



Oregon Straw Hat Players



OSHP Board Meeting Minutes October 21, 2007 Weber Residence

Attendees: Dana Stein, Dan Subach, Karen Weber, Theresa Fosbinder, Tom Elmer, Chris Phistry, Pam Crary, Stan Hill, Sarah Karlen. Absent: David Lawver, Erin Dammen

Meeting called to order at 2:08 p.m.

SECRETARY'S REPORT

September minutes approved with one correction

TREASURER'S REPORT

- Treasurer's report was reviewed
- Discussion about CDs – they rolled over again – maturity date in 2008
- Treasurer is working on an annual report
- Reviewed Oklahoma receipts
- There are lots of Bill's receipts to send in.

OLD BUSINESS

Oklahoma!

- CD Distribution: We will invite people to come pick up their CDs at Mulan, and then work on getting the rest out for those who don't come to Mulan.
- The photos will be on Jon Miner's website

DCCAC Grant follow-up

- The Oklahoma grant process has been completed – the summary report is done.
- Mulan, Jr. grant information will be available in late October
- There is work being done on a grant from American Transmission Company (ATC)

Old Board steps down (Stan and Erin)

- The board would like to thank Stan and Erin for all they have done on the board and for the organization
- Erin has handed the website duties off to David, with a reminder to transfer to a corporate account next year.
- There was a motion made and approved to appropriate \$50 for a baby gift to send to the Dammen family – Dana will follow up on this.
- Stan conducted the ritual "passing of the binder" to Pam, the new president.

NEW BUSINESS

New Board-Assignment of duties

MEMBER	2007-08 POSITION(S)
Pam Crary	President, Historian
Dan Subach	Vice President, School Liaison, Fundraising coordinator - business Shining Stars
Tom Elmer	Treasurer
Theresa Fosbinder	Secretary, Fundraising coordinator - individual Shining Stars
David Lawver	Artistic Policy Coordinator, Membership database coordinator, Webmaster
Karen Weber	Marketing and Publicity coordinator
Chris Phistry	Physical Properties coordinator (main shed)
Sarah Karlen	Physical Properties coordinator (costume shed); Costume coordinator
Dana Stein	Membership coordinator (including newsletter)

There was also discussion about other needed board positions/committees, including overall ticket coordination and program coordination. Those roles and responsibilities will be discussed at future meetings.

Mulan

- Things are going well
- There was discussion about making sure that those involved understand the special rights for this particular production that include a DVD for the cast and crew.

Our Town

- The budget was reviewed
- Information will be on Madstage next week
- The show will be in the PAC in a “black box” format on the stage, 100 per show
- OSHP website information was handed out – includes audition (2/11 & 2/12) and show (4/19, 20, 24, 25, 26) dates

Ticket pricing and senior/student/child ages and definitions

- There was consensus that the production team of a show will decide the actual prices for adults and student/senior tickets for each show based on a number of factors including type of show, target audience, length of show, etc.
- There was discussion about definitions and cutoff ages of “student” or “child” and “senior” as they relate to tickets. For recent shows we have used 55 as the age for “senior” and “student” or “child” has been implied to mean high school and under.
- We are in agreement that we need to come to consistent descriptions and age cutoffs, and will discuss at a future meeting in time for application to future shows.

Finian's Rainbow

Looking for a producer - no other updates at this time.

Marketing

- There was review of and discussion about the marketing brochure created last year by Erin Dammen. Karen is in the process of getting quotes for printing. We need to have further discussion about the intent for this publication – what is the best way to use it?
- Karen indicated that there is a need to replace the sign boards used to publicize shows. A motion was made and approved to give the Webers \$100 to make as many new sign boards as they can.
- Per previous meetings, there was further discussion about ads appearing in programs, and how many programs an ad should appear in. There will be further discussion.
- An idea was mentioned: Put a box at shows and maybe other events – tell folks to drop in a business card if they are interested in having an ad in our program(s) so that Dan would have some leads to contact. This could get businesses outside the Chamber as well.

OHS Pit Cover

- There was discussion about the damage done to the OHS pit cover during Oklahoma. Dan will meet with Dee this week to get estimates
- There is potential to have an OSHP work day to try and repair the existing cover
- Dan will call our insurance rep – the conversation will include considerations about depreciation (pit cover is 10 years old), and finding out when the current pit cover was scheduled to be replaced. Dan will let us know about this.
- There was discussion about the fact that it is a good idea to take before and after pictures of each show in case of potential damage or other issues.

Website report

- David has taken over the website from Erin and it is continuing to be updated as needed.
- Language regarding Business Shining Stars donations: David will change the language so that it is reflective of “donating” with an ad as a benefit, rather than “advertising”.

Establishment of any new policies/procedures

There was brainstorming/discussion about the need for new policies and/or procedures.

This discussion included:

- Consider more frequent membership meetings (semi-annual?)
- Have board meetings other places besides a board member's home – others may be more likely to attend if at a public place
- When possible, tailor board meeting agendas to issues the membership is most interested in (show choices, facility/space purchase)
- Add a social event to meetings

- Type up basics of meeting protocol so attendees know what to expect at meetings
- Change the room configuration at the annual meeting so that it is a “round table”
- Consider the bylaws – we think we can add more meetings annually. Or if don’t designate as an additional general membership meeting, could just expand board meetings to include members

Establishment of new committees

There was discussion of the need for new/additional committees. Based on this discussion:

Dana Stein will form a building committee to pursue obtaining space.

Other considerations for committees are properties (Chris could lead), costumes (Sarah could lead), tickets, and programs. There will be further exploration of these areas.

Newsletter

May and December has been the recent schedule, sometimes it has been quarterly. The next newsletter should go out right after Christmas to contain info about Our Town, including audition dates.

Future meeting dates/times

Next meeting: Sunday November 25th, 4 - 5pm at Prairie View Little Theatre

Meeting adjourned at 4:35 pm

Minutes respectfully submitted,
Theresa Fosbinder