in contact with the band. Bear reported that rehearsals are going well. Kelly Pendergraft has located the set, has measured McMahon, and has made a ground plan to scale. Lights, sounds, and costumes are also progressing well.)
- ***Rent*** is still licensed for two weeks of production in the John Denney Playhouse. Pendergraft is working to update this.
- The key has been found to the 11th Street Storage Facility.
- However, Pendergraft has found that many of the pass words and log-ins are outdated, and the LCT MacBook has not been found.
- There is no key to the P. O. Box and the LCT truck.
- Pendergraft is working with Poudrier to stay in the loop concerning repairs to the John Denney Playhouse. Once the roof has been replaced, the repairs to the inside may begin. There is \$60,000 in insurance for the repairs and the rebuilding of JDP. Furthermore, there may be assistance from FEMA with flood mitigation.
- Pendergraft has some concerns: water in the JDP needs to be managed; he's worried about the state of the stage floor, and four of the five thermostats do not work.

- McMahon has given LCT space for larger productions; however, LCT will need a more intimate space for smaller productions in the future.
- The Armory will not be ready for approximately 5-7 years, and it is the City's building. Furthermore, in the future, censorship may be a concern.

A. Tate suggested replacing the locks in the John Denney Playhouse.

10. Committee Reports:

Fundraising: Refer to the Managing Director's report.

Play Selection: Pannell announced the 2024-2025 Season: *Disaster, Sweeney Todd, Benefit/Improv, Batboy, Deathtrap, and Oliver*. The season was approved.

Marketing: Due to the Hotel/Motel tax, \$20,000 will be available to be used for advertising.

Building and Grounds: Refer to the Managing Director's Report.

Strategic Planning Committee: A meeting has been scheduled for February 6, 5:30 at Viridian Coffee.

Outreach: Taylor reported that LHS students will audition for a school play at the end of the month. Bear reported that two of the members of the committee (Bear, Hatch) will be assisting in the filming of the book *Hope the Dog* at Centenary United Methodist Church to be used as Outreach for LPS and area elementary students. Mandee Thomas and Jack Bear will perform the book, and Kevin McCartney will film. Also, auditions for *Frozen, Jr.*, a McMahon Auditorium Authority Production produced in partnership with Lawton Community Theatre, will be held on January 25 at McMahon Auditorium at 5:00 PM. *Frozen, Jr.* will be performed at McMahon Auditorium on March 14 at 10:00 AM, 12:15 PM, and 6:30 PM.

Volunteer Coordinator: Taylor's LHS students are available to usher for age appropriate LCT productions.

Arts for All: The Kickoff Fundraiser Luncheon will be held at the Hilton Garden Inn on Feb. 7, 2024. Tickets are \$25.00. Fundraiser Envelope Stuffing will be held during the week. A Festival meeting will be held Tuesday, January 16 at 5:30 in the AFA office. A Gala meeting will be held on February 1 at 5:30 in the AFA office. **UPCOMING EVENTS: 2024 Summer Arts Institute:** June 3-27, Mon. – Thurs. – Budget: \$80,000 – Art Music, Theatre, Photography, E-Sports, Dance, Reading, Writing. Volunteers are needed. **LAHC:** \$10,000 in grants available for arts projects. **LFSAC:** Friday – Community Arts Night. **LPO:** In collaboration with Carnegie Hall, LPO and LPS are participating in Link Up, "The Orchestra Rocks" – LPS students with recorders will play with a 61 piece orchestra; "Mostly Mozart" – February 24. **Pro Musica:** Concert on March 2 at 4 and 7 PM. **Wichita Wildlight Photography Society:** Meeting at Boulevard Christian Church on February 8 at 7 PM. Refer to AFA notes for further detail.

Cameron University: University Theatre has switched the musical to the third "slot": *Ride the Cyclone* will be in production February 22-25. On January 10-11, Alpha Psi Omega sponsored a premiere of the musical, *Arsenic and Old Lace*, with original music by Dr. Greg Hoepfner.

Blue Moon: No report.

City of Arts and Humanities: Poudrier reported that upcoming events at McMahon Auditorium include the *Rodney Carrington: Comedy Tour* on January 20 at 7:00 PM (mature audiences only) and *Frozen, Jr.* on March 14 at 10:00 AM, 12:15 PM, and 6:30 PM.

11. **New Business:** Bowles reported that Lawton Ballet Theatre will hold a workshop for *Sleeping Beauty* auditions on January 20, and auditions for *Sleeping Beauty* will be held on January 27. *Sleeping Beauty* will be performed on May 31 through June 2. Perez reported that MacArthur High School's production of *Big Fish* has been cast. It will be in production the first weekend of April.

12. **Old Business:** NA

13. **Other Business:** A. Tate moved that the Executive Committee be authorized to issue a paycheck to Interim Managing Director Kristoffer Pendergraft for his first two weeks of work. The motion was seconded by Pannell. The motion carried.

14. **Announcements:** NA

15. **Adjournment:** 7:44 PM

EXECUTIVE SESSION: The committee met and authorized the Interim Managing Director Kristoffer Pendergraft to be paid per the previous Managing Director's salary (\$33,600) for the pay period beginning January 1, 2024 until further notice. The committee also resolved that the checks be issued every two weeks.

