

Lawton Community Theatre
Minutes, Board of Directors Meeting
September 16, 2024, at 5:30 PM
John Denney Playhouse
1316 NW Bell Avenue
Lawton, Oklahoma

1. **Call to Order:** 5:30.

2. **Members Present:** Bear, Beck, Diley, Harris, Hofmann, Klein, Magrath, McCartney, Oates, Tate, Thomas, Tibbs, Underwood, Williams.

3. **Members Absent:** Ortner.

4. **Staff Members Present:** Pendergraft.

5. **Ex-Officio Members:** Jason Poudrier (City of Lawton/present), Ben Williams (Cameron University/absent).

6. **Minutes:** McCartney moved that the minutes for the August, 2024 meeting be accepted and filed as corrected. Harris seconded the motion. The motion passed.

7. **Financial Report:**

August Financial Report:

City National Bank (Children's Account):	\$12,312.47
Arvest Savings:	\$49,679.66
Arvest Building Fund:	\$38,069.26
BancFirst General Operating:	\$104,079.60
Cash in Drawer:	\$200.00
Total:	\$204,140.99

LCT has \$204,140.99 total in the bank at this time in 2024. Last year, the total amount was \$205,000. However, \$18,000 of that amount was from insurance.

Total Deposits for August: \$30,921.31. Total Withdrawals for August: \$7,024.

This report will be filed for audit.

8. **President's Report:**

- Construction is going well. The John Denney Playhouse will be ready for the opening of *Godspell*. Mold remediation will take place next week.

9. Managing Director's Report:

- The Playbill has been sent to the printer. The ads fill twenty pages.
- Thirty-five season tickets have been sold. Ticket income: \$5,022. Sponsorships: \$7,495. Season Tickets are \$125 for all 5 shows.
- S. Magrath has been working with Billingsley Ford to acquire a Beverage Refrigerator. Pendergraft thanked Magrath, commenting that this would be an asset to the selling of concessions.
- **Status of Grants:** The first Oklahoma Arts Grant payment has been received. Concerning ARPA: all of the narratives and budgets have been updated.
- **Social Media Manager:** For \$6,000, the company will manage all three social media platforms, including creating Tik Toks. The contract will not include TV ads or the website. LCT will be paying monthly. It will coordinate with the Marketing Committee for scheduling, and it will place and maintain digital advertising based on provided budgets. Digital Advertising for *Godspell* will begin tomorrow. Hofmann moved to approve the Social Media Contract for \$6000 for 10 months, until the end of the fiscal year. McCartney seconded the motion. The motion carried.

10. Committee Reports:

Fundraising: Oates thanked board members for all the work on ticket sales and sponsorships. Concessions for donations will begin again during *Godspell*. More basket items are needed for each show and for the AFA Gala. A Musical Benefit will take place in February. A table on the floor will cost \$250.

Play Selection: The committee will begin its work the first of November.

Marketing: Tibbs reported that he has contacted KSWO and has arranged for 36 thirty-second spots. He further wants to schedule radio interviews with the cast. He also raised the idea of "Shout-Outs" presented on two television sets in the lobby. Ads may run for a relatively small fee or sponsorship. He is currently filming audition notices and rehearsals.

Building and Grounds: Caldwell's Tree Service has removed limbs from two trees in front of the theatre and two dead limbs from a tree behind the building. Beck volunteered to "spruce up" the front of the building and asked for volunteers to join her.

Outreach: An audition workshop for secondary students is in the planning stages, and McCartney and Thomas are scheduled to introduce kindergarten students to puppetry in the next few weeks. Further readings for elementary students are in the planning stages. Williams stressed the need to include younger people in representing LCT in the conducting of Outreach as well.

Arts for All: McCartney reminded board members to keep a record of any volunteer work done for LCT and to record it every month on the sign-in sheet. September 27 is the deadline for

baskets for AFA. In addition, AFA is running short of silent auction items. She also reported that there is a need for younger people to support the arts and funding for the arts. Tickets for the AFA Gala may be purchased from Martha McCartney, Karen Villarreal, and on the AFA website. McCartney further encouraged board members to volunteer for Gala: before, during, and after. She and Thomas also encouraged board members to volunteer for *Godspell* as house managers, ushers, parking lot attendants, and concession managers.

Cameron University: Klein reported that the New Music Festival will take place in Recital Hall at 7:30 on September 19, and a Choir Concert will be presented at First Presbyterian Church at 7:00 PM on September 26. The Florida Chamber Music Project will present a concert featuring Dr. Hyunsoon Whang on October 11 at 7:30 PM in University Theatre. A Band Concert will take place on October 13 at 4:00 PM, also in University Theatre. Community Orchestra will perform on October 15 at 7:30 PM, and Opera Scenes will be performed on October 24 at 7:30 PM, both in Recital Hall. Finally, University Theatre will produce *The Complete Works of Shakespeare Abridged* from October 3 -5 at 7:30 PM and on October 6 at 2:00 PM at University Theatre.

Blue Moon: No Report.

11. New Business:

- LCT's insurance policy renews at the end of this month. The premium goes up \$1200. McCartney moved to purchase all three aspects of the insurance policy for approximately \$8,200. Tate seconded the motion. The motion carried.
- *Godspell* is short a microphone for the cast. Hofmann will sell 2 microphones for \$500. Tibbs moved to purchase two microphones for \$500 from Scott Hofmann. Oates seconded the motion. The motion carried.
- Oates moved to purchase two touch-screen monitors for the light board for \$500. McCartney seconded the motion. The motion carried.
- Harris moved to purchase two television sets, not to exceed \$750, for "Shout-Outs" in the lobby. Underwood seconded the motion. The motion carried.

12. Other Business: Tim Diley asked for LCT fliers to post at Elgin High School. Discussion ensued, concerning the importance of including all area high schools when promoting LCT performances and activities. Oates reported that she will be directing an LPS production of *Grease* which will include all three Lawton high schools. The production is scheduled for March 27-29, 2024.

13. Announcements: Poudrier reported that the 77th Army Band will present its final concert on September 20 at McMahon Auditorium. Praise Party in the Park will take place on Saturday, September 21 from 3:00 – 6:00 PM at Elmer Thomas Park. The International Festival will take place from September 27 through September 29, also at Elmer Thomas Park. The McMahon Auditorium Authority will present comedian Joe Gatto on Friday, October 11 at 7:00 PM.

14. Adjournment: 6:32 PM.

