

ECP Board of Directors Meeting
Monday, 12.16.19 6:38pm
Called by Marcus Certa, President

Attendees: Don MacKechnie, Marcus Certa, Cindy MacKechnie, Rowan DerbyBurras, Beth Wilbur, Billie Hall, Cheri Gagnon (guest)
Absent: Art Kilmer, Karin Stevenson, Alise Certa

Review of Agenda

- Julianna was not present so amended to move to January 20 agenda
- Motion to accept Agenda by Rowan, 2nd Don

Review of November Minutes

Under Committee Check-ins – update year to 2021 for ideas for spring show
Motion to accept Minutes by Don, 2nd Billie

Current Business

- Cheri Gagnon presented her proposal of membership liaison. This position would be responsible for sending out thank yous, surveys to the membership, help to fill holes in the production crews, just to name a few. This proposal sounds like what our Membership Committee covers.
- Marcus suggested that Art Kilmer review this proposal and have Art set up a meeting with Cheri to see how she can be of assistance on this committee. **Responsible - Art**
- Motion to move to Membership Committee for consideration by Rowan, 2nd Beth

Show Updates/Check In

- Rented Christmas
 - Julianna was absent due to illness
 - One of the actors fell during production. An accident report needs to be completed by the Producer with date and time of incident and a brief assessment of how the actor is doing. This is to be sent to the Board for review. **Responsible - Karin**
 - Each Artistic team will be reminded of this form. The Executive Producer will review the form before it is sent out to the teams. **Responsible - Cindy**
- Drinking Habits
 - Show has been cast and the cast list needs to be posted on social media (website and FaceBook). **Responsible - Art**
 - Who is doing publicity for the show? Peggy Bonesteel? Art has requested access for FaceBook for himself and Peggy.
 - Send listing of cast and crew to Billie so she can completed comp codes for tickets. **Responsible - Art**
- Much Ado
 - Crew needs – set build lead and costume designer. The Co-producers can send out request through Facebook asking for interested individuals to contact them for these two crew needs. The Board was asked to post on their town Front Porch Forums
 - Auditions in early February. Need to book the hall.

- Sides and character descriptions will be completed and posted on the website. **Responsible – Rowan and Karin**

Committee Check In

- *ADC (Rowan)*
 - Committee has been created
 - Proposed holiday show - “A Christmas Chaos” (comedy, 85 minutes, 16 cast – gender flexible, simple set with only black drapes). Don will send script to board members to read. Motion to approve Rowan, 2nd Billie
 - Open application for directors – ADC will review suggestions and review at next meeting.
 - Spring 2021 slot will be reviewed by ADC
 - Eurydice (Rowan suggestion)
 - Out of Order (Dick Hibbert suggestion)
 - Table for January meeting
- *Tickets/Front of House (Billie)*
 - Volunteers being added from Harvest Market
 - Boxes and pads needed to be purchased for Train Hop. Motion to approve Beth, 2nd Rowan
 - Train Hop was successful. The bookmarks were a highlight for the kids. Got good response on the entry forms. Only downside was there was no room for volunteer information for ECP.
 - Billie will reach out to Producer for Drinking Habits to secure name of the house manager to make a connection. **Responsible - Billie**
- *Costumes/Sets/Props (Beth)*
 - Spring 2020.
 - Send interested names to Beth
- *Treasurer's Report (Don)*
 - Reviewed all the current show expenses
 - Status of accounting assistance. Will try to get an appointment scheduled within the next two weeks. One solid review – plan for next meeting and move to next steps.
 - Motion to accept treasurer's report made by Rowan, 2nd Billie

Motion to adjourn made by Beth, 2nd Rowan

Meeting adjourned at 8:52pm