BOARD MEETING MINUTES

Fall Board Meeting

Sunday, October 25, 2026 • 5:07 PM – 6:22 PM

1. Attendance

Present: Tricia, Deanna, Christie, Missi, Chandler, Faith

Absent: Lily

2. Board Positions and Responsibilities

Position	Assigned Member
President	Tricia
Vice President	Missi
Secretary	Deanna
Volunteers	Christie
Programs	Chandler
Raffle	Missi
Grants	Tricia
Community Outreach	Faith
Historian	Lily
Concessions	Assignment under consideration

3. Board Membership

Two new board members were presented and approved:

- Steve Conrad
- Leah Flynn

4. 2027 Production Planning

Show Replacement

The board discussed the need for a potential replacement production if How to Succeed in Business cannot move forward due to casting challenges, particularly the need for male performers.

- Six: Teen Edition was agreed upon as an alternative.
- Tricia mentioned that someone in Orlando may still have illuminated chairs available that could be obtained for the production.
- If Six: Teen Edition is not scheduled for 2027, Tricia would like to pursue it for the 2028 season.

Stage Managers

- Stage managers are needed for the 2027 productions.

- The Wizard of Oz has a new director and assistant director. The production would benefit from an experienced stage manager to provide additional support.

Production Team Communication

The board discussed production team difficulties experienced during 12 Angry Jurors.

- The liaison has documented the issues.
- Board members will be assigned to the remaining rehearsals as supervising producers and will attend the shows to help ensure each production proceeds as planned.
- Future procedures and expectations for directors and stage managers will be reviewed before the end of the year.

5. Advertising and Promotion

- Matt Rottino has created promotional flyers for 12 Angry Jurors, Annie, and the 2027 productions.
- Additional volunteers are needed to distribute flyers throughout the surrounding community.

6. Board Communication

The board discussed the limitations of relying exclusively on email, particularly when urgent situations arise.

Decision: The board voted to establish a private Facebook Messenger group for board members.

Action item: Deanna will create the group following the meeting.

7. Concessions

The board discussed the challenges of managing concessions effectively when responsibility falls on one individual.

- Tricia and Missi have both been purchasing concession supplies.
- Tracking sales through Square was discussed.
- Chandler offered to update Square to provide sales information showing how many of each concession item are sold.

Agreed procedures:

- Square will be updated to track individual concession item sales.
- During rehearsals, cast members may purchase concessions through the stage manager or director only.

The board also discussed the possibility of changing who is responsible for concessions.

8. Facility Improvements and Carpet Replacement

Lobby

- Lobby improvements have been started but remain unfinished.
- Karla assisted with cleanup.
- Tricia has been handling additional cleanup following instances where the space was left in disarray.
- Signs need to be reinstalled, and the remaining lobby work needs to be completed.

Auditorium Carpet

The planned carpet replacement process is as follows:

1. After Annie closes, remove the existing carpet.
2. Apply epoxy to the floor.
3. Allow the epoxy to dry for 48 hours.
4. Install the new carpet.

Work Area Safety and Access

- Stairs will be removed to prevent anyone from entering the auditorium during the flooring work.
- Productions including Little Women, Disenchanted, and The Odd Couple will use the stage only during this process.
- Participants should enter through backstage and must not enter the auditorium floor until the work is complete.

Supplies and Volunteers

- A Home Depot card will be needed to purchase materials.
- Volunteers will be needed to help remove the existing carpet.

Decision: All members agreed to finance the project using the Home Depot card.

9. Headshot Photography

The board was presented with an opportunity to have headshots taken by an outside company at a cost of $50 per person, with a minimum of 10 participants.

- The theater does not currently have space on the calendar for this opportunity and is unsure whether there would be sufficient interest among its membership.
- When scheduling permits, Chandler has offered to try a headshot session to gauge interest among the theater's membership.
- If there is sufficient interest, the theater may develop and offer additional sessions.

10. Action Items

Action Item	Responsible Party
Create private Facebook Messenger group	Deanna
Update Square to track individual concession sales	Chandler
Recruit volunteers to distribute promotional flyers	Board / Volunteers
Identify experienced stage managers for 2027 productions	Production team
Assign board members to supervise remaining 12 Angry Jurors rehearsals and attend shows	Board
Review procedures and expectations for directors and stage managers before year-end	Board
Investigate availability of illuminated chairs in Orlando	Tricia
Arrange volunteers to remove existing auditorium carpet	Board / Volunteers
Obtain Home Depot card for facility project purchases	Board
Remove stairs and restrict auditorium access during flooring work	Facility team
Complete lobby improvements and reinstall signs	Facility team
Complete carpet replacement following the close of Annie	Facility team
Explore a trial headshot session when calendar permits	Chandler

11. Adjournment

The meeting concluded at 6:22 PM.