

Riverside Children's Theatre

BOARD MEETING MINUTES

August 24, 2017

Board Meeting

Reviewed and Approved 9/28/2017

Location: President Michelle Murray's Residence

Board Members Present:

Michelle Ayers, Jackie Burns, Nick Chitwood, Michelle Cummins, Stephanie Fyfe, Lisa Hara, Wayne Harris, Jami Johnson, Debbie Knight Marshall, Lise Lara, Janna LeBlanc, Kat Mantz, Michelle Murray, Susan Olsen, Rebeckah Ross, Jennifer Steele

Board Member Absent: Past President Kris Wilson

The General Board Meeting was called to order at 6:20 P.M.

President:

Michelle Murray announced that after the closed session, a potential new Board member, Brianne Cervantes, would be joining the meeting to observe Board operations.

Secretary: Prior Minutes

The Board reviewed minutes from 8/6/2017. Minor changes were noted. A motion to approve the minutes was made by Susan Olsen and seconded by Lisa Hara; the minutes were approved unanimously with noted changes.

The General Board Meeting adjourned at 6:29 P.M.

The Closed Session of the Board Meeting was called to order at 6:30 P.M.

The following three topics were discussed in closed session:

1. Membership deferments
2. Scholarships
3. Staffing changes and vacancies

The Closed Session of the Board Meeting adjourned at 7:05 P.M.

The General Board Meeting was called to order at 7:10 P.M.

Brianne Cervantes joined the meeting.

Board Member Reports

President:

Approve Bylaws

The Board President, Michelle Murray, reviewed the changes made to Section 4.5.3 of the bylaws. The revised bylaws were delivered to the Board Secretary for signature and certification.

Approve Membership Handbook

The Handbook has been updated with all the changes and a copy will be sent to the Parent Liaison for distribution to membership.

Use of Membership Directory

There was discussion regarding appropriate use of the membership directory for any reason other than Board-related communication. The main criteria for distribution is whether the message is beneficial and safe for membership. It was suggested that all notices that are distributed to membership should include a disclaimer "not endorsed by RCT" or similar language.

Committee Update

The President sent an email to returning members to sign up for a committee and highlighted some committees that need some volunteers. Jami Johnson, Community Ambassador, suggested that some materials regarding the committees be sent to buddy families so they can be a resource for the new families.

Parent Communication/Monthly Newsletter

The President asked that content be submitted to her by September 5th if there is anything desired to be communicated to membership.

Secretary:

The Secretary, Wayne Harris, requested two copies of anything distributed at the Board Meeting. One copy is for the Secretary and one is for the Board Meeting Binder.

Treasurer:

Financial Practices and Procedures:

The Treasurer, Lise Lara, led a discussion regarding the status of financial internal controls and written procedures. In general, because audits are very expensive (roughly \$8,000) the Treasurer suggested that a good strategy would be to spend the 2017/2018 fiscal year gearing up for the audit. The goal is to be to become audit proof and grant ready proof within a year.

By next Board Meeting, Lise will have a list of all the areas of the financial controls that need to be developed. The goal is to have written procedures completed by December.

The Goal is to have a "pre-audit" to ID weaknesses completed in December after the written procedures are tightened up.

Budgets and Financial Statements for Membership

The Treasurer distributed samples of financial reports. One report is consists of summarized income and expenses by class. The other report offers more detail on the specific areas of revenue and expenses. The Treasurer would like to distribute these reports to membership.

It was noted that membership may always ask for more detail from Board President, Parent Liaison, or directly from the Treasurer.

The Treasurer distributed a "Grant Ready Budget" with last year, current year and the projected next year financial data.

Nick Chitwood suggested to allocate some of the expenses for the shed to Saturday School.

Kat Mantz asked if the Board can use this as the budget for 2017/2018? The answer is no because the Board will vote on an actual "operating budget" that has considerable more itemized detail.

Lise lead a discussion regarding how much, if any, the Board would like to transfer from the Operating Fund to the Building Fund? Per bylaws, once money goes into the Building Fund it cannot be removed for any reason without membership approval.

Susan Olsen motioned to move \$10,000 to the Building Fund from the Operating Fund. The motioned was seconded by Kat Mantz. The motion carried with no abstentions and no objections.

Curriculum Chair:

Staffing Update:

The Curriculum Chair, Michelle Cummins, reported that they have some solid leads for the vacant positions and will be following up immediately.

First Day of Saturday School:

The teachers are ready and eager for the first day.

Parent Liaison:

The Parent Liaison, Susan Olsen, reported that the Pizza Meet and Greet for new families was very well attended. She will reach out to the "buddy families" who did not meet up with the new family at the Pizza Meet and Greet to make sure they connect.

Grants Chair:

The Grants Chair, Nick Chitwood, announced that \$10,000 was very recently transferred into the Building Fund. He also is working on developing specific goals for fundraising depending on various building use/size scenarios. He will reach out to the Riverside City Economic Development Team to explore opportunities for collaboration and shared use.

Marketing Chair:

The Marketing Chair, Lisa Hara, distributed and discussed the marketing timeline for the Lion King Jr production.

Lisa led a discussion regarding reducing the ticket sale obligation per family. Currently each family must sell or pay for 32 tickets. She suggested the Board explore sales strategies that result in each family being obligated to sell or pay for 24 tickets.

Janna made the point that the tickets sales finance the production and there are already actual and projected expenses that require the revenue generated from the sale of 32 tickets per family.

The President requested the Marketing Chair to create a written proposal to be submitted to Board for consideration. Lisa appealed to everyone for ideas.

Membership Chair:

The Membership Chair, Debbie Knight Marshall, reported that the New Family Meet and Greet went very well. Not every new family showed up. Those who did not were contacted by email.

Also, the membership roster is complete and will be sent to the Curriculum Chair for the teachers to use for attendance and to the Parent Liaison for distribution to membership.

Merchandising Chair:

The Merchandising Chairs, Stephanie Fyfe and Jennifer Steele, reported that Kristen Bristow will do Saturday School concessions.

The T-shirt vendor for RCT polo shirts has been contacted to verify prices and order forms will be made available to Staff.

At Saturday School there will be a table with items from prior productions for sale. This was described as a clearance blowout of old inventory.

Jackie Burns was asked to reach out to Alum to inform them we are having an old production branded blow-out sale.

Public Relations Chair:

The Public Relations Chair, Rebeckah Ross, reported that there is a draft of the Lion King Jr. poster.

The website is operational and there are no glitches. The Wizard of Oz pictures have been replaced with Lion King Jr. images.

Ways and Means:

The Ways and Means Chair, Kat Mantz, reported that she revised the donation letter. She will have the letter ready to be distributed to membership by class.

Producer: Lion King Update

The Producer, Janna LeBlanc, reported that the audition packet will be sent out on August 25th. There was discussion regarding the possibility of a director not being available to be present at one of the audition nights. In order to ensure there are sufficient number of directors at the auditions, there may be a need to compensate a substitute if a particular director will not be able to make it.

The PowerPoint presentation is complete and ready for the mandatory production meeting.

There was discussion regarding structure and format of the Mandatory Production Meeting. There will be an overview for everyone. Then returning families who are experienced with productions will be informed they may leave. Buddy families will be encouraged to stay to assist their families. For those families for which this is their first production, more details will be discussed.

Costume Director update: Thi K. Pham has accepted the offer to be the costume director for Lion King Jr.

The Lion King Jr. production will have fog. Thus the the Fire Marshall requirements will have to be met.

A special lighting rig to backlight a screen on stage is needed. Nick suggested that someone check in with Ramona, since they have a similar lighting rig that may not be in use due to the current construction.

For auditions, Janna asked that some Board Members be available to assist with collecting paperwork, measuring children, selling scripts and qualifying families.

The scripts cost \$10 per script. The scripts do not need to be returned. It is the child's to keep so please put his/her name on it.

Kat Mantz led a discussion about the cast party. She reported that the prior cast party at Hanger Trampoline park was a big hit with membership. She wants to know if the Board wants to lock in the trampoline park. It will be \$25.00 per person, including food. There is an additional 3.00 for a pair of socks. There was general agreement that the facility is suitable. The activities were enjoyable, but the food was not. Kat was directed to explore other food options and report back.

It was suggested that for this production, there should be more aggressive marketing of the Cast Party to non-production families, as it is open to the full RCT membership. The entire facility is reserved for only RCT.

All other items not addressed were tabled to the next meeting.

Next meeting is 9/28/2017 at 6:15 at Chemawa Middle School.

Adjourned 8:55 P.M.