



**OSHP Board Meeting Minutes  
February 14, 2009  
State Bank of Oregon**

Attendees: David Lawver, Theresa Fosbinder, Tom Elmer, Pam Crary, Karen Weber, Sarah Karlen, Steve Zach, Stephanie Rittenhouse, Chris Phistry.

Guests: Jeanne O'Malley, Joel Kapusta

Called to order at 10:05 a.m.

**Secretary's Report**

- January minutes approved with two spelling changes.

**Treasurer's Report**

- Correspondence was distributed and discussed, including an invitation to a DCCAC reception for those receiving grants, and also an invitation to a Chamber of Commerce event on March 7.
  - Motion by David to spend \$20 to send people to the reception, second by Tom, motion approved.
- Treasurer's report was discussed
- Joel Kapusta dropped off the payment check for the Holiday In Lights! It is to be split with Sarah's church.

**Old Business**

***Charlotte's Web***

40 people auditioned

Flexible arrival time (instead of appointments) worked well

Took a while to cast because people did not get back after a casting call, conflicts came up, etc. - auditionees were warned that it might take some time.

Other staff roles are being filled.

***Once Upon a Mattress***

Staffing: Pat Hetland is the associate director, Tom Elmer is set designer, Chris Weigt is orchestra contractor. Looking for a costume designer.

**New Business**

***Fundraising***

- Stephanie and Karen have been working on publicity and fundraising opportunities together, as some of the fundraising events are good publicity opportunities.
- Stephanie reported that there are some opportunities related to Summerfest.
- Also an opportunity to host a refreshment booth at Tuesday night concerts in the summer
- National Night Out is the week between the shows this year

### ***Policy on Business Shining Stars***

Discussion: We have had problems collecting after the fact from some who put ads in our program. We have 6 from last year (total \$350). Dan has followed up with invoices but we have still not heard back. Our policy is that they are contributing, not that they are buying an ad.

Decision:

Ongoing policy: All BSS contributors have to pay by a certain cutoff date - if they do it will go in the current program. If they don't (and we get their payment later) it will go in the next program.

For those who have not paid us from last year, we will need payment from this year. They will then have to pay by our ongoing cutoff date to get an ad in for this summer.

### ***Policy on receipt of non-monetary donations***

If the donor wants a receipt, we will value it at what it is worth to us per our internal experts (board or committee) in that area. They will then alert the treasurer to issue a receipt and a thank you.

### ***Safety Discussion***

- Recent issues (fire drill last summer, news reports of accidents on stage with other groups) have brought up the fact that we need more awareness of safety issues.
- There was discussion about environmental safety (e.g. protocol for fire drills, tornado drills). Steve will follow up with the school to get some procedures that we can have for our staff.
- There was discussion about being safe with working with hazardous materials (dye, etc.) – David will order a book that can give us some guidance.
- This will be a continuing item of discussion for the board.

### ***Committee Reports***

Building committee – Chris reported in the Burr Oak site – there are a couple of tenants using it currently for storage. Stan and Duane looked at the property. We are also still considering the Foxboro space. Next step is to talk to someone about financing – Stan will do this.

### ***Other issues***

David attended a costuming workshop and got lots of good notes and information.

### **Next Meeting**

Saturday March 14 at 10am at the State Bank of Oregon.,

Meeting adjourned at 11:35.

Minutes respectfully submitted,  
Theresa Fosbinder