

AUGUST 2022 REGULAR BOARD MEETING MINUTES LAWTON COMMUNITY THEATRE

Call to Order: The Board President, Kaley Patterson Dorsey called to order the regular meeting of Lawton Community Theatre Board of Directors at 5:34 PM on August 15, 2022, in Lawton Community Theatre.

Members Present: Kaley Patterson Dorsey; Janice Bear (virtual attendance); Patty Neuwirth; Marsha Thomas; Melissa Beck; Addam Tate; Tim Diley; Laura Magrath; Martha McCartney; Charlotte Oates; Keith Pannell; Malinda Perez; Arline Taylor; Catherine Wright.

Ex Officio Members Present: Jason Poudrier (City of Lawton); Ben Williams (Cameron/Blue Moon).

Members Absent:

Excused: Mary Dzindolet; Cassie Jones.

Unexcused: Mike Leal.

Staff Members Present: Chance Harmon; Bryson Petersen.

Previous Meeting Minutes: July 2022 Minutes provided to board for review/approval. Motion to approve minutes from Thomas. McCartney seconded. Minutes Approved.

Treasurer's Report: Financial report was provided to board for review and was filed for audit. Profit and Loss informational spreadsheet from July 2022 was provided for review.

Proposed 2022-2023 fiscal year budget was submitted for board review and approval. McCartney questioned inclusion of music director in non-musical production. Proposed budget contingent upon revision of removal of musical related fees in *Clue* was approved unanimously by board.

President's Report: Announced resignation of Mike Leal from Board of Directors. Thanked everyone who attended Board Retreat. Strategic Plan forthcoming.

Announced committee assignments for 2022 – 2023 season. Patterson will email copy of assignments to board after meeting.

Armory updates: Previously assigned committee to oversee process, however, chair resigned from board. Harmon and Patterson re-assessing committee to determine way forward. Biggest goal is getting lease approved through City of Lawton legal. Meeting with City of Lawton Attorney John Ratliff scheduled for August 19, 2022. Patterson re-iterated that the plan is to proceed with proceeding with Armory, as per previous board decision.

Any questions from community should be directed to Harmon and Patterson. This project is large in scope and will take time. Will continue to provide updates to board and community as they materialize.

Executive Director Report: *Jungle Book* camp had over 400 in attendance and was a success. Albert Rivas obtained scholarships (full and partial) for every child who needed one. Will count towards outreach, as admission to performances were free of charge.

Cabaret cast selected and is currently in rehearsals.

Texoma Gives: idea to obtain community leaders to sing before *Cabaret* performances. September 8th, 2022 is Texoma Gives event. Donations are encouraged.

Potential opportunity to obtain Portable Buildings from LPS. Working with COL/LPS on logistics. Tate questioned impact to insurance. Harmon will obtain more information. Building and Grounds searching for plumbing/electrician options.

COMMITTEE REPORTS:

Arts for All: AFA Gala November 4th, 2022. Volunteers and support needed. Admittance is limited to 500 attendees at \$60 per ticket. Sponsored Tables available. Member Groups are required to turn in 10 silent auction items valued at \$100 or more. McCartney in charge of collecting items. Volunteer opportunities entire week of gala. LCT receives points for selling sponsorships/tables. Must send bylaws and mission statement to AFA, as per their request.

Detailed Arts for All report provided to board with upcoming community dates.

Building and Grounds: PSO coming to trim tree for safety compliance.

SW Chemical donated facility maintenance supplies.

Potential workday for preparing theatre for upcoming season TBA.

Fundraising: Playbill Advertisement sales ongoing. Deadline for submittal is September 5, 2022.

Halloween Costume Sale in process with McCartney and Thomas leading. Board Support is needed for setup in advance and on event day. Currently scheduled for September 24th, 2022 from 8:00 AM to 1:00 PM. Costume donations are accepted.

Country Nights/City Lights benefit fundraiser planned for January 13-15, 2023.

Outreach: Janice Bear is currently researching children's Christmas books for adaptation for readers theatre (virtual performance). Plans to perform TBD live production in schools in spring, 2023 touring production. Anticipates using high school actors in touring production.

Arline Taylor coordinating students for volunteer opportunities. New speech teacher at Lawton High School. Going to reach out to additional students for volunteers.

Play Selection: Pending committee assignment.

Marketing: Information about costume sale and Cabaret, AFA Gala TBA. E-tickets available for individual tickets to AFA Gala.

Strategic Planning: Development of Strategic Plan took place at Board Retreat. Chair is compiling notes to develop/update Strategic Plan.

Volunteer Coordinator: Thomas reviewed volunteer opportunities: House Manager; Ushers; Concession (requested Board Members only for all positions dealing with money); potential for Will Call position. Contact Marsha Thomas to volunteer for future productions.

Personnel: Executive committee reviewed Technical Director contract for potential renewal. Hourly basis vs. salary position. Personnel committee motioned to extend current contract under current terms until start of next fiscal year and will re-evaluate in 2023-2024 season. Motion passed unanimously after discussion.

Blue Moon: *Toxic Avenger* had great turnout. Open meeting scheduled for August 31, 2022, at 6:00 at Goodwill Adult Daycare Center. Looking to expand volunteer base.

Cameron University: Cameron University new theatre Professor, Natalie McCabe was introduced to board. *Alias Grace* auditions scheduled for August 16th and 17th at Cameron University.

Unfinished Business: Patterson requested that Youth Advisory Committee meet to determine path forward.

New Business: Currently accepting nominations to fill board vacancy until filled.

Board Governance submitted candidate for Board Member vacancy: Indie Michaels. The board voted unanimously to accept this nomination.

Meeting was adjourned at 6:22 PM.