

Theater Branch

05 May 2026 / 7:00 PM / Raymund Room

ATTENDEES

Anna Kotula, Tracey Williams Sutton (Phone), Herb Hemming, evan austin, Steve Grumette, Christina Fabbro, Laura Light, David Henderson, Jill Dolan, Janet McNeil, Andrew Eiden, James Baker, Gai Jones, Robin, Crisman.

1. Call to Order

- Meeting called to order.
- Previous meeting minutes reviewed.
- Corrections noted:
 - Spelling correction to member name Teri.
 - Jill Motion to approve and Gai second the motion

2. Treasurer's Report

Financial Update

- Current checking account balance: **\$42,973.51**
- April income: **\$8,339.50**
- April expenses: **\$5,923.11**
 - Major expenses included:
 - Contract labor for *The Cemetery Club* (\$2,374)
 - Graphic design services (\$1,102)
- Net ordinary income: approximately **\$2,416.30**

3. Season Selection Committee Report

Tracy's Update

- Script submissions for the upcoming season continue to arrive.
- Concern expressed that the majority of submitted plays are serious dramas.
- Committee is seeking:
 - More comedies
 - Lighter and audience-friendly productions
 - Better genre balance across the season
- Submission deadline remains **June 1**.
- Members encouraged to submit additional comedy recommendations.
- Discussion held regarding use of the **John Slade Play Library** as a resource for script research.

John Slade Library Discussion

- Members reviewed the history of the John Slade collection.
- Library remains available for directors and readers.
- Collection is located in the Fireside Room.
- Online inventory is available through the Art Center website.

4. Production Reports

The Cemetery Club

- Final financial report not yet complete.
- Current estimated profit is approximately **\$6,400**, pending final expenses.
- A complete report will be presented next month.

Company

Director David Henderson provided an update.

Rehearsals

- Music and dialogue rehearsals are progressing well.
- Act One has undergone extensive table work and blocking.
- Production remains on schedule.

Set Construction

- Construction start has been delayed due to scheduling conflicts.
- Director is monitoring progress and developing contingency plans if necessary.

Costumes

- Costume review completed.

- Majority of costume pieces already identified.
- Additional shopping is still required.
- Team plans to utilize existing wardrobe resources where possible.

Photography & Marketing

- Promotional photos planned.
- Coordination underway with photographer Stephen Adams.
- Poster and banner production progressing.

Art in the Park

- Company plans to participate in Art in the Park pending final confirmation.
- Cast members have been asked to reserve the date.

Youth Theater Report - Seussical

Program Status

- 20 students enrolled.
- 42 parents and family members actively volunteering.
- Strong volunteer participation reported.

Production Team

- Returning youth program participants serving in leadership roles.
- Experienced volunteers assisting with choreography, costumes, and production support.

Current Needs

- Stair units and scenic elements under discussion.
- Lighting support needed for hanging and focusing instruments.
- Additional technical assistance may be requested.

Marketing

- The promotional banner has been secured and installed.
- Photography completed by Stephen Adams.

Best Christmas Pageant Ever

Production Planning

- Director and music staff confirmed.

- Introductory promotional videos are being developed to:
 - Introduce the production team.
 - Promote auditions.
 - Increase audience awareness of the musical.

Our Town

Auditions

- Auditions scheduled for mid-July.
- Promotional materials are being prepared.

Production Development

- The director participated in a consultation with a recognized *Our Town* expert and scholar.
- Discussion generated new ideas, validation of current concepts, and additional artistic perspectives.

5. Marketing & Audience Development

Marketing Discussion

- The group discussed expanding use of email marketing and audience outreach tools.

Email List Management

- Discussion held regarding improving collection of patron email addresses through ticket sales.
- Recommendation made to:
 - Regularly export ticket purchaser information.
 - Add new patrons to marketing lists when appropriate.
 - Review email campaign analytics.

Advertising Effectiveness

- Board discussed difficulty measuring effectiveness of:
 - Newspaper advertisements
 - Street banners
 - Email campaigns
- Members agreed more data collection would be beneficial.

6. Facilities, Storage & Boneyard Report

Boneyard Cleanup

- Significant cleanup work completed.
- Multiple truckloads of discarded materials removed.
- Goal remains:
 - Better organization
 - Improved storage capacity
 - Preservation of reusable scenic materials

Funding Request

- Discussion regarding establishing a small ongoing maintenance budget for:
 - Dump fees
 - Volunteer refreshments
 - Routine cleanup efforts

Courtyard Storage

- Need identified to relocate materials currently stored in the courtyard.
- Members discussed using tarps and improved storage solutions.

Costume Loft Organization

Work Day Scheduled

Date: May 16

Time: 10:00 a.m.

Objectives

- Organize costume storage areas.
- Remove unusable items.
- Identify inventory.
- Improve accessibility of costume stock.

Leadership

- Tracy agreed to coordinate ongoing costume loft organization efforts.
- Additional volunteers committed to assist.

7. Technical Report

Sound & Lighting Booth

- Technical issues with the sound/light board were resolved.
- Discussion focused on:
 - Access to the booth
 - Key control
 - Equipment security

Recommendations

- Investigate re-keying the booth.
- Improve tracking of key distribution.
- Limit booth access to authorized personnel.
- Improve communication among productions sharing technical equipment.

Shared Space Coordination

- Increased scheduling conflicts have occurred due to:
 - Multiple productions
 - Film Noir events
 - Outside rentals
 - Community performances

Action Items

- Improve coordination and communication between productions.
- Review procedures for shared theater use.

8. Front-of-House & Rental Concerns

Recent Rental Conflict

- A rental group used an outdoor space instead of their assigned room.
- Noise created challenges immediately before a performance.
- Staff successfully resolved the issue.

Discussion

- Board reviewed lessons learned regarding:
 - Rental oversight
 - Space assignments
 - Event coordination

Future Consideration

- Continued discussion regarding whether outside rentals should remain part of facility operations.

9. Auditorium Improvements

Curtains at Exit Doors

- Discussion renewed regarding installing black curtains at auditorium exit doors.
- Purpose:
 - Reduce distractions caused by audience movement.
 - Improve performance environment.
- The estimated cost remains modest.
- Research to be revisited.

10. Film Noir Series

- The film series continues successfully.
- Audience response has been positive.
- Members are encouraged to attend screenings.
- Additional promotional opportunities discussed.

11. Play Reading Program

Lincoln Program

- Lincoln-themed reading postponed.
- Event rescheduled for June.
- Research and preparation continue.

13. Upcoming Events

- **Art in the Park:** May 23–24
- **Blues Festival:** May 29–30
- **Film Noir Series:** Ongoing
- **Peter Fox One-Man Show:** Upcoming Saturday evening performance

14. Volunteer Opportunities

Company

- Volunteers needed for:

- Parking lot assistance
- Front-of-house support
- Audience services

Board members and volunteers were encouraged to participate.

15. Announcements

- Birthday recognitions given for members with May birthdays.
- Discussion concluded with lighthearted conversation and musical entertainment.

16. Adjournment

- Meeting adjourned following final announcements and discussion.
- Additional follow-up conversations continued informally after adjournment.