LAWTON COMMUNITY THEATRE
Board of Directors Meeting
March 17, 2014
John Denney Playhouse, 1316 NW Bell Avenue

1. Call to Order at 5:30 PM.

2. **Roll Call.**
Members Present: Abram., Bear, Breeden, Bullock (5:40), Edwards, Hofmann, Lewis, McCartney, Neuwirth, Joe St. John (5:35), Tate, Young.
Members Absent: Burk, Hunter, John (excused), Klein (excused), Leary (excused)
Staff Present: Lytle.

3. The February, 2014 minutes were approved.

4. **Financial Report:**
As of February 28, 2014 ---

ASSETS	
Current Assets	
Checking/Savings	
1) Building (Arvest 1)	45,377.74
2) Operating (BancFirst)	33,619.61
3) Savings (Arvest 2)	19,898.90
Total Checking/Savings	98,896.25
Total Current Assets	98,896.25
TOTAL ASSETS	98,896.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 – Payroll Liabilities	1,223.12
Total Other Current Liabilities	1,233.12
Total Current Liabilities	1,233.12
Total Liabilities	1,233.12
Equity	
30000 - Opening Balance Equity	91,363.45
Net Income	6,309.13
Total Equity	97,673.13
TOTAL LIABILLITIES & EQUITY	98,896.25

5. **President's Remarks**: Neuwirth thanked board members for their hard work on the "Chocolate" Fundraising Event. (Joe St. John/present) She also thanked Diane Denham and Kris Gill for their hard work She then introduced Joe St. John and welcomed him to the LCT Board of Directors.

6. **Managing Director's Report**: Lytle thanked board members for their hard work on the "Chocolate" Fundraising Event. She commented that it was a team effort and that that is a good sign for the future. She also thank Martha McCartney for her work in MacArthur High School's production of Crazy for You. (Barbara Bullock/present) Lytle announced that she is going to take a break from directing for a period. She is asking Sandra Pochorny to direct Man of La Mancha. Dr. Greg Hoefner has agreed to be the Musical Director, and Amanda Richey has agreed to be the choreographer.

7. **Committee Reports**

Arts for All: The Arts for All Festival will be May 9, 10, and 11. The next meeting is March 26. The Gala's net profit is $58, 175. The AFA president suggested that LCT participate in the Holiday of Lights Festival in the Park. Lytle suggested a pirate's theme for children visiting LCT's booth. Edwards moved that LCT pay for three AFA signs with board members donating to reimburse. The motion carried.

Cameron University: The Department of Theatre Arts at Cameron University is currently in rehearsal for Where's Charley? It is directed by Scott Richard Klein and will be in production April 24-27.

Fort Sill Co-Op and Fort Sill Families: Karen Lewis will take fliers to the next Sill/FAX meeting.

Development: No report.

FundraisingSponsorship: Lytle and Neuwirth again thanked board members for a successful "Chocolate" Fundraising Event. The Event raised approximately $18,000 with approximately $4,600 in invoices going out.

Program of Work:

1. *Outreach:* Bear reported that 22 Eisenhower High School students have toured eight LHS elementary schools with ten performances of a Creative Dramatics Children's Production . They played to an estimated number of 2,000 students and teachers. Martha McCartney worked with thirty-five MacArthur High School students in a musical production of Crazy for You which was in production the first week of March. Lytle held make-up and stage combat workshops and staged the onstage combat.
2. *Play Selection:* The Preview Party for announcing LCT's 2014-2015 season will be held in conjunction with the annual meeting on April 21 after the April 21 Board of Directors meeting. Potential sponsors will be invited. It will be advertised on a postcard.

Strategic Planning:

1. *Building and Grounds:* Lytle and Neuwirth are working on getting two more bids for the AC/Heating Unit. Lytle offered board members a building tour.
2. *Nominating:* Last month, Jan Stratton's name was place in nomination. She was approved by the board. Breeden moved that Joe St. John be approved. He was approved. The following slate of officers were placed in nomination --- President: Teresa Abram, President-elect: Martha McCartney, Secretary: Addam Tate, Treasurer: Julie Young, and Vice-President of Development: Nancy Edwards.

8. **Old Business**: The following discussion took place concerning the handbook. Tate suggested that something be added concerning the office getting in touch with customers by the end of the day. Lytle suggested that this be included under office procedures. Abram suggested deleting the dollar amount of the Building Fund. It was suggested that the work schedule could be modified during production times. Abram moved that the handbook be accepted with the changes. Bullock seconded. The motion carried.

   LCT has renewed its membership in the Great Plains Economic Development Center. It will train the office staff in the business of the theatre.

   The following proposed changes have been made to the by-laws. On page 2 under Section IV. B. 1., take out "and one (1) representative appointed by the Lawton Community Theatre Guild." On page 2 under Section IV. B. 2. a. , take out "One (1) representing LCT's Fort Sill Co-Op partner (designated by the commander of the Co-Op partner). On page 2 under Section IV. B. 2. b. , add "of Cameron's choice." On page 3 under Section VI A., take out "by written ballot." On page 4 under Section VI. B. e., take out "director selection, reception, hospitality." On page 4 under Section VI. B. f., add " <u>Personnel Committee – (under the direction of the President Elect)</u> – responsible for monitoring LCT personnel performance: salaried staff job descriptions, compensation and benefit policies; participating in the interview process for prospective salaried positions; conduct semi-annual performance evaluations with the Managing Director; and making recommendations to the board."

9. **New Business**:

   Lytle reported that LCT will hire a full-time office assistant. Lytle will e-mail information to the board and soon an advertisement will appear in the newspaper

.

10. The meeting was adjourned at 6:22.

An emergency Executive Meeting was held immediately after the Board of Directors Meeting. The slate of officers to be placed in nomination for 2012-2015 was adjusted to read --- President: Teresa Abram, President-Elect: Addam Tate, Secretary: Nancy Edwards, Treasurer: Julie Young, Vice-President/Fundraising and Sponsorship: Helena John, and Vice-President of Development: Martha McCartney.