

Theater Branch

02 June 2026 / 7:00 PM / Raymund Room

Attendee

Christina, Anna, Jill, Gai, Herb, Steve, Evan, Andrew (on phone and in person), Cliff, James, Laura, David, Janet, Tracey (Phone), Crisman

Call to Order

Meeting was called to order. Attendance was taken and members and guests were welcomed.

Approval of Previous Minutes

The previous meeting minutes were reviewed and approved. A correction was noted regarding the spelling of Tracey's name. Gai motioned to approve Herb second the motion.

Treasurer's Report

The Treasurer reported:

Checking account balance: approximately \$40,558.39.

Total May income: approximately \$3,516.00 (ticket sales from Cemetery Club and Parking lot)

Total May expenses: approximately \$4,366.44.

Net operating loss for the month: approximately \$850.

The organization remains in a healthy financial position with no significant outstanding obligations discussed.

Artistic Director Report

A written report from Tracy was presented due to her medical recovery.

Topics included:

- Planning the 2027 season.
- Goal of returning to a six-play season.
- Need to coordinate schedules, rights, directors and producers.
- Continued costume storage clean-up project.
- Request to purchase additional storage bins.

Members supported continuing the costume organization project.

Production Updates

Company

Production is progressing well with approximately seven rehearsals remaining before opening.

Discussion included:

- Technical rehearsals.
- Need for a sound board operator.
- Need for a spotlight operator.
- Need for an additional backstage volunteer.
- Opening night reception staffing. Gai and Robin offered to help with the reception.

Board members agreed to continue recruiting volunteers.

Seussical

- Still need lighting help

Our Town

- Auditions are July 18 and 19 call backs if needed will be on the 21.
- Evan emailed Haley the Audition notice.
- Might need a couple people to work with Gamyn on costuming.
- Production meetings are scheduled for July 21

Scheduling Discussion

The committee discussed conflicts involving Sunday evening use of the theater by the Theater Branch and Film Branch.

Agreements included:

- Sunday evening use will no longer be assumed by one group.
- All groups should reserve space through Teri in advance.
- Improved communication between branches is required.
- Rehearsal schedules should be shared earlier to prevent future conflicts.

Technical Report

Laura reported:

- Lighting equipment continues to be inspected and repaired.
- Larry continues electrical repairs and Laura is going to ask Larry to look at some of the lights that are not working (not sure how many need to be looked at just yet).
- Better control of the lighting booth is needed.
- Volunteers using technical equipment should receive proper training before operating systems.

Storage and Facilities

Discussion included:

- Reorganizing the storage room.
- Expanding flat storage in the boneyard.

- Retrieve additional flats from Fractured Actors on Saturday June 6 @8am. (Christina, James, Crisman, Andrew)
 - Andrew asked permission to reorganize the storage room.
- The committee supported reorganizing storage areas.

Marketing

Marketing updates included:

- Press release for Company published.
- Additional interviews and promotional opportunities planned.
- Continued outreach to community groups for ticket sales.

Play Reading Series

Upcoming play readings will focus on introducing new participants and encouraging volunteer involvement (June 28). This month will be a meet and greet to see who wants to be involved.

Possible future productions, including R.U.R., were discussed.

New Business

Additional topics included:

- Volunteer recognition ideas (Gai showed an example of a newspaper article mentioning all the volunteers).
- Installing curtains near the theater entrance to improve audience experience.
- Motion approved to purchase the curtain hardware and proceed with installation.

Action Items

- Schedule Executive Committee meeting for 2027 season planning.
- Continue costume organization project.
- Recruit backstage volunteers.
- Repair remaining lighting fixtures.
- Retrieve additional flats.
- Improve communication regarding theater scheduling.
- Install theater entrance curtain.

Adjournment

Meeting adjourned after completion of all agenda items.