

TAO Board Meeting
Agenda
9/19/09
10:15am

- I. Members Present
 - a. Eric Mark
 - b. Sarah Jolley
 - c. Tim Samland
 - d. Robert McConkey
 - e. Chad Carpenter
 - f. Dave Beacham
 - g. Rochelle Morris
 - h. Nathan Miller
 - i. Sarah Potter
- II. Thank outgoing board members
 - a. Josh – President
 - b. Kim – Secretary – still doing publicity?
 - c. Michael – Vice, still doing website
 - d. Kris Mann – Treasurer
 - e. Members at Large – Eric Mark, Pug Bujeaud, Sarah Potter, Dave Beacham, Tim Samland
- III. Old Business
 - a. Committee Update
 - i. Policies and Procedures
 1. Not everyone has seen it
 - 2. Tim will send a copy to the new board**
 3. Board members will look over them and contribute to the editing process.
 - a. Board Members will send Tim their input**
 - ii. How to inform Members of the Policies and procedures.
 1. Give members a chance to look over the policies
 - a. Put a copy on the website?**
 - 2. Rochelle will send a copy of the policy and procedures to Michael to update the website**
 - a. Rochelle will then inform the membership of the procedures posted on the website.**
 - b. Will update the board on progress in 2 weeks.**
 3. Communicating with members
 - a. Make sure people receive emails**
 - i. Sarah did not receive an email.**
 - iii. **Motion to have regular board meetings on 2nd Saturday of the Month**
 1. Seconded
 2. Passed!

3. Dave has offered his living room unless the meeting is too big.
- iv. Comp ticket policy change
 1. Washington Center printing our tickets now
 - a. \$2.50 per ticket (comp or not)
 - b. Do we make cast pay for that
 - i. Add 2.50 as a ticket charge for those family/friends coming to the show
 - c. There is a charge of the printed tickets added to our end bill or the can pay for each ticket.
 - d. Comp list controls the people coming into the show and it is the facility's charge
 2. We still have not seen the contract
- v. Producer's Committee
 1. The Uninvited Questions Sent by Chad
 - a. Who from the TAO board will be our liaison from WCPA (between show and board)
 - i. Eric is trying to list out responsibilities of this person.
 1. Tim needs somebody to be the go to person to the board and to the Washington Center.
 2. Liaison will make sure that the director/cast/crew is following the contract.
 3. We need Liaison for The Uninvited
 - a. We need somebody to oversee publicity and contract stuff.
 4. **Dave will be liaison for The Uninvited**
 - a. Chad and Eric will support Dave throughout the process.
 5. Liaison must be board member
 - ii. Producer for *The Uninvited* – Dave
 - iii. Producer for *Poonah* – Tim (chad on committee)
 1. Must be a board representative
 2. Not director or actor so that they can focus on the show.
 3. Producer be at rehearsal one or two times per week.
 4. They then can communicate between board and production meeting
 5. Liaison be in attendance at load in, light hang, etc.

- iv. We need scheduled production meetings!
 - v. Liaison will probably be a different person for each show.
 - vi.
 - b. When is the light plot due – Chad has taken care of getting a copy of blank plot it – will it include hanging and focusing lights?
 - c. Will we have access to the space if nobody is there?
 - d. We need the class schedule to see if there are classes in there.
 - i. Chad will talk to Janet.
 - e. We have access to the shop.
 - i. Washington Center controls black box, dressing rooms, box office, and lobby.
2. Show Budget
 - a. \$400-publicity
 - b. \$200-set, addition \$100 can be approved by the board.
 - c. Board needs to be aware of where the money is going.
 - d. Loading up Visa cards for budget?
 3. Ushers
 - a. We are responsible for 3 ushers
 - b. If we don't have 3 ushers, we have to pay.
 4. Board members need to be trained to usher
 - a. Class will take place in early October
 - b. Sarah is trained
 - c. **Chad will send out the ushering information to Rochelle and Sarah.**
 - d. **Rochelle will notify everyone of the training.**
- vi. Publicity
1. Kim will do publicity until we find a new person.
 - a. Buy ad for season? Discount for people who purchase whole season.
 - i. Yearly sponsors?
 - b. Form publicity sponsorship committee
 - i. We need publicity director
 2. Uninvited program
 - a. Pug may do it.
 3. Publicity Director
 - a. Sarah new publicity director
 - i. Seconded, **Sarah is new publicity director!**
 - ii. She will give Rochelle information to distribute.
 - b. We need to get together to talk about publicity.

- vii. Lacey Door was promised an ad and did not get one for the last new program
 - 1. We need to make it up
 - viii. South Gate Drug needs an ad
 - 1. Printing, etc.
 - ix. **Uninvited Production Meeting**
 - 1. 9/22 – 6pm
 - b. Flex Pass update
 - i. Available – sold 2 so far
 - ii. Marketing campaign for the flex passes
 - iii. How does flex pass work with Washington Center ticketing?
 - iv. Mailing – use brochure format
 - 1. Update mailing list
 - a. Use OAL list to get this started
 - b. Rochelle will work on updating mailing list
 - c. Rochelle will keep making sure that all information is correct on web site.
 - d. Contracts (WCFPA)
 - i. Ask Josh about getting information to Chad (for the Uninvited) and then distribute to the board
 - e. Royalties
 - i. Eric will follow up with Kris about stuff
 - f. Elections
 - i. Discussion of process
 - 1. Very disorganized
 - 2. We need to follow process in the bylaws.
 - a. We did not follow bylaws
 - b. Need meeting before actual elections
 - 3. Master calendar will be distributed to membership.
 - 4. Members should be able to nominate (not just board members).
 - 5. We tried to follow process, but ran out of time.
 - ii. Pros and Cons
 - iii. Any changes to process, etc.
 - g. Free Theater Week
 - i. Beginning of October
 - ii. Uninvited won't be ready by then
 - iii. Think about it for next year
 - iv. Do something through OAL for next year
 - v. Put it on the calendar as part of next year's season.
 - h. Also think about Film Festival for next year and Combined Fund Drive
 - i. Auctions – Donate flex passes
 - i. Any other old business
- IV. New Business
 - a. Welcome new board
 - i. Hi!
 - b. Art Space/POSSCA event (Sept. 16th)

- i. Well received
 - ii. They will be back in late October
 - iii. Join facebook group!
 - c. Current season progress
 - i. Uninvited
 - 1. First Production meeting
 - a. Tuesday, 9/22
 - b. Chad to meet with Eric and Dave about Producer
 - 2. Set is coming together
 - 3. Main issue is rehearsal and build space
 - a. We have rehearsal space for majority of the run
 - b. Can rehearse on set in Shop for run.
 - ii. All shows have been cast.
 - iii. We need calendars and dates!
 - 1. Communicate Calendar to board
 - 2. **Chad will send calendar to Eric**
 - 3. We need to tie in major events so that the membership community is informed.
 - iv. Google Calendar
 - 1. You can put it on the web site
- d. Board members expectations of each other
 - i. Openly communicate with each other
 - ii. Keep in mind when people are busy with a show.
 - 1. We don't want to burn people out
 - iii. Communicate realistic expectations with each other.
- e. Yearly calendar
 - i. Shows
 - ii. Important Dates, deadlines, etc.
 - 1. Roll calendar to Eric so that vital things are printed on calendar
 - 2. Make visible on website
 - iii. Board meetings
 - iv. Any other special events etc.
- f. Keep looking for ongoing relationship
 - i. Grant writing
 - ii. Keep finances organized on the books so that we can be successful in grant writing.
- g. Any other new business
 - i. Put website on agenda for next business meeting
 - 1. Keep Michael, Boojie, and Scott involved.

V. Closing