

Lawton Community Theatre

Minutes, Board of Directors Meeting

April 15, 2024, 5:30 PM

The meeting was held at the Lawton Chamber of Commerce.

302 West Gord Blvd., Lawton, Oklahoma

1. **Call to Order:** 5:31. Beck welcomed guests and explained that since the meeting's agenda had not been received by the city, this is not an official meeting. Discussion may take place; however, voting will not be allowed.
2. **Members Present:** Bear, Beck, Diley, Harris, Hatch, Hofmann, Jolly, Magrath, Neuwirth, Oates, Pannell, A. Tate, C. Tate, Taylor, Marsha Thomas (proxy for McCartney), Tibbs
3. **Members Absent:** Bowles (excused), McCartney (excused), Perez.
4. **Staff Members Present:** Kristoffer Pendergraft
5. **Ex-Officio Members:** Poudrier (City of Lawton/present) Williams (Cameron University/absent)
6. **Minutes:** The March 18, 2024 minutes will be approved at the May, 2024 meeting.
7. **Financial Report:**
 - No financial report for the month of March was presented.
 - Pendergraft presented a budget for 2023-2024 (LCT Benefit Concert, *Rocky Horror Show, Nuncrackers, Always . . . Patsy Cline, RENT*) and a proposed budget for *School of Rock*. He also presented a proposed budget for five possible productions and a Benefit Concert for the 2024-2025 Season. For further details, refer to the documents.
 - LCT has not yet received the final grant award for the ARPA Grant, which will give the amounts for the final sections of the grant.
8. **President's Report:**
 - Beck, Neuwirth, and Oates presented the revised Sponsorship Levels for 2024-2025. For further details, refer to documents.

- The address of the new meeting location of the Lawton Community Theatre Board of Directors is 1006 SW E Avenue, Lawton, Oklahoma (Lawton Habitat for Humanity). The first meeting at the new address will take place on May 20, 2024.

9. Managing Director's Report:

- **RENT** was a financial and artistic success. The average attendance for each performance was approximately 230 people. This production marks the first time that **RENT** has been produced in Lawton. (C. Tate suggested that the last three directors be compensated in some way.)
- **School of Rock** auditions will be held tonight. Pendergraft is looking for 12-15 young actors and 11 adult actors. The actors will be accompanied by a live band.
- Work on LCT's new roof will begin within the next two weeks. (S. Hofmann suggested that tarps be placed over equipment and seats.)
- The stolen air conditioner is not covered under LCT's insurance policy or the City's insurance policy. Several board members recommended that the new unit be secured in a cage.

10. Committee Reports:

Fundraising: When the John Denney Playhouse has been restored, Oates is planning to direct an in-theatre benefit.

Marketing: Pannell reported that the committee successfully used smart marketing with **RENT** and *Always . . . Patsy Cline*. Neuwirth offered LCT the opportunity to advertise for **School of Rock** with an insert in the **LPO** program.

Play Selection: Pannell has met with concerned board members who believe that the proposed new season is too ambitious. He suggested that next year's season should consist of four productions instead of five. The board suggested that one of the four productions should be a non-musical. Pannell asked committee members to text him suggestions.

Building and Grounds: Diley positively addressed the issue of covering the seats and equipment with tarps. He also proposed that after the roof to the John Denney Playhouse has been replaced, a strategy be developed on priorities concerning the reconstruction and repairs. Hoffman suggested that Jolly be appointed as reconstruction manager to coordinate such priorities.

Arts for All: Marsha Thomas (as a proxy for Martha McCartney) passed out sign-up sheets for the LCT booth and AFA booths for the Arts for All Festival.

Strategic Planning: A. Tate reported that Pendergraft has a plan that he developed for the OAC Grant.

Outreach: Taylor reported that Lawton High School students presented their spring production which was a success. Also, LHS Drama students volunteered as ushers for **RENT**. Pendergraft and Amanda Spannagel spoke and sang for LCT at AMBUCS today.

Bear reported that she has signed up singers and an emcee for LCT's Arts for All Outreach. LCT's scheduled time and place of performance is 2:00 – 3:00 on Saturday, May 11 at the 5th Street Stage. She encouraged board members to attend the show to support the volunteer singers and LCT.

Cameron University: No report.

Blue Moon: Beck reported (as a proxy for Bowles) that Blue Moon is considering a production of SCAB. by Gino Dilorio.

City of Lawton: Poudrier complimented the work of *RENT*'s cast and crew during Strike on Sunday. The set was deconstructed and moved out of McMahon in approximately two hours. Ford Roofing has assured the City of Lawton that LCT's John Denney Playhouse's roof replacement is scheduled after the work on Edison Elementary's Roof is completed, within two weeks. Furthermore, we will be hearing from FEMA soon.

11. New Business: There were problems with Etix Seating during *RENT*. Friday night's performance was delayed ten minutes. Discussion ensued concerning the problem of reserved seating in McMahon Auditorium. Further discussion and recommendations will be postponed until May 20.

12. Old Business: Pendergraft is continuing to work without a contract. Discussion ensued concerning creating checklists for staff and contract staff. An Executive Committee Meeting has been scheduled for Monday, April 22 at 5:30 at Habitat for Humanity to discuss contract issues and play selection. Furthermore, Hofmann suggested that if LCT is going to hire a Technical Director, the time to consider this is at college and university graduation. Hofmann further reminded board members to read the information that he and Beck forwarded the board concerning job descriptions, etc. of Managing and Technical Directors.

13. Adjournment: 6:43 PM.

Next meeting: 5:30 PM Monday 20, 2024