



April 13th 2020
ZOOM CONFERENCE

Attendance: Christy Ashby, Kate Hoy, Heather Jensen, Colin Keating, Kate Kisselstein, Erin Sills, Josh Taylor, Korrie Taylor, John Tonello, Heather Rosenthal, Ceara Windhausen,

Called to order at 7:08 PM (Meeting held via zoom)

1. Approval of March Meeting Minutes (5 minutes)
 - a. Erin moved to approve and Ceara seconded
 - b. The minutes are approved without correction.

2. Officer Reports
 - a. Artistic Director, Colin Keating (15 Minutes) - Please see full report
 - i. Thanks to Heather J. for getting things up on the website given the COVID-19 related changes and thanks to Heather R. for the box office support.
 - ii. Given the prolonged nature of the quarantine, Broadway Backwards is officially canceled.
 - iii. Laramie Project
 1. We have secured new dates and the production team is in place
 - iv. Picasso
 1. We need to adjust the calendar slightly since the dates conflict with the church dinner. We will need to do the preview on Tuesday night (rather than Wednesday) so we can have an audience.
 2. Stephen Shepherd and Heather Jensen are going to co-produce.

3. We may need to postpone the auditions as they are very close to the end of the current ban.
- v. Complete History Abridged
1. Josh needs perusal scripts still. As soon as he gets the script he can go from there. Colin will coordinate with Josh on details.
- vi. Proposal Form
1. Colin is asking for everyone to review the draft of the director/ show proposal form. He is working on ways to submit documents along with the form. Please send any feedback this week. This form should be the start of the conversation and does not need to include every detail. Colin will make all board members collaborators so we can see the full form without having to complete it.
 2. There are already interested directors for next season.
- vii. Local Theater Collaboration/Consortium
1. Korrie and Colin have met with Dan Tursi and Abel Seator.
 2. This consortium can help promote shows and share information. We can hopefully keep putting out information and community building via social networks
 3. Some idea of doing a collaborative event when things open back up.
 4. Also potential interest in a local community theater celebration/ recognition
 5. Some discussion of group auditions for multiple shows. This could lead to new interest and new people getting involved.
 6. Colin welcomes any and all suggestions via email or text. You can share with either Colin or Korrie. They may reach out to Tanner and Garret as well to see if they want to join.
- viii. New Season Dates
1. May 31 - Considering Matthew Shephard (scheduled for the weekend after Memorial Day)- The Baldwinsville High School students are engaged in learning, but Colin hasn't been able to hear them in a group and they have only learned about half of the score. We are also behind on securing local community singers given the crisis. We could consider pushing it into next season. Colin is leaning in that direction as well. After a brief discussion, the board decided to postpone this event until next season
 2. July 24 - August 2 - Guys and Dolls
 3. September 18 - October 2 - The Laramie Project
 4. November 6-21 - Picasso at the Lapin Agile
 5. Need to secure dates for The Complete History given the other changes.

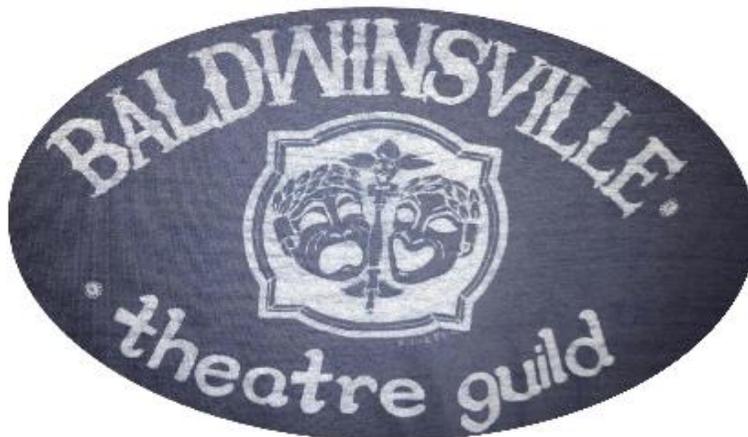
6. Colin asked if it is possible to adjust the season graphic to reflect the next dates. Heather will work on that. Sadly, we can't fix the magnets!!
 7. John asked about payments and rights for new dates. Colin confirmed that the contracts were adjusted with new dates and no need for money exchanged. Colin will forward the confirmation emails to John.
- b. Producing Director, Korrie Taylor (5-10 minutes) - Please See full report
- i. Ad sales have been halted.
 - ii. There are needed website updates.
 - iii. Thanks to Ceara for the video. What else can we do to keep engaging people?
 1. Another collage? live stream? Zoom singalong
- c. Production Chair Report, Erin Sills - See full report
- i. Laramie - Mark and Sandy Baker are still set to produce and recommence as we get closer.
 - ii. Guys and Dolls
 1. Virtual Auditions submitted via email (Ceara will elaborate)
 - a. Students will submit videos of singing and a short monologue. There will be a window for submission and a dedicated email address. John asked about the possibility of posting to a private youtube channel instead.
 - b. Ceara has put audition tracks and all other relevant materials on the website. She is also creating a mock audition video that models what auditioners need to do.
 - c. They still need to map out plans for a dance call. They will probably only teach a dance combo to a select group of kids.
 - d. Ceara is also working to revamp the rehearsal schedule to include more bootcamp style rehearsals.
 - e. Heather asked about zoom auditions and Ceara and Colin both agreed that the quality would not be good.
 - f. Colin suggested setting up a shared drive so they can always just drop the videos there. Colin added that he is fine having her use the btg email address to keep everything clear.
 - g. Ceara will send the mock audition and monologue material to Heather tomorrow. This will include directions for submission in both video and printed form.
- d. Treasurer/Financial Advisor (5-10 minutes) - See full report

- i. Very few changes since the last meeting since there is very little going in and out right now. We are at just over \$77,000.
 - ii. Credit Card - Mark checked at Empower for the credit card. They can do a credit card that is based on BTG financials with no underwriting required. They discussed how many cards would be required and what the limits should be.
 - iii. We need a set of policies and procedures for use of the card. We might consider having people sign that they have read and agree with the policies. John will consider and draft potential policies to be shared with the board.
 - iv. Potential Card holders
 - 1. Ceara, Josh, Korrie, Colin, Anyone else?
 - 2. We can also have a generic one that could be shared
 - v. We should be able to link this to the Seneca bank account for electronic payment.
- e. Committee Reports
- i. Website - Heather
 - 1. Are all the minutes up to date? Christy sent February and will send March minutes tonight.
 - 2. Still missing a link for Brightstar pictures. Colin will resend.
 - ii. Tech - Josh
 - 1. Josh found the missing headset and will drop it off.
 - 2. Nothing else to report.
 - 3. We still hope to set up a prop and set clean out when things open.
 - iii. Costumes - Heather
 - 1. We have an order at Brian's to be picked up.
 - 2. We haven't heard anything more about the shipment of dresses.
 - iv. Membership - Ceara/ Heather
 - 1. Ceara will have a yearly newsletter available for electronic distribution by the May General Meeting. She will send to the Board for review before that date.
 - v. Box Office- Heather Rosenthal
 - 1. Heather has a list of people that already purchased tickets for canceled or rescheduled mainstage shows. She will reach out to each person to find out if they want a donation or credit toward a future show. We will offer refunds if people request them.
 - 2. For the Laramie tickets, we can share the new dates.

3. Old Business
 - a. Form for submission of new shows - see above
 - b. Chairs
 - i. No update on the chairs
 - c. Scholarship-
 - i. Colin disbursed the application to eligible applicants. We have received one application to date
 - ii. Ceara extended the deadline to May 1 to allow for more submissions
4. New Business
 - a. Printer Options - Ceara is continuing to investigate printers. She found a Brother printer that fits within our \$500 budget.
 - b. Did the new phone make its way to Heather R? Mark has the phone, but he still needs to get to Verizon to get them ready for release.
 - c. Key Lock Box - Nothing to report here.
 - d. Vision 2020 (5 minutes)
 - i. Possible methods of moving forward
 1. Retractable Seating
 - a. Audience Systems never responded about Ceara's inquiry
 2. Grants
 - a. Christy has a spreadsheet of possibilities and will make a determination of best possible outlets for fall submission deadlines.
 3. Ceara will reach out to Nancy about participating in a church meeting.
 - e. General Meeting
 - i. ZOOM virtual meeting
 1. If you have an up to date membership you will automatically receive the link and password to the virtual meeting. We will set a hard stop on when memberships can be received to get the password.
 2. Voting will be electronic -
 - a. Ceara will research the most secure and effective way to do this. Christy will research secure voting virtual voting systems and will work with Ceara on a system.
 3. Candidates
 - a. Ceara would like to put up a post tomorrow morning to have any interested parties email her directly with their interest. There will be a 2 week time period for people to submit their names. Ceara would like nominations by April 28th.
 - b. We have 5 open positions, so we need 10 people to run. We have five potential candidates so far.
 - c. Ceara, Erin, John, and Christy will retain their board positions
 - d. There are terms of variable lengths so we need to determine a system for who gets those different terms. Obviously, if

someone only wants a shorter term we can honor that. If no one asks for that we could go in order of vote getters from full terms to shorter terms.

- i. 1 one-year
 - ii. 1 two-year
 - iii. 3 three-year
 - e. All but one selected board member will be Members at large for the first year. We will need one officer as Josh will not be continuing. All positions get selected at the first meeting.
 - f. Colin will send the post on vendini and it will be shared on website, facebook, instagram.
4. Insurance Claim -
 - a. Mark received an email from the insurance company about the ability to file claims for monies lost due to COVID-19. You can apply to recoup for things like lost rental space, fees, etc..
 - b. John will share the email, but it likely doesn't make sense given our organization.
5. Schedule for May
 - a. BTG Board Meeting - Thursday, May 14th at 7:00 PM (ZOOM)
 - b. BTG Full Meeting - Monday May 18th at 7:00 PM (ZOOM)
6. Adjournment - Meeting adjourned at 8:21 PM



March 9th 2020

First Presbyterian Education Center Meeting Room

Attendance: Ceara Windhausen, John, Erin, Mark Baker, Kate Hoy, Heather Jensen, Kate Kesselstein, Korrie Taylor, Josh Taylor, Christy Ashby, Kathryn Woods

Called to order at 7:02 PM

1. Approval of February Meeting Minutes (5 minutes)
 - a. Erin moved and Josh seconded
 - b. Motion carries and minutes are approved

2. Officer Reports
 - a. Artistic Director, Colin Keating (15 Minutes) - Please see full report
 - i. Broadway Backwards
 1. Hope to have the Broadway Backwards info up ASAP. We need a link for tickets and short description. Erin will take care of the description and cast list.
 - ii. Laramie Project
 1. There are conflicts with the stage space due to the garage sale. Rehearsals have moved upstairs
 - iii. Considering Matthew Shephard
 1. Hope to have the info up on the site soon.
 - iv. Guys and Dolls
 1. Auditions will be at the high school. The website says they will be here. Ceara will contact Heather to change the location on the site.
 - v. Some interest already for potential directors for next season.
 - ii. Ceara will make the event for upcoming shows
 - iii. Trying to be more active on instagram. Send pics from rehearsals if you have them.
 - iv. Several more postcards have been returned.
 - b. Producing Director, Korrie Taylor (5-10 minutes) - Please See full report
 - i. Ad sales - we are hoping to hear from B'Ville Diner and Sals with checks. If they do not send a check, we will need to remove them from future playbills. They were already included in the Brightstar Playbill
 - ii. Ceara will make the event for upcoming shows
 - iii. Trying to be more active on instagram. Send pics from rehearsals if you have them.
 - iv. Several more postcards have been returned.
 - c. Production Chair Report, Erin Sills - See full report
 - i. Broadway Backwards rehearsals start this week on Wednesday. There are 24 cast members - one cast member needed to withdraw due to conflicts. We are working though oher cast conflicts. Can we use the new logo for Broadway Backwards
 - ii. Laramie rehearsals started last night. Mark and Sandy met with Krystal to talk about current needs. Sandy is working on publicity and getting on calendars. She will be mailing to local businesses about ads - minus seasonal advertisers.
 - iii. Information forthcoming from Josh about "Brief History..."

iv. Chair Possibilities

1. See report for chair options - prices range from 25 -350 per chair
2. Heather shared that it is possible to apply to Home Depot for bulk chairs.
 3. Do we have ratings for length of times or weight?
4. There are 140 seats in our current seating plan. We should plan on buying \$160 chairs. Total of about \$10,000-12,0000
5. We will explore bulk purchasing, free delivery and selling our current chairs
 6. We need to share our thoughts and specs with the church.
7. We could consider chair sponsorship as part of the capital campaign

v. Keys

1. We need a clear list of keys. There needs to be a dedicated set of keys for directors.
2. Colin made a list with color coded tags and made extra keys. We need to track down outstanding keys. Colin is going to upload a document on key disbursement so we know where they are.

d. Treasurer/Financial Advisor (5-10 minutes) - See full report

- i. Total account up to \$74,500. We are waiting on a distribution from Vendini.
- ii. John called Seneca Bank about debit and credit cards. We don't want a debit card. If we want a credit card, we need an individual to apply and arrange billing though BTG. These would be low limit cards and easy to track. This would be especially helpful for operational and ongoing expenses. We would like to make a decision about this next meeting.

e. Committee Reports

i. Website -

1. Ceara cannot locate the link for Bright Star Photos, Colin could you forward it to her? Colin has asked Willow to forward on the Heather.

ii. Tech

1. There is stuff on the stage already for Laramie. This is what was left from Brightstar. Colin will remove whatever isn't used as soon as they decide what they need.
2. Josh is working on cleaning out the storage room. We may need to set up a day to help.

iii. Costumes

1. Hoping to set up a clean up day in May or June.

iv. Membership

1. Nothing to report

v. Box Office- Heather Rosenthal

1. Ceara made a lovely laminated seating chart.
2. There will be a cell phone and printer coming. Heather asked if we like the scanning system for future tickets. The scanning option allows for searching by last name. We get quite a few walk-ins and we need to have a way to seat people when we don't give them something with their seat numbers. We currently have an usher walk people in. We could also have generic stubs to write the seats on. Ceara will make something and print them at work.

3. Old Business

a. Voting on Proposals

- i. These motions were sent out to the membership. We haven't received any input from the membership so we can proceed to voting.

- ii. Erin moves and Josh seconds. We open the floor for discussion

iii. Proposed Motion 1: The Board of Directors

1. The governing body of the Baldwinsville Theatre Guild will increase from 5 voting members to 9 voting members and the length of the term will increase from 2 years to 3 years. If approved, both changes would go into effect this year. Current board members would have the option of remaining on the board for an additional year or stepping down at the end of the two year term. Further, I propose that board members no longer be required to take a gap year between terms served. Should they want to run again, they may seek re-election for a total of two consecutive terms. If re-elected, after serving two consecutive three-year terms, the board member would not be eligible to run again for another year.

- a. John thinks the reasoning behind the proposals is sound. We want more board members to be able to support initiatives and staff committees. The extension of the term will allow for greater continuity

- b. Heather asked about the titles/ role of new members.

- i. The plan is to have three members at large or "co"/ "future" officers. This will help to apprentice new members

2. Ceara added that five people can only do so much and helps with meeting attendance. We can still function if there are one or two people missing.

3. Mark stated that this is the smallest board he has ever been on.

4. Korrie likes the addition of board members but stated she isn't as comfortable with the possibility of consecutive terms.

- a. You still need to be elected for the second term. It isn't automatic.

- b. We could consider rotation/ voting or officer roles.

- c. The hardest positions to move around are the treasurer or Production Chair.

5. Christy called the question on Proposed Motion 1.

- a. The motion carried with one abstention.
6. Now we need to determine the process for moving this forward
 - a. Josh is not going forward for a third year.
 - b. Ceara will bring a draft plan of how to handle current board members and transitioning to a larger board.
 - iv. Proposed Motion #2
1. BTG Season selection will now be an ongoing process run through the Artistic Director. The website will be equipped with a fillable form that will be submitted directly to the Artistic Director, who would then be in contact with the proposed directors. This method will be more of a year-long dialogue than a one-time fixed process and we anticipate will be more welcoming to the potential Producers and Directors.
2. Ceara moved to open the floor for discussion and Christy seconded.
 - a. Heather asked for clarification on the process.
 - i. Colin shared a timeline at the last meeting on the proposed process. He reiterated that timeline again and the importance of this being an open process throughout the year.
 - ii. John explained that the intention was a simpler process without a requirement of a budget being submitted with the proposal. The board (particularly Colin, Erin and John) would work with the proposing Director.
 - iii. The board will still vote on the slate of shows. If there are concerns, that would go back to Colin to work through.
 - iv. There will be ongoing reporting of the process with understanding of the need for confidentiality.
 - v. This could be seen as a positive outcome of the challenges we had this season when we had to replace a show.
 - vi. With a year round rolling process, there are more opportunities for dialogue. This may also help lock in rights with licensing houses much earlier, which means we are less likely to lose them to other theaters.
 - vii. There will be a system of checks and balances and the board has to agree with what is proposed.
 - viii. This should also make for a less intimidating process and more welcome way to involve new directors. If this is approved, Colin will provide some ideas for John to design the form.
 - ix. Heather asked about the additional time and responsibility for Colin. He feels very comfortable with the process and added it is important to put out as much information out there in terms of the kinds of shows we are looking for and what a season typically looks like.

- e. Colin asked about the flexibility of where it is placed.
 - f. Concern was raised about needing to know where we will be for a long time before purchasing something this expensive.
 - g. Erin raised the issue of ADA accessibility.
 - 2. Summer Youth Production
 - a. Is this something that can be used as a fundraising opportunity?
 - b. Colin also raised the question of moving the summer show to the high school. We would be able to have a larger cast and sell more seats.
 - c. We will probably need to cap the cast numbers if it is on our BTG stage
 - 3. Funding Opportunities
 - a. You need a specific plan with a specific ask. There are monies available for increasing access to marginalized populations
 - b. We could possibly write a grant for the chairs. There are also grants for the National Presbyterian church.
 - 4. BTG Attire Fundraiser
 - a. Could someone send Ceara the Original BTG logo so she can get mock ups made for our viewing. She will send this out for a quote for shirts and other swag.
 - b. We need to set up a stock of inventory for a merchandise store.
 - c. We also need shirts for the board.
 - d.
 - ii. Not For profit mailing
 - 1. Ceara has the application with her for review. There is significant documentation required. Mark will review the requirements and gather the documents if it makes sense.
 - 2. There are also marketing rates for bulk mailing that does not need to get there quickly.
 - d. Scholarship
 - i. Ceara can't find the document she asked for Colins help. Mark is going to send it to Ceara
 - e. Korrie asked for an executive session with the board and Artistic Director and Producing Director. The rest of the membership was dismissed.
5. Adjournment - meeting adjourned at 8:47.

Baldwinsville Theatre Guild

February 10th, 2019, 7pm
First Presbyterian Education Center Meeting Room

Attendance: Ceara Windhausen, Erin Sills, Mark Baker, Heather Jensen, Korrie Taylor, Kate Hoy, Kathryn Woods, The Taylor children, John Tonello, Christy Ashby (on the phone), Colin Keating

1. Approval of December Meeting Minutes (5 minutes)
 - a. Erin moved to approve and John seconded
 - b. Minutes approved without correction.

2. Officer Reports
 - a. Artistic Director, Colin Keating (15 Minutes) - Please see full report
 - i. Ceara and others just cleaned out room 11/12. There are still a few remaining issues - props that need to be returned to the prop room. There is shelving in the pit and should move the rest there and then just keep show specific props here. There are a few scenic pieces there. Ceara gathered up miscellaneous pieces and put them on the shelf for people to claim. Can the lights be hung? Ceara suggested putting up a hook to hang them on.
 - ii. We got a large donation of vintage dresses. Heather has spoken with Pat V. and those will go to the pit. These are period pieces that will add to our collection.
 - iii. Shows
 1. Brightstar -
 - a. 20 people have taken exit survey already, including bacn members.
 - b. There are remaining receipts for construction and sound
 2. Broadway Backwards

- a. 26 people auditioned and going to take them all. It will be a fun line-up of songs.
 - b. Rehearsal dates are all approved
 - 3. Laramie
 - a. Working with Nancy and Krystal on rehearsal conflicts
 - 4. Considering Matthew Shephard
 - 5. Guys and Dolls -
 - a. need to finalize dates for auditions. March 25 and 26 or April 15 and 16
 - b. Audition materials is selected.
 - 6. Picasso - Audition dates were approved. Looking for a co-producer with Heather
 - 7. Complete Hlstory - Coin needs to touch base with Josh, but the dates are set.
- iv. Chairs - Many people complained about the chairs. Colin spoke with Russ Pond and hopes to start a more active dialog. It is a long time to sit on uncomfortable chairs. Clin is hoping a board member can take the lead on this. Need to research chair options. Sandy has provided some options, but we need to look at spacing in the room, rack storage. What would happen to the old chairs. Our online seating allows for 140 chairs, and we don't have that many chairs. We are going to put a hold on the last row for all shows except Guys and Dolls. We can get chairs from another location for that show. We can borrow some from Mohegan Manor or the library. See the Artistic Director report for chair requirements. We need to decide the cost sharing agreement with the church. Colin recommends 160 chairs. Ross agrees that we need to start the conversation. Prices range from 30-300 a chair. Many offer free shipping if you make a large order. We currently have four racks of chairs.
 - 1. Erin offered to take the lead on chair research.
- b. Producing Director, Korrie Taylor (5-10 minutes) - Please See full report
 - i. Please review the full report.
 - ii. The ad sale form is available as a google doc. There is a mystery ad from Seneca Savings. They never submitted an ad, but Korrie will include one in the remaining three shows. We are still waiting for the payment from the Baldwinsville Diner. If that doesn't come in, they will be removed from the remaining shows.
 - iii. Still offering individual ads for the remaining shows.

- iv. The new likes haven't gone up as much as hoped. We weren't able to push the bright star info as we don't have a credit card linked to the account. This needs to be a personal credit card or business account. Korrie would prefer it to be a business account in case it gets hacked.
 - v. We need to be posting more to instagram as facebook is less used by younger folks. There is a way to link instagram post to post directly to facebook as well.
 - vi. Greater Baldwinsville Chamber of Commerce is past due. We need to send that in.
 - vii. Need to circle back to the partnership with Baldwinsville Center for the Arts. They seem to be financially strong and would be a good pairing. They are ensuring that our events don't conflict. They put in a full-page season ad. They have that upcoming Roaring 20s event.
 - viii. We need to define the roles better between Producing Director, Show Producers and Directors. The lines have gotten blurred and we need to clarify this. Korrie sees the production chair role as a program/ organization level and specific show production should be handled by the producer. Please review the document shared by Korrie with ideas for delineating the roles. Stacking chairs are wonderful, but this creates a storage issue.
- c. Production Chair Report, Erin Sills - See Colin's full report
- i. Possible Guys and Dolls audition dates
 - 1. March 25 and 26
 - 2. April 15 and 16
- d. Treasurer/Financial Advisor (5-10 minutes) - See full report
- i. Account balance - \$75,310.71 Everything is stable with the budget.
 - ii. Bright Star financials - about 3000-3500 outstanding from Vendini, Ticket income just over 11,000. Overall, everything is under budget across the board. Do we want to consider lowering the budgets or work to the budget for things like advertising and promotion, partnerships, etc. when there is a surplus in other budget areas?
 - iii. John asked about the process of securing funds for a show. Budget gets approved and then the director/ producer gets to spend the monies as they are approved. If there is an exceptional expense, typically the director would come to the board. The rent and cell phone bills just get paid. The magnets were operating budget, not specific to a show. Cross

promotion events, equipment, mics, anything that we use over time that would be show specific.

- iv. Makes sense to pull the budget info out of the script search process. We have a good sense of this now.
 - v. John wants to look into a not for profit mailing rate. It costs about a third of what we just paid for the magnet mailing. There are also marketing rates that are cheaper. This would allow for more organization wide mailings - using the whole vendini data base. We should also add "or current resident" to all mailings so things don't get sent back. John would like to talk to the post master about options.
 - 1. Application for USPS not for profit mailing
 - 2. <https://pe.usps.com/BusinessMail101?ViewName=NonprofitApplication>
 - vi. We could present a full operating budget for board approval this year. We are showing a budget surplus of about 10,000 this year on shows for the season - May 1 - now. Shows have earned about 13,000 profit this year. The operating expenses continue to rise, however.
- e. Committee Reports
- i. Website -
 - 1. Christy will send Heather the minutes in PDF form.
 - 2. Ceara will send the photos for Bright Star. Ceara asked about sharing protocols. Just need to be sure to tag Lisa Balles in all sharing.
 - 3. Heather needs dates for the cabaret series. Should we use the same graphic for Broadway Backwards with updated colors? Yes!
 - 4. Ceara will also send the audition pdfs for Guys and Dolls. Colin will send the info for Picasso.
 - 5. We need a ticket link for Broadway Backwards. Colin will get that from Heather.
 - ii. Tech - Josh is absent. No Report.
 - iii. Costumes -
 - 1. We are getting some new dresses in to add to the collection (Several dresses and military uniforms).
 - 2. Nick MacLane helped assemble new racks.

3. We need a spring BTG costume clean out and reorganization with the new racks. Let's look at dates in May or June - probably a Sunday.

iv. Membership

1. Kate is not here.
2. Ceara is working on the newsletter. Ceara asked about a current membership list. The most up to date list is in vendini. Colin is reaching out to the returned mailings to get an updated address. The updated membership list is up on the drive.

3. Old Business

a. By-Laws,

- i. As per our By-Laws we do not need to have the full membership vote on the revisions. We need to get them approved and put up on the site. We should make the job description and other substantive changes available to the membership. Christy will make a simple side by side chart for the website. If you have job description info, please send to christy.

b. Script Search Brainstorm (10 minutes) - What is the most successful way for BTG to select a successful for the guild, (revisiting this from the previous Meeting)

- i. Colin shared his thoughts about the process in his Artistic Director Report. He would like to streamline the process and make it ongoing and run through the Artistic Director. There would be a fillable form on the site that would go directly to the AD, who would be in contact with the proposed directors year round. It would be more of a dialog than a one time fixed process. Hopefully, this will feel more accessible and welcoming to potential directors/ producers. This reflects a continued shift to the new structure of having an Artistic Director, freeing up the board to do other things.
- ii. Korrie added that we need to be transparent in the process, particularly in terms of what openings there are for shows. I.e. the AD will direct one, we have one youth show. Given that structure, there are only two real openings for main stage shows. She also added that we could shift the producer role to board members so that people don't need to pitch a producer.
- iii. Ceara added her support to the proposal for this new script search process. Erin and Christy agreed. It will also help us build a roster of

potential shows and directors. We can also reach out to people we would like to work with, or work with again.

- iv. This would be a rolling admission process with a target of decisions by July so we can announce the season in August or September. We could announce a date proposals must be submitted by for consideration for the coming year.
- v. We are moving forward with this proposal and Colin will start pulling together the materials for the website

4. New Business

a. BTG Credit Card

- i. Is there a way we can get one that links to our account? More of a BTG Debit card?
 - 1. Debit cards are less secure. We will approach our current bank about a credit card with a limited credit limit. We will probably need to identify one person to be named on the card.
- ii. We have several open credit cards for Home Depot and Ace Hardware. These need to get cleaned up and limit access to only the right person.
- iii. We also need to ensure that bills go to our post office box, not to an individual
- iv. We need to get a list of who has credit cards and who has keys

b. Purchases for the Guild

- i. Printer - Ceara is going to purchase a printer and submit a receipt for reimbursement. We need a scanner, printer, copier with wireless printing capabilities that will live in one place. Either a black and white laser or color inkjet.
- ii. New Cell Phone- Colin's phone cannot be the only one to scan in Vendini tickets. It has to be an iphone. The app connected to Vendini is called Ticket Scan. We can possibly purchase a set of iphones with earlier operating systems just for scanning. Mark has offered to donate one and may have others at home.

c. Payment to the Baldwinsville Chamber of Commerce in the amount of \$75.00

- i. Ceara moved to pay this. Erin seconded. All in favor. Mark will take care of paying this bill.
- ii. 120.98 for mailing expenses. Ceara moved. Erin seconded. All in favor.

d. Keys For House Managers

- i. 2 sets - one for each house manager. There are several keys in circulation currently. There is one kitchen key and we would need to ask the church before we make any more of those.
 - ii. We could get locks with keypads
 - iii. Ceara is going to check with Nancy and Russ about lock options.
- e. Vision 2020 (15 minutes)
 - i. Possible methods of moving forward
 - 1. Begin a conversation with the church. They need to know we are considering space options, both with them and in other locales. Also, if we up the rent what will you allow us to do to/in the space? How can the current space be modified to better suit our needs if we pay additional funds? I.e. can we have use of upstairs space. Can we do something different with seating? If we don't find something in our area, can we do something with this space?
 - 2. What do we think about seeing if we can purchase the space from the church?
 - a. This property site on three 80 foot lots. This building sits on one of them. We would have to create an agreement that allows us to park in the lot. Or we could purchase some of the parking lot. We could potentially rent back a space for their office if they need it.
 - b. This will probably be a very out of the box idea for them.
 - c. Is this building well suited?
 - i. We would work to buy the building, establish permanent seating, take down the stage and have raised seating. All of the rooms upstairs would be dressing rooms and eventually renovated and eventually have bathrooms
 - ii. It would need to be done in stages
 - iii. The current assessed value of Westminster House and this building is about \$600,000
 - iv. When they explored building a theater in town it was going to be about a 6 million dollar capital investment.
 - v. Should we consider partnering with Baldwinsville Center for the Arts?
 - vi. The baptist church is available as well.

- vii. There is a space above Timeless Tattoo, but it is currently office space.
 - d. Ceara wants to start a conversation with the church about space and would like Mark and Colin to join as well. Ceara is going to draft talking points and then request time on the next meeting.
- 3. People are more likely to give to the cause if they can see a location that we want to purchase
- 4. Grants
 - a. John and Christy this is your area of knowledge here are a few grants I've found for performing arts organizations
 - i. **NYSCA**- New York State Council for the Arts Mid sized capital project [LINK HERE](#)
 - ii. **New York Foundation for the Arts** www.nyfa.org
 - 1. NYFA provides grants, fellowships, fiscal sponsorships, and resources for artists, arts organizations and communities in New York and beyond.
 - iii. **Americans for the Arts** www.artsusa.org
 - 1. Americans for the Arts is the nation's leading nonprofit organization for advocating the advancement of the arts in America.
 - iv. **The National Endowment for the Arts** www.arts.gov
 - 1. The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts, both new and established; bringing the arts to all Americans; and providing leadership in arts education. The Endowment is the nation's largest annual funder of the arts.
 - v. **CNY Community Foundation Community Grant** - we can apply for a capital project grant, can not apply for operating budget
<https://cnycf.org/communitygrants#.XkH5xRNKif>
U

vi. **The Sparkplug Foundation**

www.sparkplugfoundation.org

1. supports projects in 3 areas of focus: music, education, grassroots organizing.

vii. Christy will start researching the grants and create a spreadsheet with the opportunities and requirements.

1. Katherine Woods has some useful contacts at Community Foundation.
2. John offered to help write proposals

5. Possible locations

- a. Old 84 Lumber
- b. Warehouse space
- c. The church

6. Fundraising ideas

- a. Sponsor a cast member
 - i. Tiered donations that get put in the programs and listed on the website
- b. BTG Attire
 - i. T-shirts with the OG BTG Logo on them
 - ii. Ceara can get a VERY good deal on them from her Uncle. She is going to get pricing info and will report back.

f. Proposal to Rewrite the BTG Board Terms of Service

- i. I propose that the governing body of the Baldwinsville Theatre Guild increase from 5 voting members to 9 voting members and increase the length of the term from 2 years to 3 years. If approved, both changes would go into effect this year. Current board members would have the option of remaining on the board for an additional year or stepping down at the end of the 2 year term. Further, I propose that board members no longer be required to take a gap year between terms served, should they want to run again, they may seek re-election for a total of two consecutive terms. If re-elected, after serving two consecutive three-year terms, the board member would not be eligible to run again for another year. do so in the immediate following year.
- ii. Ceara reviewed the proposal and opened the floor for debate. The general consensus was supportive of the idea for many reasons.

- iii. We also need to discuss how to handle current board members. Does everyone want to stay on? We might need to elect one person to do a two year term this year and three people to serve a three year term.
- g. Scholarship

5. Adjournment

- a. Meeting adjourned at 9:17pm.

Next Meeting

Vote on new script search protocol

Erin Chairs



December 9th, 2019, 7pm
First Presbyterian Education Center Meeting Room

Attendance: Ceara Windhausen, Erin Sills, John Tonello, Josh Taylor, Korrie Taylor, Christy Ashby

Meeting called to order at 7:00 PM

-

1. Approval of November Meeting Minutes (5 minutes)
 - a. Erin moved to approve and Josh seconded
 - b. The motion carries and minutes are approved
2. Officer Reports
 - a. Artistic Director, Colin Keating (15 Minutes) - Please see full report

- i. Microphone purchase should be done soon.
- ii. Bright Star is going well.
 - 1. Rehearsals are proceeding on schedule
 - 2. Josh will finish getting the sets down from Assassins tomorrow
- iii. Laramie
 - 1. Krystal wants to use TVs, but she only wants some of them to be functional. Josh has several old TVs sitting in his basement that she could borrow.
 - 2. Want to get audition info posted as soon as possible
- iv. Cabaret - Mohegan Manor is still an option as a venue for the Cabaret
 - 1. Broadway Backwards
 - a. Saturday March 28, 2020 (8:00pm)
 - 2. Considering Matthew Shepherd
 - a. Saturday May 30, 2020 (1:00pm) at Baker High School
 - 3. Trunk Show
 - a. November 14, 2020 (8:00pm)
- v. SALT Awards -
 - 1. It was a very successful evening for BTG. There were many individual and group awards.
 - 2. Reception was lightly attended, but the food was great and they put out way more food than was ordered. Ryan was very happy to have us there and would be an option for a future event. He is also hosting monthly cabaret nights at the Fitz.
- vi. Maureen (Mo) Harrington at ACR Health - Colin spoke with her about making a donation to the Q Center from the proceeds from Considering Matthew Shephard. She has some ideas of ways we can get involved. She will advertise on an extensive list for the AIDS Walk/Run.
 - 1. Are we comfortable donating all of the proceeds (after fees) to the Q Center?
 - a. \$20 per ticket (with the possibility of discount tickets for the performers.) Do we want to consider a student rate also?
 - b. This could have a big impact on the community and on the Laramie Project sales as well. What about a student rate of \$10 and then offer tickets at that rate for family members of performers.
 - 2. Expense for the show
 - a. Books are \$29 each. Colin purchased them for the students out of the school music budget. We can then open it up to other local folks in the musical theater community who have participated in shows locally. We will purchase the books out of the proceeds before we calculate profits. We can also advertise that people could choose to purchase their own books as a donation to the Q Center. There will be a google form so that people who

volunteer - need to be able to read music and have an identified voice part

b. There will be no payment to orchestra members for this event.

3. Christy moved to accept the proposal for \$20/ 10\$ tickets and purchasing books for performers and Josh seconded. The motion carried unanimously.

b. Producing Director, Korrie Taylor (5-10 minutes)

i. Trying to push season ad sales. Korrie has been in touch with Willow and is encouraging her to push season ad sales. We have one so far and hopefully two. Korrie added the ad sale invoice and the spreadsheet

ii. The Parade of Lights was super fun, but very cold. Mike Bolio provided the trailer and he was adequately thanked!

iii. Social Media

1. Keep sharing and inviting people to like BTG on facebook.

2. We do not currently have a credit card for BTG. Korrie needs to put a new number in for boosting ad sales, but we should revisit about having a BTG credit card account.

3. Please keep posting rehearsal pictures to facebook

4. Be sure everything is updated on the website

5. We need to renew the GBCC - Korrie submitted a form

6. Should we limit posting to once a day, rather than posting several times a day? Ceara is worried that we might be saturating and people aren't seeing everything

a. Korrie sets it up to post around the same time each day when there is a show is going on.

iv. Costume request - We do not have the uniforms that they are looking for, but Ceara will make some recommendations on where they might be able to borrow.

c. Production Chair Report, Erin Sills - See full report

i. Brian Rieger sent an updated lighting update and the lights are repaired. Josh would like to explore putting the lights on racks.

ii. Assassins

1. Korrie provided an update from Andrea about costumes from Assassins

2. There are still a few prop guns from Assassins. We need to figure out what needs to be returned and what needs to go down to the pit.

3. Positive feedback from the cast and crew of Assassins. All receipts are in and the books can be closed.

iii. Bright Star -

1. We will do a full season postcard sized magnet rather than making postcards for each show. We are currently getting quotes and working on designs.
 2. Willow wants to organize a Bluegrass Event if the board is interested and we feel they are helpful.
 - a. Korrie stated that they are helpful for community building and cast bonding - maybe not so much for pushing show sales.
 - b. Ceara is worried about the scheduling of Bright Star given the holidays and stretching the cast too thin. We will hear from Willow on specific suggestions for an event.
 3. Ameila is unable to do photos at the Dress Rehearsal so Lisa Bailes will do them.
- d. Treasurer/Financial Advisor (5-10 minutes) - See full report
- i. John reviewed the treasurer's report
 - ii. Need to Pay Mark Baker -
 1. Ceara moved to reimburse Mark Baker \$94.87 for several expenses and Josh seconded. The motion carries
- e. Committee Reports
- i. Website -
 1. Christy will send Heather the November meetings and Ceara will send July. Heather will review the Producing Director report and add the items that are in red.
 - ii. Tech -
 1. Josh will finish the Assassins strike this week. He asked Colin not to cut the legs for the thrust and, instead, build new shorter ones instead.
 - iii. Costumes -
 1. We have had a few requests to borrow items. There was a request for High School Musical costumes, but we do not have what they are looking for. Heather will work with Andrea to get the code for the pit.
 - iv. Membership
 1. Ceara will begin working on the newsletter to go out in January
3. Old Business
- a. By-Laws,
 - i. Heather needs to be provided the file to add to the website,
 - ii. A post needs to be made encouraging our membership to review them
 - iii. Can we send out a Vendini email encouraging this as well?

4. New Business

- a. AD/PD Contracts, Scheduling of an Executive Board Meeting
 - i. Ceara will send out a google poll with date and time options for early January
- b. Script Search Brainstorm (10 minutes) - What is the most successful way for BTG to select a successful for the guild
 - i. Traditionally, we have cast a net and said, "What do you have?" and then slotted them into things. Would it make sense to ask for a specific scope of projects and then also leave room for folks to pitch something else as well? We have ideas in mind that we are looking for and maybe we can be more strategic in the ask. That might drive the process in a more directive way. For example, we could even suggest a series of shows and then see if there are directors that want to take them on.
 - ii. Other theater companies have a wish list generated by the members so there are shows in the background waiting if we need something
 - iii. We don't want to be overly prescriptive and limiting. However, if we don't select a show from the submissions, we can go back to the wish list and ask a director to consider something else.
 - iv. We could consider putting out a theme for the year and/ or being clear about how many of what kind of shows we are seeking.
 - v. Maybe we can also proactively reach out to people who have pitched and not been selected and provide feedback to aid in future pitches.
 - vi. Colin wishes the script search process was not two months long - wish a point person was empowered to communicate with potential directors. It would be helpful for Colin and Korrie to generate a list of potential shows that could fit our space and our guild. There is also way too much paperwork and a very formal, impersonal process. Could it be more conversational and generative.
 - vii. We should remove the budget info from the paperwork. That can be worked out - we have a good sense of what the budget is for the different types of shows and the historical data to back that up.
 - viii. We have only had a full season set out ahead of time for the last few years.
 - ix. We will add this to next meeting's agenda.
- c. Vision 2020 (15 minutes)
 - i. Ceara has created an action plan and volunteers to be head of the Committee.
 1. Ceara is meeting with Sandy Baker to move things along and will meet with the church to discuss the plan for the campaign.
 2. John shared that he spoke with the owner of Worth Wealth Financial and they are interested in supporting our efforts
 3. Ceara will make the document available on google for editing by the board.
 4. Christy is willing to explore foundation grants.

5. Heather is willing to work on marketing.
 6. We need a wish list of what goes into an ideal theater space -
Josh will start that list and then it will get circulated
 - ii. Presentation of Action Plan and discussion of proposal and framing
 1. Soft Lunch
 2. Logo and marketing
 3. Recurring Monthly Gifts - Create a Vendini campaign for this.
 4. Link donations with direct impact
 5. Create a campaign video
 6. Celebrate Success
 - d. We have sold two season passes
 - e. We sold 22 tickets on Cyber Monday with with 5\$ off deal
5. Adjournment - Meeting adjourned at 8:57 PM

Next Meeting

- BTG Credit Card?
- Ceara Will email Heather and encourage updates to happen swiftly
- Rack the dimmer packs
- Script Search Decisions
-



November 11th, 2019, 7pm
First Presbyterian Education Center Meeting Room

Attendance:

Colin, K., Mark B., Kate H., John T. Ceara W., Josh T., Korrie T., Erin S.

Meeting called to order at

- Minutes from the previous meeting were approved 5-0
-

1. Approval of October Meeting Minutes (5 minutes)

2. Officer Reports

a. Artistic Director, Colin Keating (15 Minutes) - Please see full report

- i. Purchase of hair mics. Currently priced about \$99, but likely less because we're a community theater company. Colin recommends an ongoing yearly investment in mics.
- ii. Pit codes are now out of date. Heather supplied email with instructions.
- iii. Be Our Guest went well
- iv. Bright Star still needs 3 men for ensemble.
- v. Projector: Exploring use with the Saving Matthew Shepherd show. There is a foundation with potential support, but BTG may not qualify given its financial state.
- vi. Use of Mohegan Manor: Colin not married to the venue. Troubles with "Be Our Guest" -- frigid in the performance space, cash-only bar (no credit cards), refreshments were a little thin. Looking to have a conversation with Dennis about what BTG would like to see in 2020 if we're to renew.
- vii. Matthew Shepherd: May 20. Happening at 1 p.m. so as not to conflict with the Bville parade. School district is into the event/show; very supportive.
- viii. Electronic script review. John and Colin will discuss at some future date.
- ix. Fitz event: Cash bar with tokens for nominees. To make things simple, Collin will charge it and BTG will reimburse. This will not be a public event, but will include those who took part in 2019 BTG shows and friends of BTG.
- x. Spelling Bee. Pre-approve the 3 people who were brought up on stage.
- xi. Sold 2400 tickets that brought in \$42,329 in revenue for 2019 season. Donation button brought in \$558.
- xii. Assassins sales: Weaker sales due to topic, conflicts of potential theater-goers.

b. Producing Director (Korrie will be absent)

- i. Add pricing was OK; no feedback to the contrary
- ii. Parade of lights -- looking for float riders to participate; Josh will have trailer in his driveway and will begin building the float starting next week.
- iii. Tree-lighting ceremony is after the parade, but we will not be participating this year. It wasn't wonderfully organized in the past.
- iv. Media report: Facebook, Instagram followers increasing.
- v. Website: Lots-o-updates needed (as outlined in Korrie's report). Ceara following up with Heather.
- vi. Magnets for season-long events? Price is reasonable, but may not be mailable as easily as postcards. Colin (and others) recommend those

1. <https://actionprintwear.espwebsite.com/ProductDetails/?productId=551719477&imageId=28465328&tab=Tile&referrerPage=ProductResults&refPglId=504726133&referrerModule=PRDREB>
 2. BTG season postcards/magnets go out soon. Erin suggested Dec. 2.
- vii. Postcards: Korrie has returns, but not sure if the list is being updated. Better to just use Vendini? Going forward, we will use the Vendini list and stop manually updating and using the old list. Vendini as 1,334 members with valid addresses, according to Colin.
- viii. Exit survey -- "Really, really positive" with the common issue being the bathrooms. The issue is primarily about lack of access.
- c. Treasurer/Financial Advisor (5-10 minutes)
- i. Budgeting for shows: BTG sets the budgets for shows with the directors working to that budget Mark: Special questions would help add additional costs and the like...special set needs? Musician fees? Publicity, printing, house costs, etc. would be pre-set by BTG. We could provide boilerplate budgets for each type of show and build from there. Mark asked, what would we expect on the revenue side? Ceara suggested we update the script search process so it's less budget-intensive and more creative. John suggested directors and producers remain conscious of publicity and, ultimately, selling tickets.
 - ii. Two checks: 1 for the church for Assassins, 1 check for Colin reimbursement.
 - iii. Mark: Board should look at how it wants to approve the budget for the coming year. What sort of timeline? When and how to share with Membership ahead of the May meeting. John suggested a summary of the ongoing operating budget. It will show operations and productions, rolled up. At the same time, give AD and PD authority to spend per line items on a fixed, predetermined budget.
- d. Production Chair, Erin Sills (Please See full report)
- i. Assassins: Audience response was generally positive. Two people walked out (we presume by the subject matter).
 - ii. House manager keys: This used to be the case, but needs to be re-enacted.
 - iii. Pub crawl: Gave away 2 tickets to the show. Response was generally good.
 - iv. Trivia night: It was good and a good conversation-starter with Little Twisted Taco Truck and WT Brews.
 - v. All should post about shows and BTG activities.
 - vi. Be Our Guest: Fantastic. Lots of positive feedback on desserts and the event. All cabarets had nice gatherings of performers and significant others afterward.

- vii. Mohegan: Always seems to be a bit of a struggle. Conversation with Dennis that we want to work together and step up the game. The place is for sale. Some discussion on BTG purchase. Money available?
- viii. Entering a quieter time. Ceara is having a production meeting for Guy and Dolls the week of Nov. 17.
- ix. Season passes. If that's going to happen, that needs to be done soon.

3. Old Business

- a. Chairs-Colin and Mark (Sandy?)
 - i. Colin is putting specs together in a single document
- b. By-Laws
 - i. These need to get up on the website and a FB post needs to be made encouraging our general membership to look at them.

4. New Business

- a. AD/PD Contracts, Scheduling
- b. Building Purchase
 - i. Red Mill In is for sale, as is Lock 24.
- c. Vision 2020
 - i. Campaign would require effort beyond Colin
 - ii. Opportunity for contributions large and small, including foundations and individuals.
 - iii. Assemble a plan to proceed with raising \$20,000 in addition to all existing show and advertising revenue.
 - iv. Need to identify hard goals and the "Why?" and "Why now?"
 - v. A checklist of individuals, businesses and others to target.
 - vi. Ceara has discovered a resource for planning such a development effort.
 - vii. We want to control our destiny and become fully self-sustaining (build an endowment, purchase a building, etc.)
 - viii. Perhaps bring in a professional to head such an effort. John will reach out to some friends in that industry.
 - ix. Mark: We need to sit down to identify what our expectations should be.
 - x. Ceara will lead an effort to gather the basics of a wish-list
- d. Hairline Microphone Purchase Voting 5 microphones for roughly \$500.00
 - i. Vote: Motion by Josh. John seconded. Motion carries 5-0.
- e. Kate H. asked about feedback re: the last script search. There was some discussion about the process, and some real issues with the process that the board would like to address to streamline it, make it more inclusive and to lessen the workload on the AD and PD, among others. Ceara will set a special meeting to discuss this.

Adjournment

Meeting was adjourned at 8:34 p.m.

Future Meeting:

- Re-vamp Script Search
- Remove costs associated with shows
- Vision 2020 is in need of a chairperson
 - skeleton of a fundraising campaign
 - (ask Sandy if she would be willing to advise)
 - growth potential
 - what are things that we need
 - History of the organization
 - what do we need in the house
 - what do we need from a tech standpoint
 - what do you have the needs to be maintained and what do we need to keep it maintained



October 21st, 2019, 7pm
First Presbyterian Education Center Meeting Room

Attendance: John Tonello, Kate Hoy, Erin Sills, Colin Keating, Kate Kisselstein, Christy Ashby, Ceara Windhausen, Mark Baker

Meeting called to order at 7:00 PM by Ceara Windhausen

1. Approval of September Meeting Minutes (5 minutes)
 - a. Erin moved to approve the minutes
 - b. John seconded
 - c. The motion carried to accept the minutes. These will be added to the website after the meeting.

2. Officer Reports

a. Artistic Director, Colin Keating (15 Minutes) - Please see full report

- i. Colin shared several receipts for reimbursement to John.
- ii. Baldwinsville High School is looking for sponsorship for a holiday program (Holiday Campaign). This fund provides gifts and support for several students in need.
- iii. Colin shared renderings that Brian Rieger has made of the theater and stage. He did the lighting design for Assassins. These renderings will be incredibly useful for future lighting design.
- iv. Thanks to everyone that helped with costumes. We aren't ready to start tagging items yet, but we will need to decide on a tagging system.
- v. Upcoming Events
 1. Disney Cabaret - Things are going well with the plans. Heather R. has offered to held on the day of the event.
 2. Bright Star auditions are this week and the staff is getting closer to being in place.
 3. Laramie Project - There has already been positive buzz about this upcoming production. Krystal Osborne will be directing.
 4. We will roll out the announcements for the Cabaret Series once auditions are over for Bright Star.
- vi. Script Search - Colin would like to institute changes to process and documents
- vii. SALT Awards -
 1. Spelling Bee will be performing without the bleachers. We will need to put together at least one rehearsal.
 2. The graphic for the SALT aware announcement looks great. We will put those out in the next few days on social media.
 3. Proposes hosting an event at the Fitz before the awards. Every person who is a nominated would get a drink there and we would get some appetizers. It was around \$300 last time. Colin will move forward with the details and pricing.
- viii. Facilities Committee -
 1. Colin will re-engage folks with this committee. He would like to walk through the old Jehovah's Witness church. Colin is going to look into pricing.
 2. Chairs - Colin shared one example of a possible new chair. But if we are looking to potentially move to a new facility, we would probably not want to purchase new chairs right now,
 3. We could consider doing some sort of a capital project within the next year. Possible name - "Vision 2020". This would focus on growth of the organization and wanting to enhance that vision moving forward. This could involve engaging the local community, writing grants, talking with businesses. We also need to continue consider\ring the possibility of having paid leadership as we look

to grow. It is also important to note that communication has been strong with the church and they are fully in support of us and our upcoming season.

- b. Producing Director, Korrie Taylor (5-10, Minutes) - Please see full report.
- c. Treasurer/Financial Advisor (5-10 minutes)
 - i. John shared that he is also keeping an eye out for potential spaces to consider.
 - ii. John then shared the financial report, both general revenue and expenses and show expenses. Mark explained the difference versions of the budget - total type of expense versus disaggregated by show.
 - iii. John put in the orders for the rights. He did not receive confirmations, but Colin did. We still need to pay the rights for Laramie.
 - iv. Mark has asked if we are going to keep doing Cabarets and summer camps, we should put together budgets for this. That gives the producers the authority to pay the bills without having to come to the board.
- d. Production Chair, Erin Sills (5-10 Minutes) - See full report.
 - i. Assassins -
 1. Weekend one is in the books There has been great reception so far. Two reviews have come out. One more will be live on Wednesday. There is also one more radio interview coming out.
 2. Cast and crew seem happy and content with the process and with BTG.
 3. Having more ushers this weekend helped, particularly with no intermission.
 4. Nearly all receipts have been submitted. We will need checks for the band on the night of the last performance.
 5. An audience member got sick during the performance.
 6. There were some lighting issues during weekend performances. They actually had to stop the show on Sunday so the problem could be fixed and then they started again. Mark recommended connecting with Sam. Korrie reported to Erin that the problem was rectified. Shannon was going to speak with Brian Rieger.
 - ii. Kate added that she and Colin had discussed having two to three house managers and rotating them throughout the season. Kate and Katherine are interested in co-house managing for all but Guys and Dolls.
 - iii. Colin covered the updates on Be Our Guest and Bright Star. No new updates on the remaining shows. We are revamping the poster and publicity materials to reflect more different Disney Shows. Erin volunteered to amend it if Heather doesn't have time.

3. Old Business

- a. Bylaws Article 5 - We made a minor revision to Article 5. Once we make the final adjustments to the job descriptions, we need to put a clean version of the

document with the changes highlighted. We can present them at the December meeting and vote on them at the January meeting.

4. New Business
 - a. AD/PD Contracts - We need to do this in Executive Session and need Josh involved.
 - b. Ceara made a motion for us to follow Colin's suggestion and vote on sponsoring six students for the Baldwinsville Holiday Campaign. Ceara suggested a donation in the amount of \$240 (40 per child). Erin seconded the motion. The motion carried.
 - c. We need to get a first aid kit to keep at the theater.
5. Ceara adjourned the meeting at 7:56.



September 9, 2019, 7pm
First Presbyterian Education Center Meeting Room

Attendance: Christy Ashby, John Tonello, Mark Baker, Ceara Windhausen, Erin Sills, Kate Kesselstein, Heather Rosenthal, Korrie Taylor, Heather Jensen, Colin Keating, Kate Hoy

1. Call to Order - Meeting called to order at 7:00 PM
2. Approval of August Meeting Minutes (5 minutes)
 - a. Motion by John
 - b. Seconded by Erin
 - c. Motion Carries
 - d. Christy will send final minutes to Heather for putting on the website.
3. Officer Reports
 - a. Artistic Director, Colin Keating (15 Minutes) - Please see full report
 - i. Costumes

1. Pit Clean out - We will meet this Sunday from noon-3. Contact Heather directly or put something on the facebook page if you are available to help. Address - 4 River Street in your GPS; need to replace some of the boxes with clear plastic bins.
 - a. Motion to approve 250\$ for bins and other organization supplies - John
 - i. Seconded - Erin
 - ii. Motion carries
 - iii. Heather will purchase the bins by Sunday.
 2. Looking at some Labeling technology - something that gets ironed into the garment or something that has a physical tag
 3. Colin recommends purchasing 5 collapsible Z racks
 - a. Colin will order 5 racks and have them delivered to Mirror, Mirror
 4. Costume Rental Agreement - Colin recommended some minor wording changes to the document, including adding language about allowable alterations. We will begin to charge a small fee to rent from us. Colin is recommending a flat donation depending on the number of pieces borrowed. (Exchange or services or cash donation in the amount of 25, 50 or 100\$ with Heather determining the worth). They will still need to clear before returning We need to be sure everything is in good condition and ready to wear if we are charging people for the use of their costumes. We will also ask for photos of each piece borrowed. Colin and Heather will work out the edits and send it to the board for review.
- ii. Season Announcement
 1. The graphics are ready to go (Thanks Heather!) and Korrie started a "tease" on facebook for each show with the full announcement going out on Friday. This will go out in an email to anyone (around 10:00 am) who has purchased a ticket and then released on facebook later in the day (around 2:00)..
 2. The Rack Cards went very quickly last year. They are especially useful before the first show opens. This year they have the specific dates and directors.
 - iii. Be Our Guest
 1. We have cast 11 of the 12 people - we are short one male performer currently.
 2. Rehearsals will start on October 3. We have a graphic ready to go with the cast members listed.
 3. The tickets will be ready to do online this week.
 4. Colin is looking for some production help the day of the show. Heather R. is willing to help that day. There is a dress rehearsal at 10 that day and the performance that night.

- iv. Bright Star
 - 1. There are a few open production staff positions for Bright Star. There are a few open production positions in most shows. Bright Star was shifted in time, which led to some staffing changes.
 - v. Guys and Dolls
 - 1. Need to think about how to handle, "Take Back your Mink"
 - vi. Proposed Cabaret Shows/ Special Events
 - 1. Broadway Backwards - Colin proposing
 - 2. Beatles event - Colin proposing
 - 3. "Growing with the Guild" - Josh is proposing this.
 - 4. "Trunk Show" - Josh is proposing this.
 - vii. Script Search
 - 1. The process felt slow even though we started earlier. Summer months are hard and things rolled out in a less than positive way. Concerns have been raised about the process and how announcements get made. We need to work on our timing and "tactfulness"
 - 2. Korrie shared about the process at another playhouse. They hold one day for pitches and decisions are made that day.
 - 3. Colin shared the need to update and streamline the paperwork and pitch process. Heather R. Suggested having interested people come in and shadow and learn so they might want to do something in the future. Colin agreed that we could be much better about mentoring new people.
 - 4. Heather J. recommended that the pitch be made to the full board and not just a script search committee. There is no prescribed way in the bylaws to pitch a season. Colin would like to share some ideas at the next meeting.
 - viii. Facilities Committee - need to have a committee that reflects the financial needs and physical needs. We need to always consider growing into a new and larger space. Baker HS is not really an option right now given the expense.
 - 1. Kate, Mark, John, Colin, Josh are interested in being part of the committee
 - ix. Colin would like to talk with the board briefly at the end of the meeting.
- b. Producing Director, Korrie Taylor (5-10, Minutes) - Please see full report.
- i. Assassins
 - 1. Continue to see ads for Assassins. Season Ad sale holders can change their graphic.
 - 2. Working to push this. Please post pictures and updates
 - ii. Cabaret
 - 1. Start advertising this event
 - iii. Starting to make a draft for the 2020 season to get sponsors

- iv. Upcoming Community Events
 - 1. Baldwinsville Parade of Lights - 11/5
 - 2. Park in the Dark - 10/5 from 5:00 - 8:30. A call will come out for help.
 - v. Other Advertising
 - 1. 93Q advertising - We need to provide a budget estimate so they can provide us with an appropriate package
 - vi. Korrie will not be in attendance for the next two meetings
- c. Treasurer/Financial Advisor (5-10 minutes)
- i. The gross for Willy Wonka after we paid Vendini was about \$15,000 with a profit of \$6000.
 - ii. Operating Budget Ideas - John has been reviewing budgets with Mark
 - 1. They are recommending certain expense lines for each show, which would break out into each show, but we would also be able to look at the overall expenditure throughout the year.
 - 2. Overall, non show-specific expenses budgeted separately. These would be capital, upkeep, equipment, etc...
 - 3. Add a year to date column in the budget reports so we have the possibility of responding throughout the year to changes in budgetary needs and outflows.
 - 4. Directors and producers would also have some budgetary flexibility for their own shows. They would be better able to make changes to be responsive.
 - iii. Fiscal documents - John has been added to the bank account and Ceara will be signing the tax return that needs to be filed this week. Board members received the tax return form in June with last year's board members' names and approximate allocation of time. Ceara forwarded the email again for reference. Heather R. asked about the possibility of a line of credit.
- d. Production Chair, Erin Sills (5-10 Minutes) - See full report.
- i. Assassins has had the read through and rehearsals are underway. Shannon expressed some issues with cast scheduling conflicts, but they seem to be working themselves out. Continuing to have Dramaturg support for the historical details. Set extensions have been built and working on promotional shots. Considering a pub crawl idea for publicity and promotion - featuring local mug-shots around the businesses. Also setting up local media. Press release has been approved. Setting up a trivia night. Need the cards and program info ASAP.
 - ii. Be Our Guest and Script Search report provided previously
 - iii. Need Audition info for 2020 season to Heather as soon as possible for the website.

4. Old Business

- a. Costume Pit, Heather Jensen (10 Minutes) - We discussed the Costume Pit previously in the meeting. No further discussion needed at this time.
- b. Bylaws, Articles, 3 and 4. (15, Minutes)
 - i. We reviewed the by-laws and discussed new language. Please make and changes and additions to the google doc. Heather R. will share other examples of voting language
 - ii. Need to write job descriptions for new positions
 1. Financial - Mark
 2. Website - Heather J
 3. Costume - Heather J
 4. Box Office - Heather R
 5. Technical - Josh
 6. Membership - already done
- c. 3 year term vs 2 year term for Board Members (5 minutes)
 - i. Josh shared via email that he does not agree with moving to a three year term. The AD and PD positions were intended to create that consistency so the longer term would not be needed.
 - ii. Ceara shared the desire for longer terms so that larger decisions can be made with more people with institutional knowledge. Erin supported that idea.
 - iii. We are going to table this discussion until Josh can be here.
- d. Website Updates (5 minutes)
 - i. John thanked Heather for the website updates but the hyperlinks need to be updated.

5. New Business

- a. Season Announcement? - Discussed previously
 - b. Disney Cabaret, Erin Sills and Colin Keating (5 minutes) - Discussed previously, but the question was asked about public domain of photos. The Mickey Mouse logo was available through Canva and is therefore free to use.
 - c. Board and Staff Member Code of Conduct (5 Minutes) - Ceara recommended creating a code of conduct.
 - d. The AD and PD are operating without a contract and we need to discuss this in executive session.
 - e. Executive Session Dates/Times(2 minutes) - Ceara is going to propose some dates.
6. Motion to go into executive session - Christy
- a. Seconded - Erin
7. Motion to adjourn general session - John
- a. Seconded by Erin
 - b. Motion carries and adjourned at 9:17.

By Next Meeting:

- Review the Guild Operating Policies - Ceara will email and Christy will put up as a google doc
- Review Article 5 of the Bylaws



August 12th 2019,

First Presbyterian Education Center Meeting Room

Attendance: Christy Ashby, Kate Hoy, Josh Taylor, Korrie Taylor, John Tonello, Colin Keating (on phone), Ceara Windhausen (on phone)

1. Call to Order - Ceara called the meeting to order at 7:01
2. Approval of July Minutes
 - a. Motion- Josh moved to accept the minutes
 - b. Second- John seconded
 - c. Motion carried
 - d. We will not be making paper copies unless specifically requested. Please refer to the Google doc in advance of the meeting.
3. Officer Reports (We will NOT be reading aloud reports that have been submitted in writing)
 - a. Artistic Director, Colin Keating
 - i. Please see submitted report
 - ii. The men's bathroom light seems to be working currently, despite being unreliable!
 - iii. WONKA Survey Results
 1. Concerns about air conditioning and bathrooms for shows. This is even more reason to move forward with the facilities committee

2. We had the highest percentage of people involved with the show take the survey.
3. A parent was concerned about their child having words with the director; this was taken care of at the time and everything ended well - we need to think about the differences between school programs and community programs and be clear about those differences with performers and family members.
- iv. Please share info on the upcoming auditions for "Be Our Guest" cabaret. 16 and older for participants.
- b. Producing Director, Korrie Taylor
 - i. Please see submitted report, no questions from the board
 - ii. Update on Willy Wonka - great experience overall, co-directing worked well together and the communication between directors worked well; great publicity and outreach for this event; attendance was excellent - good mix of kids and adults; concessions were all candy themed and fun; using multiple ways to communicate necessary changes in rehearsal schedules; integration of positivity projects during the run; great parent base that provided significant support; deadlines for production teams need to be stricter during the summer productions - puts others in a difficult position. Thanks to those that stepped up and helped at the last minute.
 - iii. There is a google drive that includes all current members. It is also in Vendini. The google doc may not be necessary since we have it all in Vendini. That is the only way to become a member now and that allows us to submit emails to all members.
- c. Treasurer and Financial Advisor, John Tonello and Mark Baker
 - i. Full report provided by email
 - ii. Update on Wonka Numbers
 1. Budget for sales was \$14,000 and came in around \$17,500
 2. Additional fees for the ticket company, but that is a good problem to have. We need to review different pricing options to minimize the impact of the fees. 20\$ is the threshold for the higher fee.
 - iii. Amazon Smile - We received a donation through amazon smile. We need to be advertising this. We could put something on the website and put it on the facebook page.
 - iv. John and Mark chatted briefly about an operational budget. Mark shared one example and he is working through a model that pulls all the shows together into one budget. That will allow all of the board members to get a birdseye view of our current situation and what the finances looks like across the whole organization.
 - v. John is going to follow up with Mark about the signature for the bank account. He hasn't heard anything from him yet.
4. Old Business
 - a. Costume Pit -

- i. Josh made a motion to appoint Heather Jensen as Costume Chair
- ii. Christy seconded
- iii. The motion carried. Heather is appointed Costume Shop Manager and Ceara is willing to provide additional support as needed.
- iv. We will also take a “field trip” to the Pit. We may need to do a group reorganization of the space and set up the process for moving forward. Colin will reach out to Heather.

b. Chair Situation needs to be remedied prior to the opening of our next show

- i. Mark knows what we need for the chairs. Sandy has a contact with a place to order the chairs. Ceara is willing to help move this forward. Colin added that some of the chairs we have been using are not in great shape - Can we talk to the church about replacing the chairs. Can we explore some options and then talk with the church leadership. Josh can meet with Rush when we gets back from vacation and talk with Mark and Sandy about the chair options

c. By Laws Page 1

- i. Article 2, Section 2 - need to change the language about notification of annual meeting. We no longer use snail mail. We use email and digital posting. We made this change using track changes.
- ii. Christy will upload the draft revised bylaws to the google drive. iii. We are going to look for the previous amendments. Colin believes they are in the files section of the facebook group
- iv. Be prepared to discuss Articles 3 and 4 at the September meeting

5. New Business **(At this time only the Executive board, Script Search Committee and Financial Advisor should remain present)**

- a. Selection of 2020 Season (minutes in executive session)
 - i. Discussion
 - ii. Role Call Vote
- b. Christy Ashby about how minutes get put up on the website.

6. Adjournment

- a. John moved to adjourn
- b. Christy seconded
- c. Meeting adjourned at 8:07

*Please note that due to the physical absence of the Production Chair and the President there will be no Executive session following this meeting

Executive Board and Financial Advisor Please check your calendars for the following dates with regards to an Executive Session Meeting

-Wednesday September 4th, 7pm

-Saturday September 7th, 9am

-Sunday September 8th, 4pm



July 29th 2019,
First Presbyterian Education Center Meeting Room

Attendance: Ceara Windhausen, Mark Baker, Erin Sills, Josh Taylor, John Tonello, Christy, Kate Kisselstein, Korrie Taylor, Heather Jensen, Colin Keating (on phone), Heather Rosenthal

1. Call to Order at 6:03 PM
 - a. Approval of May Minutes
 - i. No discussion or concerns
 - ii. Motion by Josh Taylor
 - iii. Second by Erin Sills
 - iv. Motion carries
 - v. All have access to the agenda and minutes via the google drive
2. Reports
 - . Artistic Director (5 minutes) - see full report
 - .Willy Wonka -
 1. Congrats to everyone on a great opening weekend of Willy Wonka. He has heard great things and is sorry he can't be there. There has been great PR as well.
 2. Need a feedback form for Wonka - It will go out via email and facebook. Want to get it to the cast by Friday
 - i.Assassins
 1. Rehearsal schedule is underway. Willow is working on scheduling some special events
 - ii.Cabaret

1. Auditions are set - August 26th and 27th. Erica will be playing for the auditions. Erin will be locked in as one of the six females. Heather has made the audition graphic. She will be doing something else for the actual show. Please help with sharing once those are finalized.
2. Looking for a budget of \$400 for music and \$500 for space. Coming in around \$1000

iii. Script Search decisions underway

- b. Producing Director Korrie Taylor (5 minutes) - See full report

i. Community Report

1. Add sales were successful. Giving season ticket holders the opportunity to change ad show to show.
2. The Abbots Farm event was disappointing
 - a. The expected materials and supplies were not there. The staff there were not kind to the patrons and did not allow all people to eat.
 - b. Korrie followed up with them and sent a picture and thank you.
3. Atlantic Sign made the three banners in town. Missed having it up in time for the run by one day. Earlier is always better.

ii. Media

1. Steadily increasing. Encourage everyone to invite other FB friends to like the page. Doing better on instagram.
2. Website is in process of being updated.
3. After Wonka closes, Korrie will purge the gmail account.
4. Made a 2019-2020 file in the drive

- c. Treasurer - Mark Baker and John Tonello (5 minutes) - See full report

i. Typical format is income and expenses and then a separate show sheet as they are budgeted separately

ii. Recommends starting an actual operating budget so we have more flexibility and latitude rather than having everything linked to a show.

iii. Vendini

1. We should investigate the fee structure on Vendini - the fees depend on the price of tickets. Heather R. is going to look into the fee structure more. Some people are not seeing the "Pay Vendini" button. It requires scrolling down quite a bit.
2. We don't get paid by Vendini until a few days later. We are expecting a large payout in the next few days.
3. We should look into the possibility of more than one discount code being applied.
4. John should get added to the Vendini account. Colin will add him as an administrator

iv. Willy Wonka details and Summer Arts Camp are included in the full report.

1. 98 (Friday), 80 (Saturday), 140 (Sunday)

v. John had no additions to the Treasurer's Report

- .Coffeehouse
- d. Production Chair Erin (5 minutes) - See Full Report
1. Interactions with Mohegan were generally positive, gave us two days of rehearsal at no charge
 2. The facility itself was not clean the day of the event and the desert service was not working well. However, the audience loved the show. Colin followed up with Dennis and Mark intends to talk with him as well.
- i.Willy Wonka
1. Great opening weekend. Lots of cast, crew, parents, helped with costumes, paintings and sets. The scenic designer pulled out at the last minute so others had to step in and pull it off.
 2. The community was very supportive, especially the Gloop tour. The restaurants were opening and excited to participate. Chef and the Cook designed a special dessert that went on their menu for the whole night
 3. The Candy Shop donated a basket to raffle off and boxes of candy to sell (the proceeds for the baskets go back to the shop)
 4. Katrina Easton made a lovely cake for opening night
 5. Brandon Roth came in and did two spots. Tim Fox had us on Bridge Street.
 6. Ad Sales have gone very well.
 7. Air conditioning in upstairs dressing rooms is a huge problem. Josh is going to check this out this week before the next shows and try to put in window units. Air Conditioning in the main areas was as cold as it could be. Some people complained, but there is nothing else that can be done with the units that are here.
- ii.Assassins
1. Photo Shoot tomorrow with the assassins cast members. Mug Shots will be used on post cards.
 2. Trivia Night on WT Brews on Friday, m October 4th.
 3. Willow is writing a press release
 4. Justin Polly is part of the team to help the actors understand the characters in real life. He has come up with character sheets for each.
- iii.Be our Guest Disney Cabaret
1. Auditions August 26th and 27th here.
 2. Show is November 9th at Mohegan Manor - hopefully on the third floor.
 3. There will be six couples - one is pre-cast
- iv.Summer Camp
1. Very well-received. Campers took an exit survey and the feedback was positive. Grateful for guest teachers and volunteers
 2. Suggestion for an audition workshop, rather than a performance day. It could be more house management skills.

3. All of the campers were invited to attend the Preview Performance
4. Not all students attended every session
5. Hopeful to do this again next year

v. Script Search

1. Closed with 11 directors and 20 shows. One has withdrawn already.
2. The committee has narrowed to 9 directors to hear about 11 shows. They are hearing pitches 7/29 and 8/4
3. Hope to be able to announce a season by the end of August

e. Old Business

f. Costume Pit (5 minutes)

i. General Costume and Pit Process

1. Need to formalize the processes for approving, signing out and returning costumes. We typically loan costumes out on good faith and we receive no compensation. Colin is willing to start putting the procedures and forms together in conjunction with whomever is responsible

ii. Possibility of Co/Chairs.

g. By Laws (10 minutes)

.Change in length of terms served from 2-3 years - Asking all board members to think about this possible change

i. Needing of revision to reflect the new AD and PD Position - Ceara will send an email this month. Please read the bylaws and be prepared to discuss at the next meeting

ii. Next meeting will begin By Law revision

1. Will need to present them and then vote on them at separate meetings. It may take a few meetings

h. Stage (3 minutes)

.Josh- How was your discussion with Rush? - Josh has put in lots of time working to make sure the stage is safe and up to date.

i. Script Search Committee (Erin and Colin) (7minutes)

.See report above

4. New Business

. Chairs (5 minutes)

.Korrie and Ceara propose speaking to the library about storage of new chairs in their basement in return for publicity (potentially a season ad) and comp tickets

i. We seem to be down a whole rack of chairs (approximately 60 chairs in a rack - confirm during breakdown for Wonka)

ii. Ceara will reach out to the library about storage and we can look at purchasing at least 60 chairs

a. Facilities Committee (5 minutes) Mark has been waiting for the summer to be over. They will move forward in the fall

b. Special events for the coming year (7minutes)

.Colin will be talking with Erin before presenting the new ideas.

i. Josh will connect with Colin after he firms up some ideas for next year.

c. 400\$ for music expenses and around 500\$ for Space Rental Needs approval

.Motion - John Tonello

i. Second - Christy Ashby

ii. Discussion - No discussion

iii. Motion Carries

d. Need a resolution to add John Tonello to the checking account

. Motion - Erin Sills

i. Second - Josh Taylor

ii. No Discussion

iii. Motion Carries with one abstention

iv. Mark will check with the bank on what they need and if they need a letter we can provide one

1. Executive Session

. BTG executive Board members and Financial Advisor Only

a. Mark needs to leave at 7

b. Executive Session Closed at 7:35