

**MINUTES OF THE MARATHON COMMUNITY THEATER
BOARD OF DIRECTORS – September 16th, 2008.**

The meeting was called to order by Claudia McEwen at 6:15pm. Present were Paul Buckley, Loretta Geotis, Pat Robenolt, Tom O'Neil, Suzanne Terpos, Fred Hundhammer, Kay March-Adorno, Kathryn Rummery, Marianne Benvenuti, Arnie Steinmetz, Rita Irwin, C.J. Geotis, Nancee Rainaud and Paula Pettorini. Mike Edwards, Sylvia Rickett, Gail Burnett, Alicia Merel, and Lauren Spinelli arrived shortly.

Approval of the Agenda: Motion to approve, seconded and passed, with President and Executive Committee reports moved to last on agenda.

Minutes: Motion to approve, seconded and passed.

Staff Report:

1 BOX OFFICE REPORT

- a) Body count for August was 402.

2 CINEMA

- a) The enhanced hearing devices are in for the cinema. Paul and Bob are in the process of installing the devices. The cinema committee will handle training instruction to Bob for his employees.
- b) The computer that handles the advertising projector for the cinema advertising is dying. I have a tower at home that is newer, so I may bring that in to see if I can use it. FYI

3 OTHER STUFF

- a) I still need help with the advertising for the program. Time is running out. Please see me after the meeting if you can help. The committee has taken lists to call, but I am short on advertisers this year and need help from all of you.
- b) The advertising plan is in place for *One Weekend Only*. I have flyers for distribution. Please take some and let's paper the town with them.
- c) We will need a lot of help getting food donations for OWO. Entertainment committee will elaborate. Please help as much as you can, if not with food, with a donation. We have \$208 in donations toward food and decorations at this time.
- c) The season brochure has been mailed and responses are coming in. Also take some brochures if you have a business place or condo complex for distribution.
- d) The Florida Keys Council of the Arts had to re-schedule the soiree that was planned for September 11. That event will be held here in the gallery on Sunday, October 5 from 6 to 8 p.m.
- e) I will forward all cast lists to Bob for posting on the website. If you have anything you would like to see on the web, please forward that information to me.

- f) For the Christmas concert this year, I am assigning seats. Even though there is no charge, seat assignments will eliminate the huge backup at the auditorium door where people line up in order to be first in. Spread the word, the concert is free, but it will be assigned seating. I will address this issue in all publicity and promotion for this event.
- g) Today, I recorded five TV spots will be seen on the local Channel 5. This is the tourism channel that broadcasts in all the hotels and motels, etc. throughout the Monroe County. I receive a lot of positive feedback from these spots. Key TV does them for non-profits for free.
- h) Other promotional opportunities in the works are a spot on BUZZ TV in Key West and a slot on Crusin' with Grusin.
- i) The final reimbursement request will be submitted to the TDC prior to the end of September for the funding for this past season. The new funds will be approved at the October BOCC meeting and are effective beginning October 1.
- j) We have talked about painting the chairs in this room. If anyone has time to come in and paint three or four chairs, ten chairs, whatever time you have, please see me. I would like to have this completed before OWO.
- k) I have scheduled a Volunteer School on Wednesday, November 5 at 4 p.m. Please tell your friends and neighbors who would like to get involved with the theatre in some way to call me about Volunteer School. I will schedule an additional training later in the season for "snowbirds."
- l) Per my usual reminder about lights, doors, etc. The lights on the back wall in the producer's room sometimes don't get turned off all the way which could be a fire hazard. Please make sure you hear the switch "click" to turn them all the way off. Also, the rehearsal room door was left unlocked both days during auditions, so remember to check that door if you're the last one to leave. Please double check the doors on your way out, including the costume room door.
- m) Reminder: *Directors/Producers – The schedule book is full almost every day with rehearsals, etc. Please don't forget to consult with the GM and VP of Production in your rehearsal schedules, cast information, meetings, use of rooms etc. Check in with me to make sure we are not duplicating scheduled time slots. And, please be considerate of those who are rehearsing and in meetings, regarding noise and interruptions. Thank you. (!!)

As always, if any board member has any questions or concerns – please feel free to contact me directly in the business office at 743-0408 or via email at gm@marathontheater.org. Loretta Geotis, MCT General Manager.

Committee Reports:

Finance: Lauren passed out a revised format for the financial report. Please take a look at this format and send comments to Lauren if you have them. Full sized reports are also available upon request. On the year comparison sheet, numbers are down, probably due to evacuation. The Finance Committee approved the payment of additional principal on the mortgage. The committee is discussing the possibility of changing wages payment to bi-monthly. Regarding some of the “negative” numbers, Rita mentioned that part of this is due to increased depreciation value, which actually reflect an increase in the value of the property due to improvements that have been made, The numbers do not represent either a cash flow issue or a decreased attendance issue.

VP Production: Alicia reported that attendance at auditions was a bit low, but that auditions were good and ran well. All shows are cast and ready for rehearsals. The cast for each show will be posted on the website, and directors/producers should make sure to send the correct spelling of names to Loretta.

Playreading: Alicia reported that Playreading continues and the committee will soon make a proposal for the purchase of a few scripts.

Stage Committee: Tom reported: “things are working”!

Building: Paul reported that the emergency lights are tested and in working order, with the need to replace one bulb. There was a short on the track lights switch and this will soon be fixed.

Program: No report.

Historical: No report.

Entertainment: Pat reported that the sign up sheets for OWO are still very empty (hint, hint!). Restaurants are currently being contacted for food donations/trades for advertisement. There will be an entertainment committee meeting after the board meeting.

Membership: Suzanne was happy to report that most people have renewed their membership with MCT. Producers should make sure to have forms available for any cast members that are not members/renewed.

Quarterly General Membership meeting dates

December 3

Nominating: No report.

Cinema: Alicia reported that the audio device has arrived and will soon be installed.

By-Laws: No report.

Human Resources: No report.

Props/Costumes: Paula mentioned that Riet held an orientation for committee members including the costume and prop areas; sign out sheets and interfacing with shows.

Other: None.

Old Business: None.

New Business: None.

Executive: Claudia reported that portable sound and microphone has been obtained for OWO. Other ongoing issues continue to be addressed.

President's Report: Claudia asked each board member to be aware of what they are doing and make sure they are addressing the appropriate person when issues arise. Should mediation be necessary, Claudia should be contacted.

Good of the Order: No hurricanes in the Atlantic!

Adjournment: The meeting was adjourned at 6:45pm

Submitted by Sylvia Rickett, Secretary