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# ECP Board of Directors Meeting

Monday, 1.20.2020 6:30pm

Via Conference Call

Called by Marcus Certa, *president*

## Attendees

Don MacKechnie, Karin Stevenson, Art Kilmer, Marcus Certa, Cindy MacKechnie, Alise Certa, Billie Hall, Julianna Banach *via phone (guest)*

*Absent: Rowan DerbyBurras, Beth Wilbur*

## Review of Agenda

- Add discussion of on boarding new production volunteers
- Add discussion of board attendance
- *Motion to accept Agenda by Don 2nd Alise*

## Review of Dec Minutes

- Fix 'during strike' not during production (actor fell during strike)
- *Motion to accept Minutes by Don, 2nd Alise*

## Treasurer's Report

- Positive production summary & on budget for season
- \$350 to go to Essex Methodist for Rented Christmas use
- Move all budgets of shows to the ECP drive for records
- *Motion to accept the Treasurer's Report by Cindy, 2nd Billie*

## Show Updates/Check In

- Rented Christmas
    - \$410 to Outright VT from Essex Gives Back concessions, Marcus and Julianna to hand deliver check
    - Post Mortem chat with Julianna; topics included positive feedback with additions of a 'welcome packet' for new directors/crew
    - Accident report of one of the cast members that fell during strike
    - **ACTION CINDY: email Karin the form**
    - **ACTION KARIN: fill out form and sent to Marcus & Don**
  - Drinking Habits
    - House Manager is confirmed as Dave Martin
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- Question to invite an interpreter for a group of people to come see a rehearsal with a follow up
- Video licence for show during dress rehearsals
- Need a large trunk a person can fit into
- Still looking for a sound tech for booth
- Board reception opening night feb 28, allergy list being sent to Marcus
- Much Ado
  - Additional audition dates added, jan 31 & feb 1
  - Still needs costume designer and set build lead
  - More info next meeting when Rowan is present

## Committee Check In

- **EACH OF THE COMMITTEES NEED A BUDGET BY SPRING ADVANCED MEETING**
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- Tickets/Front of House- Billie - volunteers being added
  - Creating a protocol list, Art to send an old one to all
  - One comp ticket per person per show reviewed
  - Board comp is changed to ANY performance not just opening night
  - Art to make name tags for 'Board Members' and 'Will Call' for Box office
  - Mail Order tickets to be deleted off website
  - Phone number to be revised on website
  - **ACTION MARCUS: look into phone/messages for ECP**
  - Print your own option to be deleted off TIX
  - A thank you note was brought up from Harvest Market
- Costumes/Sets/Props- Beth- Spring 2020-still working on big project
  - Spaulding High School borrowed 3 old fashion mics & stands
- Web/Online/Publicity- Alise - Streamline publicity for 2020/2021 season
  - Promote ECP through reach outs, seasonal pushes
  - ECP to promote individual productions from auditions to show
  - Average budget per show \$800-\$1000
  - Seven Days ads to look for new directors
  - crossover/exchanges of ads with other community theaters
  - Press release programs - Alise looking into
  - Looking into what is working, mailings, social media, ads
  - Alise to be Exec Publicity for Much Ado production
- ADC - Rowan
  - Review of shows
    - Eurydice and 5 Lesbians Eating Quiche
  - Who is on the ADC? Does it fit into the ADC Guidelines? **Karin to find ADC Binder**
- Membership - Art- on hold till spring Adv
  - Cheri's presentation, Art to meet with her directly

## New Business

- Cindy- onboarding new people as exec producer

- Creating a production binder/welcome packet and orientation with dimensions of space, Hall guidelines, business accounts, etc by spring adv meeting
- Question of attendance reviewed for Board Meetings; 4 meetings missed may result in removal from the Board
- Nominating Committee on the radar, needs to be 3months out from Annual Meeting (June)
- Jean True Award discussion

### Meeting Adjourned at 9:00pm

- *Motion to adjourn made by Don, 2nd Karin*