

SECT Board Meeting 7/8/19  
Orpheum Conference Room  
5:30pm

In attendance:

Rick, Teresa, Steve, Sarah, Shelli, Ryan, Kimberly, Robin, Alecia, Christy, Trina, Toby (via phone), Erin

Missing:

Tom, Yannik, Rey, and Eric Parish.

Meeting called to order at 5:36

**Minutes from last meeting approved unanimously.**

**Call for Persons wishing to address the board:**

- Alicia voiced concerns about eliminating the costume shop entirely. She is on board with reducing the total volume, but is very concerned with eliminating the pieces we use on a regular basis. She would also like to condense from Parker's storage to the costume shop.

**Agenda unanimously Approved**

**Roberts Rules**

Quick overview of Roberts Rules and that we will be moving toward going back to them

**Proposed Changes to the Bylaws**

1. Going from minimum of 15 to minimum of 9
2. Redacting the staggered board member clause (not really how it works)
3. President can appoint people to fill board vacancies.
4. Allow board members to vote by phone.
5. The fifth Executive Committee member would be a member appointed by President..
6. SECT members will be changed to 4 hours of volunteering
7. Notice of Annual meeting can be posted online and emailed, not just mailed

**Financial Report from Trina Kuper.**

- Season 17 is started & we have a new budget that includes new costs from WPMT theater costs. We are budgeted to make \$70,000 this year with the updated costs.

**Executive Director Report**

- One week in, Robin doesn't have much to report. He is getting the office set up and it's getting close. Still needs a printer.

- Robin is going up to Madison to look at facility and hopefully book a Steel Magnolias show.
- He has several people lined up to meet with for donations.
- He has a rough draft of an ask letter he would like to send.
- Robin also wants to create an elite donor group that will fund an endowment fund. We tasked him with creating a more formalized plan to present to the board.

### **Box Office Report**

- We have 451 members so far this year.

### **Washington Pavillion**

- We no longer own the items that were in the loft, but have access to use them.
- Box office will transition to WP in Season 18 whether we like it or not. There is a meeting on the 11th to learn more.
- We may get access to WP's lighting and sound designers for shows. We don't know costs or availability, but it could be a huge benefit.
- We do have a potential technical manager candidate as well.
- WP wants to do some major updates to the Orpheum, mainly getting the Pavillion's old sound system. They will also be making wireless mics available as part of the theatre rent, which could help us a TON. There is also some thoughts about lighting updates.
- Rent goes up from \$350/night to \$600/night, with the plan to go up to \$800/night in 3 years.
- We will eventually have to pay for rehearsal space. This may move to the new shop.
- Auditions will still be at the Orpheum. They will keep rent to \$100 for 2 nights.
- Christy's meeting with the WP was very different from what was promised. We need clarification.
- WP wants to run front of house, but it sounds like not on Mama Mia.

### **10% Fund Update**

- We will to a tiered CD with 6, 12, and 24 month CDs to provide cash at different intervals. Now that we've moved to season 17, we plan to move forward with it.

### **Shop / Storage / Rehearsal Space.**

- Contract has been signed and we are moving. We will get the space in November.
- Steve is willing to help build out the shop space.

### **Travel & Purchase Policy**

- Teresa has a pending policy. Anything under \$250 is approved by Robin, Everything over is by Pres or VP. We will review and revisit next month.

### **Education Committee**

- 101 has a LOT of littles. 50 may be a bit much. But they are working through it.
- We are looking at adding school year shows. This is still in planning phase.

- We may look to partner with WP on these school year shows.

#### **Grants Committee**

- They are working on a few more grants. Erin has just submitted to Wells Fargo.
- We are setting up an education fund so that we can continuously use the fund to sponsor camps and other educational opportunities.

#### **Fundraising Committee**

- Robin and Shelli need to coordinate to see how that will work now that Robin is exec director.

#### **Front of House Committee**

- WP will completely redo the box office. Ryan wants to be in the loop when this happens. Ryan is still figuring out the phone system, so we will soon have a better grasp on all this.

Season posters - board members are asked to hang 10 posters each.

**We will move the board meetings to 1st Monday of the Month.**

*Went into Executive Session at 7:15*

Came out of executive session at 7:28

Meeting adjourned at 7:29