
ECP Board of Directors Meeting

Monday, 08.19.19 6:42pm

Called by Marcus Certa, *president*

Attendees

Kat Redniss, Don MacKechnie, Karin Stevenson, Josh McDonald, Art Kilmer, Marcus Certa, Cindy MacKechnie, Beth Wilbur, Rowan DerbyBurras, Billie Hall, Peggy Bonesteel (*guest*)

Review of Agenda

- Addition of 'Harvest Market' by Billie
- Spelling correction of Rowan's last name
- *Motion to accept Agenda by Karin 2nd Cindy*

Review of July Minutes

- Rowan's last name correction
- Bergeron spelling correction
- Marcus's name spelling correction
- *Motion to accept Minutes by Kat, 2nd Rowan*

Treasurer's Report

- Company summary: positive funds; Production summary: positive
- Spent so far to date for rights, scripts, & Inherit start up; \$1400
- Ad sale of the season from Heritage credited for \$150 for 1 ad program
- Scottish Play's Essex Gives Back sent donation
- *Motion to accept the Treasurer's Report by Kat, 2nd Rowan*

Inherit the Wind-Current Business

- Peggy reached out to help fill some roles from auditions, currently needing 1 male
 - Reach out to Roger Dodge
 - Portion of the audience is to become the 'jury' section, needing 2 chairs for casted jury members
 - **ACTION BILLIE: get seats to book out for tickets!**
 - **ACTION DON: post updates for Inherit the Wind cast on web**
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Show Updates/Check In

- The Rented Christmas has a new to ECP Director, Julianna Banach, whom has set up her crew, except set build
- Karin Stevenson to produce The Rented Christmas with and 'Open door' mentorship under Cindy MacKechnie
- Julianna, Karin, Cindy to create budget to be presented at Advanced Meeting
- **ACTION CINDY: reach out to all production teams**
- Drinking Habits Set Build presented with 5 doors, easy build, light strike
- Adding of additional matinee 3/15, then strike after
- *Motion to accept additional matinee by Kat, 2nd Josh*
- **ACTION DON: get rights to perform additional matinee**
- **ACTION BILLIE: add additional day to tickets**
- Preliminary Budget approved
- *Motion to accept Budget by Cindy, 2nd Billie*
- Art brought rehearsal dates from the director, Nan
- **ACTION MARCUS/KAT: get in touch with town for dates**
- Searching for ideas for wine sponsors, photo shoots for Drinking Habits
- Much Ado still need producer, Cindy willing to mentor; as well as lights & costumes
- Much Ado has added a Set Designer and Stage Manager to their crew
- Looking to find a composer that can act and play multiple instruments, call being placed in next newsletter
- **ACTION ROWAN: send job description to Karin asap to place in newsletter**
- Discussed stipends for musicians
- **ACTION DON: give rowan & all directors stage measurements for set design as well as add it to the Production Manual**

Committee Check In

- ADC- Kat chair, Karin, Jen Patterson, Chris Jarvis, Carly Bennet, Ann Naumann members, check in with Connie McDonald
 - Discussion of committee to maintain/have access to a director/producer list, keep database of balanced play titles, have board check ins
 - ADC to propose seasons at Dec board meeting
 - Jan meeting to approve season
- Publicity- Josh chair, in progress for members
- **ACTION JOSH: publicity to be discussed at Advanced Meeting 9/7**
- Tickets- Billie chair, in progress for members
 - Discussion to maintain/have access to mail lists & volunteers
 - Discussion of labeling 'Will Call' and 'Box Office' with buttons, hats, etc
 - Discussion if tickets is a role or a committee to be moved to Advanced Meeting

- Programs- Kat chair
 - Discussions of bringing Inherit the Wind to local Libraries
 - Starting a mentorship program within ECP
- Costumes/Sets/Props- Beth chair, Louise Richmond, Lauren Patterson, John (?) members
 - Working on a budget
- Fundraising/Sponsors- Billie chair
 - Moved to Advanced Meeting
- Membership- Art chair
 - Discussion of Paid Membership (Patrons) & Members
- Web/Online- Rowan chair
 - Discussed committee direction of having ownership of all web & online items
 - Discussed consolidating systems
 - Further discussion moved to Advanced Meeting
- **ACTION: need to shift responsibilities of some of the committees & use this season to relook at the bylaws & mission**
- **ACTION DON: resend drive folders to all board members**

New Business

- Cindy presented a letter from UVM Medical Center discussing their Wellness Program
 - Asking for donations for employee incentives
- Agreed to donate 2 season passes for 2020-2021 season
- *Motion to approve donation by Kat, 2nd Art*
- Karin has gotten clothing donated to ECP, thank you letter written
- Harvest Market will have a skit from Inherit the Wind for 1 hour during event
 - Discussion of ticket sales
- **ACTION BETH: postcards made for Harvest Market of this season**
- ECP has on hand a tent, posters, order forms
- Billie proposed purchasing 2 tables that will be ECP property for further events, \$100
- *Motion approved to purchase 2 tables by Art, 2nd Cindy*
- **ACTION BILLIE: purchase tables**

Action Items from July

- Audition forms, Don; all updated
- FPF, Josh; sent and used
- ECP Director list for The Rented Christmas, Karin; sent
- Drinking Habits Set, Art; presented

- Transition of Presidency, Kat & Marcus; called
- Committees filled, All; some in progress
- Committee discussion email, Marcus; sent
- Advanced Meeting invite to 2019-2020 directors, Karin; sent

Meeting Adjourned at 9:02pm

- *Motion to adjourn made by Cindy, 2nd Kat*