

**MINUTES OF THE MARATHON COMMUNITY THEATER  
BOARD OF DIRECTORS – December 16<sup>th</sup>, 2008.**

**The meeting was called to order by Claudia McEwen at 6:01 pm.** Present were, Loretta Geotis, Pat Robenolt, Kay March-Adorno, Paul Buckley, Rita Irwin, C.J. Geotis, Mike Edwards, Alicia Merel, Sylvia Rickett, Fred Hundhammer, Lauren Spinelli, Marianne Benvenuti, Tom O’Neil, Suzanne Terpos, Gail Burnett, Kathryn Rummery, and Paula Pettorini. Arnie Steinmetz and Nancee Rainaud were absent excused.

**Approval of the Agenda:** Motion to approve, seconded and passed.

**Minutes:** Motion to approve, seconded and passed.

**President’s Report:**

Discussion about the mirrors in the upstairs rehearsal room: two have been moved down to the Magnolias set and the remainder will be in use for Company rehearsals. Renee explained how the mirrors would be extremely useful for tap dance students to see their feet when in class in the producer’s room. Claudia mentioned that these are very fine and fragile mirrors, and Paul said they could be installed, but very carefully. Rita mentioned that the fragility would be an issue depending on whether they need to be cut to accommodate for existing electrical outlets. Marianne mentioned concern that they might become unavailable for shows. Various people mentioned the use during rehearsals for the musicals is longstanding. Suzanne suggested the possibility of purchasing new mirrors, and various people thought this would be a good idea. Lauren made a motion that adequate mirrors be procured and priced for the producer’s room. Rita seconded. Tom suggested a friendly addition to the motion, to obtain bids for the mirrors installed, in addition to uninstalled. All in favor and none opposed.

**Staff Report:**

**Statement:** (read by Loretta)

“I would like to make the following statement to the board. I don’t need a response, I’m not necessarily asking for ‘someone’ to fix this, and I have no unrealistic expectations that it will change. I simply need to say it and let you know how I feel at this time.

Over the past two seasons, it seems that there are more and more negative attitudes, bickering, over-reactions, and general anger and harshness toward each other.

These are not traits that are becoming to anyone and especially not to me. Negativity is very contagious and I have become a part of it.

We have lost some of the ‘fun’ aspect of what this organization is supposed to be. Sometimes we work in competition with each other rather than as a team. Do we know

what our goal is and do we all share the same one? Sometimes when ideas are brought to the board, not only by me, but by others, they are often answered with an immediate no and ten reasons why we can't do something rather than keeping an open mind until it is discussed and decided whether it may be a viable action or not.

So many of you are so wonderful in making a point to tell me they appreciate my efforts, and I truly appreciate those comments very much. You have been very good to me and I'm grateful for that. We all know our specific job duties and our ever-present deadlines. Let's concentrate on those.

Bitterness and resentment is not productive. I love being your general manager and hope to continue in that capacity at least until Social Security kicks in. My hope is that we will all take this as something to think about to make this theatre environment a more pleasant place to work and play.

Thanks for all your help to me, for all you do for this community and the theatre and for allowing me to make this statement. Let's try to remember to make this fun."

Loretta Geotis  
12/16/08

## **1 BOX OFFICE REPORT**

- a) Body count for November is 1491.

## **2 CINEMA**

- a) Need new computer tower to run cinema slides.

## **3 OTHER STUFF**

- a) Thank you to Riet and Arnie for the donation of three (3) 6' folding tables to the theatre. My suggestion would be to purchase three more at some time in the near future and get rid of the broken-down, heavy ones that we have now. They are approximately \$59 each.
- b) "The Amorous Ambassador" was a huge hit. Total tickets sold were 1042. This number puts us back on an upward trend for the first show of the season.
- c) Suggestion from a patron to hold a 50/50 raffle during each performance as an additional fundraiser.
- d) Several items from the "Artists in Paradise" display were sold totaling around \$500.

- e) Thank you to everyone for helping with the Christmas program in so many ways. This specific program needs some additional tweaking in procedures and will be discussed in detail at another time.
- f) I am scheduled to appear on BUZZ TV with Julie Joyce as a representative for the “Art Fandango” show that will be displayed in the gallery during “Steel Magnolias.” The taping is Jan. 6 and air date is Jan. 13 on the local channel. Will email the specific date and time prior to airing.
- g) The new TV spots are currently airing on Key TV Channel 5.
- h) The advertising schedule is currently being put together for “Steel Magnolias.”
- i) The program will be ready for collating within the next couple of weeks. If you are interested in collating, please call me. I still have brochures to be distributed.
- j) I have pushed gift certificates again as gifts and have sold several.
- k) I am again in need of replacing some equipment. I have quotes for your information. \$600 is already in the budget and other budget figures were increased to cover some of these maintenance expenses. (computer for Loretta, and a tower for the cinema slides. Deel provided a very good quote, Office Depot is within 100. Dell quoted about 800, Office Depot about 550. The high performance printer gave out, and Loretta is trying to obtain the same type, which is about 300. Lauren makes a motion to approve this expenditure for the computer, the tower and the printer. (The addition is about 500 to the existing budget). Other areas of budget were increased in expectation of something like this. Motion passed.
- l) 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.
- 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](mailto:gm@marathontheater.org). Loretta Geotis, MCT General Manager.*

## **Committee Reports:**

**VP Production:** Alicia reported a successful run for TAA. The next 2 shows are in rehearsal and coming along well despite various challenges.

**Finance:** Lauren handed out financial statements. He mentioned that the reports for OWO and TAA were incomplete, and that without these income reports the numbers don't really present a realistic financial picture. He reminds everyone that submissions necessary for accounting should occur in a timely manner. He suggests that Loretta discuss this with Cheryl to see if the timing discrepancies can be resolved. There was extensive discussion about the subject: some delays occur because of the bank statements come out just before the board meetings, difficulties arise for shows that run over different months. It might be possible to ask the bank to change the dates the statements are issued, or electronic banking could be used. Fred mentioned he knew the program well, and would be willing to assist.

Lauren believes that the difference in rules for the checking accounts of the Playhouse and the Cinema is inconsistent. The Playhouse account currently requires two signatures if the value is over \$1000, however, the Cinema account does not have this requirement. Alicia mentioned that in the past a motion has already been made and past to raise this value to \$1500, with the caveat that the checks left in the current book be used (they are very expensive to replace). Lauren moved that the Cinema checking account be raised consistently with the Playhouse account, and that the Cinema account also be changed to require to signatures when the value is exceeded. The motion was seconded. Marianne reminded all that practically every week there will be Cinema checks to be signed, since values over \$1500 are very normal for the Cinema. This poses a potential problem to get two signers available whenever necessary. (For the Playhouse, this is a relatively rare need). Lauren withdrew the motion. Kathryn made a motion that for both accounts a single signature be sufficient, but still using up the old checks first. All in favor, motion passes. Lauren announced that the policy of staff bonuses for the Holidays was followed, and that the Finance Committee voted to pay an additional payment to the principal of the mortgage. Call Lauren if you have any questions about the report.

**Playreading:** Alicia reported that there is a meeting scheduled for Thursday, December 18<sup>th</sup>, and that the committee will soon provide a report.

**Stage Committee:** Tom needs about \$200 to buy light bulbs. Seconded and passed. Loretta mentioned that the track lights aren't working. An electrician who volunteers for MCT has offered to try to figure the problem out, since the lights need to be functional before the next show opens.

**Building:** Paul reported that the emergency lights are tested and in working order. Paul said he will discuss mirror options with Renne and Dan.

**Program:** No report.

**Historical:** No report.

**Entertainment:** Pat wants to thank Claudia, Riet, Loretta, Paul and others who are not on the entertainment committee for their assistance during the Christmas show. There was some discussion about the possibility of improving communication between committee members to ensure participation at the various events.

**Membership:**

General Membership Meetings for 2009

March 4<sup>th</sup>/ June 3<sup>rd</sup>/ September 2<sup>nd</sup>/ December 2<sup>nd</sup> Rita mentioned that the March 4<sup>th</sup> date is the same week the musical opens. Motion made and passed to switch it to the March 11<sup>th</sup>. Lauren asked about member numbers compared to last year, Loretta said they were higher.

**Nominating:** No report.

**Cinema:** No report.

**By-Laws:** No report.

**Props/Costumes:** No report.

**Other:** None.

**Old Business:**

NAMI – proposal was given to NAMI representatives to buy a block of tickets at our regular price and then sell them to their organization at a higher price. However, the movie release date has been postponed to March – unconfirmed – and will be a limited release. This subject will have to remain on hold.

**New Business:**

Reserve rooms for DAC and TDC. Rita, who is Chair of the TDC, mentioned that they need a location for their local and yearly meetings. These occur in the morning and during the week, and there are no conflicts with the MCT calendar. Additionally, providing a meeting location promotes the Theater. Multiple motions and seconds, motion passes.

**Good of the Order:** Suzanne invited everyone to her music students' concert!

**Adjournment:** The meeting was adjourned at 7:00pm

Submitted by Sylvia Rickett, Secretary.