
ECP Board of Directors Meeting

Advanced Meeting

Saturday, 09.07.19 10:07am

Called by Marcus Certa, *president*

Attendees

Don MacKechnie, Karin Stevenson, Art Kilmer, Marcus Certa, Cindy MacKechnie, Beth Wilbur, Rowan DerbyBurras, Billie Hall; Connie MacDonald, Peggy Bonesteel (*guest*), Josh MacDonald (*late*); *absent: Kat Redniss*

Review of Agenda

- Addition of Inherit Opening Night Reception
- Correction of date & time
- *Motion to accept Agenda by Billie, 2nd Don*

Review of July Minutes

- *Motion to accept Minutes by Cindy, 2nd Art*

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
- \$250 added from August lighting rental
- Rented Christmas & Much Ado to have their budgets added for next meeting
- Seeking outside sources for CPA/tax guidance/support to audit ECP's financial records
- *Motion for pro-bono (recommended)/\$1000 budget towards CPA/tax guidance by Art, 2nd Josh*
- **ACTION DON: create a Dissolution Clause draft by next meeting**
- *Motion to accept the Treasurer's Report by Rowan, 2nd Art*

Inherit the Wind-Current Business

- Cast working hard, had a lot of 'drop offs' in cast & crew
 - Missing Stage Manager, Rowan giving tentative yes
 - Costume loan from Lamoille, Connie, Peggy, & Karin going Sunday
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- Asked Marcus to do a publicity ad on the radio
- Addressed that the Inherit Production team needs to keep the executive producer (VP, Cindy) in the know on all 'bumps'
- **ACTION BILLIE: tickets: last show, Oct 26 is a 2pm Matinee**
- **ACTION ROWAN: post updates for Inherit the Wind cast on web**
- **ACTION KARIN: get stage manager list from mail chimp**
- **ACTON CINDY: do more reach outs to production teams & reach out to previous VP, Becky Millard, for the 'Post Mortem' and where old feedback is**

The Rented Christmas-Current Business

- Director Julianna Banach to be invited to Oct 21 meeting
- Discussion of getting show off the ground, needing help finding crew: sound, house manager, props, set build lead
- Budget Proposed of \$4,881.00
- *Motion to accept the Rented Christmas budget by Art, 2nd Billie*

Drinking Habits-Current Business

- Missing Publicity crew & Set Design; Dorothy to set decorate
- **ACTION CINDY: reach out to newspaper contact, Josh to be included as chair of Publicity Committee**
- Rights for additional show are in process
- Tickets for additional show are set on the web

Much Ado-Current Business

- Missing Producer & Set Build Lead
- Has gotten inquiries for composer/musical lead, having auditions for that role
- Asked for extension for budget
- *Motion to accept extension of budget by Beth, 2nd Cindy*
- Set measurements have been sent to director by Don

Harvest Market-Current Business

- Billie to create shifts for staffing the booth; set up friday 4-7p or sat 6:30-9am; hours Saturday 9am-5pm & sunday 10am-4pm
- **ACTION BILLIE: find a manager to help while she's away**

- Discussed advertising to 'join our community' with a sign up sheet, Show suggestions, and volunteer sign up
- Tables have been purchased; 2 5ft tables for \$85, Billie to purchase table risers with remaining budget
- Tickets to Inherit the Wind will be raffled at the booth
- A donation of 2 season ticket for the Silent Auction at Harvest Market
- *Motion to accept giving a donation by Art, 2nd Don*
- Billie to borrow church canopy, ECP christmas tree in booth
- Discussed building a frame to hang banners/posters on set build, sept 21
- Discussed a Season Banner and Postcards; small adjustments to previous banner such as 'directed by' to be lowered; approval moved to email for timeline
- *Motion to approve reasonable cost for season banner by Don, 2nd Cindy*

Programs-Current Business

- Discussion of raising the amount of outer shells for season programs to 1,000
- *Motion to raise amount of shells by Cindy, 2nd Rowan*
- **ACTION BILLIE: send ads to Beth**

Committee Check In

- Beth- Costumes/Props/Set
 - High priority of cleaning out the ' Donkey Pen'
 - Fix: rent a truck w/dump bed to haul away 'junk'
- **ACTION BETH: find info/pricing of services ie 'Grunts move Junk'**
 - Second priority of getting electricity to barn
 - Fix: discussed with town
- **ACTION MARCUS: start a conversation with the town about electricity and about the usage of the 3rd floor of the Hall**
 - Third priority usage of 3rd floor of hall for storage
 - Fourth priority clean out of the barn
 - Fix: discussions of renting storage during a clean out for costumes, cataloging costumes/props
- **ACTION BETH: email a proposed budget of committee needs**
- Billie- Tickets aka Front of House
 - Discussion of changing 'Tickets' to 'Front of House Committee'
 - Still needs members, Don to be added; reach out for volunteers

- All tickets are online, extra day added for Drinking Habits
- Check off audience printing tickets
- Suggested Front of House dress code, keep communication with each show's house managers
- See if Essex town or the senior center can sell tickets and close the early box office days (2 Saturdays before shows)
- *Motion to discontinue the 2 early Saturday box office days by Josh, 2nd Rowan*
- **ACTION BILLIE: reach out to Inherits House managers, send volunteer needs to Beth & Karin, & talk to town/senior center**
- Josh- Publicity
 - Still need members, Cindy and Marcus to be added
 - Discussed this committee to take over publicity of each show for continuity; work with each publicity crew member of show
 - Providing constant contact to TV, radio, newspapers, posters
 - Getting season contracts from different publicity avenues
 - Committee to keep publicity contacts, each show to use contacts
- Rowan- Web/Online
 - Tentative committee to be tested this season to be added at Annual Meeting 2020
- *Motion to accept this committee as a test with Rowan as lead by Billie, 2nd Cindy*
 - Find members, Karin to be added, Marcus to advise
 - Focus on the tech we use, understand all web based services
 - Keep track of all passwords
 - Puts out all web content; facebook, newsletter, website
 - Create a content calendar working with the Publicity committee
 - Discussion of aligning with Google nonprofits
- **ACTION ROWAN/MARCUS: explore google nonprofits**
- Kat- ADC
 - Desire to have things done by the end of the year
 - Further updates moved to next meeting
- Kat- Programs
 - Further updates moved to next meeting
- Billie-Fundraising & Art- Membership
 - Further discussion in the spring if these committees are 'needed'
 - discussion of members/patrons/contributing members and how to organize these memberships
- **ACTION BILLIE: write up a season sponsor ad for web, send to Rowan**

Misc- Current Business

- Cindy to resurrect the Production Manual
 - Add Stage measurements to manual

New Business

- Opening Night reception for Inherit the wind, Oct 11, Billie finding cake, Marcus to give speech, potluck, \$75 budget per show
- Discussion of finding out about advertising tickets for Essex Recs Booklet

Meeting Adjourned at 3:26pm

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