

I. Call to order – 9:06am

II. Position Changes

A. with regard to the Treasurer position – Children’s Theater is a part of Community Theater. How do we keep Children’s Theater funds separate from Community Theater funds? Answer: create a Children’s Theater Financial Advisor who would be in charge of organizing and running Children’s Theater. This person would not have a vote or be an E-board position. The Financial Advisor would report to the Community Theater Treasurer. The Financial Advisor would be an appointed position. If Community Theater wanted to use some of the Children’s Theater funds for a kid-friendly show, than the Financial Advisor would be presented the request by E-board and he/she would be able to grant or refuse the funding.

Annette moved to create this position, Tania seconded, the proposal passed.

B. with regard to funds – Annette proposed to create separate checking accounts, one for Children’s Theater, one for Community Theater. Kim seconded this, and the proposal passed. **Action Item:** Laura and Annette are to separate the accounts within 30 days.

Note: All bank account transactions for Children’s Theater will require two signatures – the Financial Advisor’s and the President of Community Theater’s.

C. with regard to the Production Manager position – Annette moved to create an Assistant Production Manager position. Tania seconded this motion. The Production Manager’s tasks are quite time-consuming and very important. The assistant would be an appointed position and would not have a vote or be an E-board position. His/her tasks would be assigned as needed by the Production Manager. Motion passed.

D. with regard to the Publicity Director position – The Publicity Director should be promoting Community Theater in general. The idea to create a second position surfaced, and that position would promote each show specifically. This position would answer directly to the Publicity Director. Anthony questioned the need of an assistant to do the show specific publicity. The idea for this new position evolved, and Camille moved to add a Marketing Director position, who would report under the Publicity Director, as a non-voting, non-E-board position. Annette seconded, and the motion passed. **Action Item:** Position descriptions and tasks to be created.

E. with regard to creating a Member at Large position – this person would be appointed into a non-voting position and his/her tasks would include recruiting actors, crew, etc, out in the community. Anthony moved to create the Recruiting Manager position, Greg seconded. Motion passed.

III. Board/Nominee Qualification Clarifications

A. What is the term for those elected now? Begins September 1, 2008 until August 31, 2010.

B. Some nominee qualifications could have been questionable due to the non-specific verbiage in the bylaws pertaining to membership and activity. **Action Item:** bylaws are to be rewritten to avoid this issue in the future. Kim said that since we should accept all nominees right now and ignore the qualification issues and let the members elect those who receive the most votes. All members appeared to accept this statement;

all e-board members appeared to accept this statement. Gray areas became moot point. All nominees were accepted.

IV. Job Descriptions – Brief

A. President – not discussed as only current members of E-board could be nominated for the position.

B. Vice-President – collect dues, keep a detail on all membership info, remind members of season renewals, track members involvement, lead by example, support ACT, assist President with meeting agendas, run meetings in President’s absence. VP’s current action item is to create a complete membership database.

C. Treasurer – monthly account balancing, government forms, letters, taxes, etc, write checks, discuss/negotiate charges with District 88, etc.

D. Secretary – meeting minutes, would like minutes posted to the website. Become an Historian and take inventory of ACT property.

E. Production Manager – oversee selection of scripts, scout locations and venues, record detailed location information, act as liaison between production staff of a show and E-board, assist in show difficulties between senior show production staff if the need arises, book rehearsal space, subdivide the budget for each show. **Action Item:** need production manager to put together a detailed form and a record of venues for future. Note: the production manager is not responsible for finding senior production staff for a show – just to organize what specific roles are needed for the show.

F. Publicity Manager – talk up ACT! Have articles to press on time, work on advertising, etc. Question from Camille: does the Publicity Manager have a budget? Answer: no – budgets for publicity and advertising are discussed and formed on a case by case basis.

G. Sergeant of Arms – keep meetings on track. It will not be necessary to learn Robert’s Rule to a tee... just to have a basic understanding.

V. Nominations

A. President – Denise nominated **Laura**, seconded by Camille. Uncontested.

B. Vice-President – Denise nominated **Anthony**, seconded by Camille. Kim nominated **Greg**, seconded by Annette.

C. Treasurer – Denise nominated **Bob**, seconded by Camille. Camille nominated **Annette**, seconded by Tania. **NOTE:** Annette has not accepted/refused her nomination yet.

D. Secretary – Denise nominated **Kim**, seconded by Camille. Uncontested.

E. Production Manager – Denise nominated **Tania**, seconded by Camille. Uncontested.

F. Publicity Manager – Denise nominated **Camille**, seconded by Camille. Greg nominated **Keven**, seconded by Annette.

G. Sergeant of Arms – Denise nominated Becky, seconded by Camille. Becky declined. Becky nominated **TK**, seconded by Camille. Bob nominated **Greg**, seconded by Anthony. Annette nominated Anthony, seconded by Tania, Anthony declined. Tania nominated **Chuck**, seconded by Becky. **NOTE:** TK has not accepted/refused her nomination yet.

For Clarity

Pres – Laura

VP – Anthony, Greg

Treasurer – Bob, Annette

Secretary – Kim

Production Manager – Tania

Publicity Manager – Camille, Keven

Sergeant of Arms – TK, Greg, Chuck

Greg moved to close nominations – Tania seconded.

VI. SRC report

A. Scripts and royalties for Pirate show will be covered by Children’s Theater if children are involved in the show.

B. E-board would like to have the SRC’s written show be considered as an additional show at the faire and not the anchor show.

C. Anchor show chosen – *Pirates of the Great Lakes* – Doris will order scripts.

D. E-board Publicity Manager to begin work on flyers and newsletter articles to promote children auditioning for the show – begin work with District 4.

VII. Reviewed agenda for general meeting

A. GENERAL MEETING IS WEDNESDAY APRIL 9

VIII. Other items

A. Absentee Ballots – if you are unable to attend the General Meeting on Wednesday April 9th, then please submit an absentee ballot. Write out your votes (include last names) and place ballot inside an envelope – seal and sign your name on the seal of the envelope. Return to an E-board member only before Wednesday.

B. Next Pirates meetings are Monday April 7th and Thursday April 10th at 7:00pm.

C. Ballots already in: Keven, Tom Gulotta, Chuck, and Camille.

IX. Meeting closed 11:13am