

LAWTON COMMUNITY THEATRE
Board of Directors
MINUTES
October 14, 2013

1. Call to Order at 5:30 PM.

2. Members Present: Abram, Breeden, Bullock, Burk, Edwards, Elliott, Hofmann, Hunter, Klein, Neuwirth, Noffske, Tate, Young

Members Absent: Bear (excused), John (excused), Leary (excused), Lewis (excused)

Staff Present: Lytle

3. The September, 2013 minutes were approved.

4. Financial Report: Young reviewed the reconciliation reports for July through September, 2013. On the 30th of June, the beginning balance was \$27,928.74, and in July through September, the theatre received an income of \$72,412.64 and incurred expenses in the amount of \$36,976.39, leaving a balance of \$63, 365.99. There is \$19,844.12 in the savings account and \$43,571.12 in the building fund. Young recommended and Abram seconded that a financial audit be performed from the date of the previous audit until the change of the Managing Director. The Board approved the recommendation.

5. President's Remarks: No report.

6. Managing Director's Report: The Spitfire Grill closed on October 13, 2013. This production was well attended and very well received. Our Town will be directed by Lytle, and rehearsals will begin on October 16, 2013. Over thirty actors from diverse backgrounds attended auditions. Almost half the cast have never performed on the LCT stage. Auditions for Heroes (directed by Klein) will be held at the end of November.

Actors Academy concluded at the end of September, and twenty-two students participated in the four week program. Over fifty family members and friends attended the showcase performance. The students performed an abbreviated version of Shakespeare's Twelfth Night. Neuwirth passed out brochures and Edwards provided a reception. A few of these students auditioned for Our Town. The next session of Actors Academy will take place in February, 2014.

Amanda Richey and Mande Thomas from The Spitfire Grill will represent LCT and perform at the Lawton Business Women Style Show in November 9, 2013.

Lytle spoke at Lawton Ambucs and four members came to see The Spitfire Grill.

There are problems with two of the older HVAC units. J & J Burk determined that these units need to be replaced. The approximate cost to replace these units is \$13,000 to \$14,000 for both units (if replaced at the same time). Lytle will develop a proposal to request assistance from the McMahon Foundation.

The theatre is switching to Fidelity for Internet service. The estimated savings will be \$100 per month.

Neil West and Christina Wyatt volunteered two days performing grounds maintenance.

Technical Director, Pat Hill, worked weekends in September in order to complete the lobby upgrades by the opening of the season. He is also working on inventory and cleaning out the storage unit.

There is a new part-time box office employee – Chelsea Jenkins. She is a music student at Cameron University.

7. Committee Reports:

Arts for All: Edwards reported that during the next meeting, they will be voting on a change in the wording in the member contracts. They are considering issuing a penalty for late report submission. There will be a 10% penalty if the report is not received by close of business on the announced due date. If the report is not received within five working days, the member risks forfeiting all funding for the quarter.

The AFA Gala will be held on November 2, 2013. Guests must pay at the door. Volunteers are needed to set up. Lytle reminded the Board that funding is determined by points received for volunteer hours. The Board is preparing baskets. Nancy Edwards, Jack Hunsucker, Dr. Lopez and Troy Hamilton have provided donation items.

Building & Grounds: Refer to Managing Director's report, 4th paragraph.

Cameron University: Cameron is participating in KACTF. The following students have been recognized for their work in Metamorphoses: Mark Deyesso (Costume Design), Dylan Bittner (Set Design), Byron Phillips, Ashley Winfrey and Alex Huff.

Development: No report.

Fort Sill Co-Op: No report.

Fort-Sill Families: No report.

Fundraising: The projected date for the Chocolate event is March 1, 2014. John will call a meeting soon.

Nominating: An open meeting, which proved to be positive and productive, was held to discuss new members. Motion came from committee to accept Martha McCartney as a new board member. Motion passed.

Outreach: Tate reported (quoting Bear) that 92 people attended the preview of The Spitfire Grill. Most were high school students from Eisenhower High School. For opening night they sent the cast some positive comments about the show.

Play Selection: The first meeting was held on September 22 and a good working list is in place. The next meeting will be held on October 27.

Personnel: No report.

Sponsorship: John is working on securing sponsors. EZ GO has pledged \$5000 for Our Town and \$5000 for Man of La Mancha.

Strategic Planning: No report

8. Old Business: None

9. New Business: None

10. The meeting was adjourned at 6:23 PM.

[Minutes e-mailed to the Office of the City Clerk and LCT Webmaster for posting on the LCT website on Friday, November 8, 2013 at 11:00 AM.]