

**MINUTES OF THE MARATHON COMMUNITY THEATER
BOARD OF DIRECTORS – April 21st, 2009.**

The meeting was called to order by Claudia McEwen at 6:00 pm. Present were Loretta Geotis, Paul Buckley, Mike Edwards, Alicia Merel, Sylvia Rickett, Suzanne Terpos, Rita Irwin, Lauren Spinelli, Marianne Benvenuti, Kathryn Rummery, Paula Pettorini, Tom O’Neil, Fred Hundhammer, Gail Burnett and Arnie Steinmetz. C.J. Geotis arrived shortly. Pat Robenolt was excused (rehearsal). Kay March-Adorno was absent.

Approval of the Agenda: Motion to approve, seconded and passed, with the addition of the Cinema Committee report to earlier in the meeting.

Minutes: Motion to approve, seconded and passed.

VP of Production: Alicia reported that she has yet to receive the financial report for Company, that *Rumors* is in rehearsal and that the Tah-Dance crew is looking forward to auditions.

Playreading: Alicia presented the tentative slate of productions for next season:

- 1) *Incorruptible*, directed by Marylyn Tempest
- 2) *Sylvia*, directed by Alicia Merel, however since the play has been done at MCT approximately 10 years ago, she would like to know if it is too soon to repeat
- 3) *Guys and Dolls*, directed by Fred Hundhammer (already approved)
- 4) *Production TBD*, directed by Michael Edwards, who is currently reading two plays he is interested in.

No one has come forward for the Summer Reading. Fred has come forward for OWO. He explained the basic premise of a production including music and scenes from a few selected Broadway shows. He already has discussed the possibility of assistance from Mike Edwards, Kathy Roberts, and Kathryn Rummery. The Playreading Committee has offered to assist Fred as well – as should all board members.

There was discussion about *Sylvia*, with general consensus that the play was funny and it did not seem too soon to repeat it. The order of the two first productions is planned so that the cast from the first production, which is large, will be available for the musical. The cast of the second production is only of 4 people, which is less of a potential impact on cast availability for the musical.

Alicia made the motion that the slate be approved by the board, with the understanding the dates will be provided and that the fourth production soon TBA. The motion was seconded and passed.

Cinema: Alicia thanked Marianne and Bobby who came up with new job descriptions for the cinema staff. (These can be seen attached at the end of this document). They are also working on a Policies and Procedures Manual, and an employee evaluation form, which could be used for any staff, and used as reference for salary raise proposals or future re-hire.

New Business:

Loretta acknowledged MCT’s new Account Manager, Donna Ferenci. She began work on April 8th, and is very competent and detail oriented. Additionally, she is very used to working with Quickbooks and is spending a lot of time becoming familiar with MCT procedures.

Loretta proposed some ideas for a scaling down of the food procedures, etc for the OWO fundraiser. She discussed that from the front of house point of view the current volume causes a lot of difficulties. She mentioned that there was a lot of left over food, that the amounts were hard to handle, and the work physically demanding. Loretta feels that the town restaurants (and some of our members) are “over-donated” and the current economic situation makes it difficult to ask for more. She suggests downsizing tremendously on the food and adjusting ticket prices accordingly. To make up for the decrease in price, she suggests the addition of a third performance, which should bring us similar revenue to previous years. It would also allow performers and extra opportunity to perform. Claudia asked Loretta to email her proposal to the board, for all to read in preparation for serious discussion at the next meeting.

Loretta proposed a pre-audition information seminar for prospective auditioners. The event would be very informal, and would give, especially for first timers, who may be intimidated, an opportunity to become informed of what to expect. There was lengthy discussion, with the consensus that an informative flyer should be added to the audition packages, and that we should work to make auditions more welcoming, for example, by conducting group exercises to break the ice. Rita suggested we should develop a FAQ list as a starting point.

Loretta proposed that a Press release should be made for pre-audition dance instruction, since there were complaints from people who did not know of it. It will important to make it clear that participation does not guarantee casting. Those who cannot or do not choose to attend should be aware that participation in the classes is not a requirement for the audition. Lauren mentions that we should all commit to cultivating people who are interested, especially men, to get them involved in MCT.

Loretta proposed that the board consider a moderate raise on concession prices in the playhouse. There was some discussion, including the possibility of making prices equal in playhouse and cinema, and the importance of considering the cost/sales price ratio. Claudia suggested we make this decision at the next meeting.

Loretta discussed the possibility of a Membership fee waiver for one-time performers under the age of 18 for Tah-Dance. There was lengthy discussion. CJ made the motion that the insurance policy be carefully read, and that if we can, we should waive the fee for minors, specifically for the Tah-dance event. The motion was seconded. All in favor, one opposed.

Fred mentioned that Bob has made a request that two trees be cut down – one on the loading dock and one that blocks the way to unclog the ice machine drain. On the other hand it is also the only source of shade. While they can be trimmed, Marianne suggested that the City be contacted, especially if the trees are of a native species. Gail volunteered to find out.

Loretta discussed the list of projects she had sent out to the board as possible items for the Bricks & Mortar grant application. 1) Sink and bathroom in the front of house – for the use of employees only. While final quotes are not complete, the cost would be between \$9000 and \$13000. 2) The outside railing both up and downstairs will necessarily be replaced, sooner rather than later, in order to avoid accidents. One estimate for both levels is \$6000, including bringing the rails up to current ADA standards. One of the quotes has a dumping fee \$250, which seems a bit excessive. 3) Replacement of the carpet in the cinema. It is getting very old, worn and bumpy. The seats would either need to be taken up or the carpet cut in around them. It should be noted that some of the hardware securing the seats is rusty and would need to be replaced. One of the quotes for the cinema, concessions and stairs is \$7042, plus \$1040 for the stage and \$1040 for the loft. Quote does not include removing the old carpet. The time estimate for the carpet portion is

one to two days. 4) Lauren requested the addition of an electronic front door opener, with the cost of approximately \$1000. Rita mentioned that MCT might not receive the full 50% match on cost, since this is related to the ratio of tourist and local patronage. This means that we must be prepared to pay for more than 50% of the cost of the projects. These funds must be committed ahead of time, available and assigned for this purpose. Some of these projects would need to be done anyway, so it would be a good idea to get some of it paid for by the grant. Rita makes a motion that we prepare the application for everything but the bathroom. There was second, and the motion passed with all in favor. The application is due June 2nd and IS priority!!!

With respect to policy and procedures, Marianne mentioned that she would like to see all MCT checkbooks remain at the theater at all times, as opposed to being offsite with the accountant. This would improve the basic accounting practices by protecting both the staff and MCT. Claudia requested a response from the finance committee at the next meeting.

Old Business: None.

President's Report: Hiring of new Bookkeeper, as discussed above.

Staff Report:

1 BOX OFFICE REPORT

- a) Body count for March is 2416.

2 OTHER STUFF

- a) Twenty-four resumes were received in response to the Account Manager part-time position. Eight candidates were interviewed. Three were highly qualified and desirable. Donna Ferenci has been hired at \$500 per month, payable two times per month. Start date for Donna was April 7.
- b) Advertising schedule is being prepared and implemented for *Rumors*. Over 300 tickets have been sold to date. Posters are available for distribution. Please take some.
- c) The Florida Keys Watercolor Society sold nine paintings this year for a total of nine in sales. Last year 12 paintings were sold. Considering the economy and the lower attendance, this was a good result.
- d) Marianne Motches will hang her art show here on April 24. She will host a reception here in the gallery on May 3 and her show will hang for the duration of *Rumors*.
- e) The TDC grant application is nearly finished. I am hoping to get a couple more support letters from corporate sponsors and/or donors.
- f) Bricks & Mortar grant is in-hand depending on the consensus of the board and decision of a dollar amount. A separate report will be presented.
- g) Tah-Dance is progressing and growing. A separate report is attached.
- h) I have had a call out to artists for submissions of artwork to be used as brochure covers. As in the past, artists submit an idea in any of several mediums, the artwork is ours to

keep or raffle. All submissions will be presented at the June board meeting and voted on as first, second, third place etc. They will be used on the brochures in the order they are selected. To date, I have eight submissions and several more that I am aware of to come.

- i) It's this time of year that I like to think about cleaning house, so if anyone has anything here that can be thrown out, given to Salvation Army, sold or whatever, please think about it in the next few weeks and identify those items.
- j) I will be in Illinois Wednesday through Sunday this week to visit my Dad. I'm always available via cell phone at 305-797-1704.
- h) If you turn it on, please turn it off. If you unlock it, please lock it, if you open it, please close it, if you take it out, please put it back, etc. If you are the last one in the playhouse, please check in the cinema to see if Bob or someone is still over there so you know who is responsible for setting the alarm.
- l) 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:

VP Production: Above.

Playreading: Above.

Finance: Lauren complimented Alicia and the cinema committee on their work regarding the job descriptions and P&P. He mentioned the employment of Donna at \$500 per month, noting a monthly payment as opposed to an hourly wage. The finance committee recommended changing other employees and dues payables to a bi-weekly payment schedule, possibly no later than the new fiscal year. Marianne is opposed to going to a bi-weekly pay roll without discussing it with both managers, since the time lag might affect their ability to get by. Rita agrees. Claudia mentioned that she would be more comfortable leaving things the way they are – since we would be looking at the payroll and bills every week. This would also avoid potential mishaps due to shortened billing cycles. Rita made a motion to leave things the way they are: weekly. The motion was seconded and passed with all in favor. The finance report continued with Cinema Jobs and Practices. The consensus was that the proposal is liked, but more information is needed regarding how it would compare to what is the bottom line cost is for each situation. Lauren asked Loretta to excuse herself so that the playhouse and cinema managers' salaries could be discussed. There was lengthy discussion on this topic. It was discussed that there are additional costs when salaries are raised, such as Social Security benefits. Marianne suggested that comprehensive employment packages be prepared so for both managers for comparison. This way the actual full value of cost to MCT can be reviewed, and not just the raises themselves. Claudia suggests that once the information is compiled, it should be studied and we can discuss it at the beginning of the next meeting, asking Loretta to arrive at 6:30.

Recap: the finance committee will prepare a full compensation package for the managers, which will be emailed to the board as soon as it is available. Loretta will add the information on the list of items to be considered for the budget to the existing budget and email to board prior to next meeting.

Final numbers are not yet in, but Company had a decrease in attendance compared to the previous year.

By-Laws: Gail had nothing to report, but mentioned that she might be seeking additional help in reviewing the by-laws.

Stage Committee: Tom would like to put CFL bulbs and a dimmer on the sconces in the hallway. He would also like to replace CFLs in the Gallery, so he is requesting \$260 to get this done. This will save costs in the long run. Claudia asks if we have discretionary funds within the budget. There was a motion to approve, it was seconded and passed with all in favor.

Historical: None.

Building: Paul reported that the emergency lights had been tested and are in working order.

Membership: Suzanne had nothing new to report.

General Membership Meetings for 2009

June 3rd/ September 2nd/ December 2nd

Nominating: C.J. mentioned having emailed about candidates, and how we should all be working to recruit good candidates for MCT.

Cinema: Above.

Entertainment: None.

Props/Costumes: No report.

Old Business: None.

New Business: Above.

Other: None.

Good of the Order: Arnie moved to adjourn.

Adjournment: Meeting adjourned at 7:40 p.m.

Respectfully submitted by Sylvia Rickett, Secretary

Marathon Community Theatre
Cinema Jobs and Practices

General MCT practice:

- Starting rates will be \$.50 over minimum wage, rounded to the nearest \$.25
- To maintain competitive pay rates, pay of all employees will be adjusted when minimum wages are adjusted. Adjustment will be equal to the minimum wage increase, rounded to the nearest \$0.25.
- The accountant will submit names in writing to Cinema Manager when employees are subject to pay increases. Cinema Manager will approve increases in writing.
- Increases will be effective the first day of the week after the (3 month or annual) anniversary date.
- If increases are not processed timely, retroactive pay will be made back to the effective date on the next available payroll.
- Returning employees will restart seniority at the point at which they left.

Overall Job Requirements:

- Pleasant attitude
- Neat appearance, good personal hygiene
- Reliable
- Punctual

Marathon Community Theatre
Cinema Jobs and Practices

Cinema Worker

At least \$.50 over minimum wage to start; \$.50 raise after 3 months.

Starting rate effective 07/01/09 = \$7.71

Work Experience Required: None

Job Duties:

1. Sell and handle ticket taking at the door.
2. Set up and break down concession area.
3. Serve customers with courtesy.
4. Handle food with appropriate care.
5. Clean cinema and concession area between shows.
6. Run cash register for concession stand.
7. Prepare daily report and deposit.

Favorable three month evaluation: \$.50 merit raise

Favorable annual evaluation: \$.50 merit raise

Marathon Community Theatre
Cinema Jobs and Practices

Projectionist

\$1.00 raise over current rate; \$1.00 raise after 3 months

Work Experience Required: At least three months of experience working for Marathon Cinema. Eligible candidates at discretion of Cinema Manager based on performance record and desire to learn new duties. Promotion and pay raise effective after successful completion of training by Cinema Manager.

Job Duties:

1. Run projector
2. Splice and mount film
3. Prepare film for shipping
4. Take responsibility for projector including solving minor problems
5. Serve as Assistant to Cinema Manager and acting manager in absence of manager.
6. Perform duties of Cinema Worker as needed.

Favorable three month evaluation: \$1.00 merit raise

Favorable annual evaluation: \$0.75 merit raise