

Attendance

Members in attendance:

In Person

- Chloe Austin
- Leah Flynn
- Tricia Williams

Via Zoom

- Charish Delee
- Chera Bleau
- Christie Routel
- Abby Polli
- Don Massenzio

Members Absent

- Abbi Shipe
- Jill Amburgey
- Jen Gurganus

Tech

- Abby reported that the tech training went well. We are going to host another one on January 28th - Tech Training
- Some things we are going to work on over the next quarter:
- Need a Cheat Sheet for Trouble Shooting
- Abby is going to make a completion quiz for people who take the class to make sure they are retaining enough information
- Get people who take the class to sign up for upcoming events or help with shows so our "free" class is worth Abby's time
- Mic belts

Website

- New website should be up by early January
- Unhide Tickets on the old site January 1st
- Chloe and Tricia are going to take a look at the new site sometime this upcoming week to patron proof it
- We need to get the photos on the front updated as much as possible over the next week

Volunteers

- Update the instructions in concessions and box office
- Board Members need to make sure they go over these things with volunteers (even if they are returning because not everyone is reading)
- Maybe we need a board member check list too to make sure we all understand what should be happening

Island Awards

- Attendance
 - Full - exception nominees. Since we talked about it last night, we've had two cancellations so even though we are full - I think by the show - it will go down a little.
- Food - potluck, no alcohol will be served but people can BYOB
- Tricia will send out a guide on what to bring based on last name to ensure variety
- We will not sell concessions during the event
- Theater will buy paper products and drinks
- Fundraising for awards
 - Silent Auction - baskets
 - Envelopes - will go up in January
 - our ultimate goal for fundraising for January is to fill up the wall and additional money on the baskets
 - from the board - we need commitment on baskets prior to January 15th.
 - right now we have two - Hunchback basket and a left over raffle items basket plus several Fleming Island Monopoly Games

Benefits

We discussed board and volunteer participation in advertising and supporting benefits and shows. While not everybody is available for each benefit, there is sometimes a lack of visible support advertising events if they don't "benefit" people personally - this goes for our actors, board, volunteers, students at FIHS, etc. Sometimes support isn't just attending but helping advertise as well. Also as discussed - if Steve Conrad can sell 160 tickets for one production - more progress can be made on promotion.

Every Board member needs to sign up for a benefit for 2024 by the end of January. I've followed up today on breaking down the upcoming months, dates available and then a list of ideas for people searching for ideas.

Our December fundraiser is a season ticket sale through December 31st. So far we've made \$600 which isn't too bad.

January

- January - The Island Awards - this is an all board contribution. Tricia is primarily setting it up but all board members need to participate. If you aren't going to be there for the event:
- You can help set up prior to the event
- Each board member needs to contribute to a basket - financially you don't need to buy things (unless you want to) but you need to solicit businesses for contributions. I get about 10 requests for tickets a year via email so as a 501C, you can ask businesses. Our 501C information is all on the website under board records. Request early so we can assess what we have.

February

- Nights open
- Sunday, February 11
- Workshop Weekend is February 23-25. While we will probably have 2-3 classes, we could do a fundraiser Friday night, Saturday or Sunday Night

March

- Princess/Night on Broadway

Friday, March 1 and Saturday March 2

- Braden's Magic Show (this is a one off but will bring in some of our total)
- Sunday, March 17

April

- Dates available: April 28
- Ratliff Magic Show
- Sunday April 14

May

- Dates Available: May 17

June

- Beauty and the Beast May 31-June 9
 - Leah, Chloe and Tricia

July

- Lightning Thief
 - July 26-28
 - Nick and other teens

August

- Charish is doing Night of Dreams either here or in September
- Dates available: August 18
- Unmasked - one off play
- August 23-25
- Needs a board member to supervise

September:

- Dates available: Sept 6-8, Sept 22, Sept 29
- Elvis
- September 27 and 28
- Christie

October

- Dates available: Oct 4-6, Oct 11-13, Oct 6, 13, 20, 27

November

- Dates available: Nov 1-3, Nov 22-24

December

- Dates available: Dec 6-8, Dec 27-29

List of Ideas if you need an idea

1. Singing Revue - things that are taken - Night of Dreams, Princess Benefit, Night on Broadway but other things in similar themes are popular
2. Lip Synch Battle (Leah had this idea and I love it)
3. Comedy Night
4. Lock-in with theater games
5. Theater Escape room
6. Acting Scenes and monologues
7. Talent Show
8. Stage reading of a play

Whatever you choose - we need more lead time so that's why I set a date for January 15th to choose. If sufficient lead time doesn't improve attendance, then the event isn't worth repeating.

Grants

- Reinhold - Christie
- Community Foundation - Christie
- State Grant - Tricia
- Christie will be sharing the tracker again.
- Everyone absolutely needs to sign up to put in one grant in 2024. Please choose your grant by January 15th. Christie and I can assist you or proofread it before you submit.

Food Benefits

Please submit to a restaurant to do an Island Theater Night - preferably on the Island. Panda Express still made money for us but a lot of that was timing with it being Christmas Shopping

Don has put the W9 under board records and EIN number has always been under the board records. MOST of the places that do this are online so it doesn't take more than a few minutes to fill out the form, follow up and then send the graphic to Leah, me and Don to get the ball rolling on advertising. Although we usually only make from \$25-\$100 on these, it offsets benefits that don't make the \$1700 goal.

Plus Chole is tracking them so we can add them to your balance. For example, let's say Chera's March fundraiser makes \$1500 total but her Chick-A-Fil fundraiser makes \$100 - we are that much closer to the goal.

We want to do a food place and a dessert place a month so we don't overwhelm the market. If you don't know, what months are books and where - check the newsletter or with Chloe.

Please submit for one by the end of the month.

Board Members, Jobs and New Board Members

Quarterly board meetings are the time and place to bring up changing jobs, resigning and what we need to be doing to meet board expectations.

Next board meeting, we need to hold each other accountable for meeting those expectations. Being on the board is hard and while we are all volunteers, board members need to be able to be committed to filling expectations. Otherwise, we always have opportunities to be involved that aren't so time consuming.

Resigned

No one resigned at the meeting but if someone wants to, now is the time as we discuss new board members. We have two potentials but one spot.

Board Responsibilities

I've spent the last year asking people to do some of the things on this list. This year we need to shore that up and follow through. So please be sure to submit by the due dates - most of which are in January. This way we can have a great financial year and put more money into our productions while meeting our bills. It's important because I want the theater to be self-sufficient once I leave the area and I'm sure you feel the same way. Right now - it is not.

Director/Production/Education

1. Winter Workshop is starting to fill up. Saturday afternoon is good to go, the other sessions not as much. We'll see how the next three weeks go.

2. Spring and Summer Camp schedule is done. Sent to Leah and Don.

We will need coverage for the last half of the Spring Break camp week.

3. I need to send Don the info for Spring and Summer workshop.

4. Tickets for all productions go on sale on January 1st.

5. Productions

- We definitely need to promote Twelfth Night as it is right after New Year's.
- Spamalot - cast - could use an extra male or two but it's a good strong cast
- Auditions for Beauty and the Beast and Experiment with an Air Pump are in January

Business

Outgoing for January

- License: \$220
- Yearly Insurance: \$1900
- Rent: \$3550
- Utilities: \$500
- COVID Loan: \$1700
- Air Repair: \$125 for the service call
- Store Cards: \$400

Incoming

- Bank Balance: 3,100
- Expected check from November fundraiser: \$2000 (but may not be in until end of January)
- Expected winter workshop payments by January 16 \$1000

Short term needs

- 12th Night wants me to buy costume items we don't have the money for
- Catch Me If You Can has an extensive need list.
- Seussical needs the rights paid for

Long Term Needs

- Air in the lobby isn't working (service call will be at least \$125)
- Theater needs to be cleaned
- Wall need to be patched up, painted
- Counters and backstage need repair
- Several other shows like White Christmas, Experiment with an Air Pump, Boeing Boeing need to be paid for
- Seussical, Wedding Singer, Fiddler, White Christmas need music paid for
- Twelfth Night programs need to be paid for.