

Ojai Art Center

Theater Branch

04 August 2026 / 7:00 PM / Raymund Room

ATTENDEES

- Anna Kotula (phone) - Chair
- Jill Dolan - Vice Chair
- Herb Hemming - Treasurer
- Christina Fabbro - Secretary
- Steve Grumette - Members at Large
- Tracey Williams Sutton - Artistic Director
- Laura Light - Technical Director
- Other Attendees: Robin, Andrew, Marisa, Janet, Larry

AGENDA

Call to Order / Welcome

Approval of July 7, 2026 Meeting Notes

Moved by Herb

Second by Jill

Treasurer's Report - Herb

Checking Account Balance: 37,171.99

July Income: 19,140.00

July Expenses: 15,723.25

Ordinary Income: 3,416.75

Major Expenses:

- 3,150.00 for Contract labor for Company
- 3,690.00 to the Art Center for their share of Cemetery Club
- Paid Andy Street the remaining 4,000.00 for his work with Company
- A question was raised regarding whether using a standard or "boilerplate" budget from previous productions accurately reflects current spending patterns.
- The group discussed that:
 - Producers are responsible for creating and managing production budgets.
 - Previous productions provide a useful basis for estimating expenses.

- Producers are expected to keep expenditures within the approved budget.
- Historically, production budgets have generally been reasonably accurate.
- The group also discussed the budget allocation for graphic design.
 - \$250 per show is currently budgeted for graphic design services. If the usual designer is no longer providing that service, the budgeted amount could be allocated to another person performing the work.

Technical Director's Report

- Vomitorium curtain update (they're up!)
 - The curtains were reported to be functioning and visually effective, although some adjustments may still be needed because portions of the curtains are sticking. Laura said they will be fixed so the sticking should not be an issue moving forward.
- Side entrance curtains
 - The group discussed removing or repositioning some of the red and black curtains depending on the requirements of individual productions.
 - We might need to adjust or reposition the side curtains for functionality much like how Laura and Evan installed the vomitorium curtains.
- Speaker installation
 - Speakers that Larry built were installed which made a big improvement in sound quality, however they are positioned much lower than were previously discussed which causes some issues with lighting on the stage. The tech crew will have to work together to figure out a way to raise them to avoid additional lighting issues for the future.
- Wireless microphone update
 - We have 18 wireless microphones, 17 are fully functioning and 1 needs to be replaced, however Larry is going to hold on to it to see if he can fix it.
- Herb mentioned that Shmity was asking to borrow wireless mics for Six however the discussion between Steve and Larry concluded that it would be very cumbersome to lend them because of the hardware complication.
- Projector wiring, the wires are still there but Steve will dress them and figure out which of the wires can remove.

Artistic Director's Report

- Announcement of the 2027 OACT Theatre Season
 - The Miracle Worker Directed by Gai Jones 1/29-2/14
 - The Other Place Directed by Taylor Kasch 3/12-4/4
 - Dancing Lessons Directed by Steve Grumette 5/7-5/30

- Youth Production 6/25-7/3
- Little Shoppe of Horrors directed by David Henderson 7/23-8/15
- The Musical Comedy Murders of 1940 Directed by Kimberly Demmary 9/24-10/17
- A Christmas Carol Directed by Tracey Williams Sutton 12/3/12/19
- Tracey was able to get the rights for these shows and will be taking it to the executive committee for approval.

Seussical Jr. Update

- Go see it!
- Marketing/Publicity
- Music is difficult but Kaylee Turner was able to teach the vocals in a simplistic way, and the kids are doing great, the costumes are great and they were able to get set pieces from another theater.
- The youth branch was able to partner with agave maria and were able to get a deal for food for the cast party.
- Strike will happen right after the show Sunday and will be done before the film starts.

Our Town Update

- Cast was selected and already held the cast and crew meet and greet in the gallery which included presentations from set/sound/costume/lighting and ended with a history overview of Thornton Wilder and his connection to Ojai.
- Production schedule was added to the Theater schedule on the google calendar.
- Social media/Publicity is being led by Catilina Austin
- John Medeiros led a session on pantomime and dialect coaching.
- Sound effects done by Eric U have already been turned in and can start to use them when ready in rehearsals.
- Jill Mentioned working on a QR code location-based outreach/history for Ojai and Our Town and will be meeting with Catilina to talk about advertising/social media.

Theatre / Art Center Scheduling

- Google Calendar is up-to-date to the end of the year
- Unified Art Center calendar is on the website which includes events from all the branches
- A Golddiggers performance for 9/13 @2pm is added to the calendar
- oactscheduling@gmail.com

Marketing & Publicity

- Social media transition to Christina
- Producer/director can be in charge of finding/selecting a person to do marketing and graphics for each show which should be done by an artist. Then create the graphics into the appropriate sizes for Gary to print.

Play Reading Series

- Not going to do Ghost town as previously discussed, instead doing a reading of something from the public domain on 10/30 one early and the second one later so it is a little creepier (6:30 and 9 for example)
- R.U.R. Jill said she can't do this one and is looking for someone to take it over.

Parking Lot / Front-of-House Update (*Our Town*)

- Need to talk to Lenny about this.

Old Business

- The new sink is already clogged
- Herb is going to find out if we need to clean out the trap or if the problem is beyond the actual sink. It might be a bigger problem but we will need to talk to the plumber

New Business

- Beverly and Kirby More from the Rubicon have started a new theater company New Arts and they are going to be holding auditions for a show they are doing. 8/10/26 there was a question with equity vs non-equity being able to audition.
- Laura asked about the posters that are hung in the theater when and where
- Steve let everyone know that we will be improving the acoustics in the theater by putting up 24 sound absorbing panels which will go above the upper row of posters. This was approved by the board and will come out of the capital

Adjournment