

**MINUTES OF THE MARATHON COMMUNITY THEATER  
BOARD OF DIRECTORS – May 19<sup>th</sup>, 2009.**

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

Discussion of Staff Salary:

Loretta and C.J. excused themselves.

Lauren passed out budget sheets and a sheet describing the rationale for salary raises, as discussed by the Finance Committee. The health benefit rationale was also discussed. There was some discussion regarding the procedures for evaluating and recommending raises. There was some discussion about other non-profit organizations' remuneration, including difference in size, responsibility and existing budgetary needs. Jim furthered the Finance Committee's rationale with respect to attempting to create comparable compensation with respect to the amount of responsibility the managers of both areas receive. Both managers fulfill different and important roles within the organization. There was very lengthy discussion, mainly pertaining the percentage increase in pay, but also the possibility of one-time bonuses for over and above performance. Claudia asked that each board member should make one comment, which would either allow the board to reach a position in which a proposal could be made, or indicate the matter should be tabled. Each board member had unique comments. Generally speaking, most were "for" the acknowledgment of MCT's managers via salary increases, equitable benefits and the possibility of bonuses, while also concerned about the current economy and the maintenance of a balanced and responsible budget for the organization. After some additional discussion, Marianne made a two-part motion: 1) That Loretta receive a 2.5% salary increase. Rita seconded. Lauren mentioned Finance Committee discussions about the importance of both staff having equitable treatment and requests that the motion be amended to include Bobby as well. Marianne accepted the amendment, and Lauren seconded it. The motion to provide a 2.5% salary raise for both of MCT's managers passed, with all in favor and none opposed. 2) That Bobby should be granted the same health and welfare benefit as Loretta. Mike seconded. Lauren requested an amendment regarding parity for other levels of discussion, which died through lack of second. Part 2 of the motion passed with all in favor. There was further discussion about bonuses, including Loretta's involvement in making the Flagler even a success and Bobby's lower than budget staff salaries (in part due to employees not coming to work). Arnie moves to grant a one-time bonus of \$2000 to Loretta. The motion was seconded and passed with all in favor.

Loretta and C.J. joined the meeting once again.

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

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

## **Old Business:**

OWO scaled down procedures for review & approval. Overall, Loretta received favorable feedback for this idea. There was some discussion, including written comments sent in by Gail. Discussion revolved mainly around patrons' expectations for the fundraiser, the amount of work involved (and left over food), and the commitment of an additional performance. Marianne made a motion that the board should accept the two-night, one-matinee proposal, with food scaled down to deserts and finger food and a cash bar, with a ticket price of \$30. Lauren seconded. The motion passed.

Bricks & Mortar grant application update: Loretta is aiming to get the application all together by the due date.

Tah-Dance: Doing great, working hard, with auditions this Sunday between 2 to 4.

Removal of tree over loading dock: Gail found out that without mitigation or permits we can remove the Brazilian Pepper and Ficus, and trim the Gumbo Limbo.

Bi-weekly payroll and payables: Lauren discussed potential savings involved in going to a bi-weekly payroll. There was some discussion, both pro and con. Lauren made a motion that payments go to a bi-weekly cycle, with the exception of hardship. The motion fails.

Budget review: Lauren thanked everyone for their input. Alicia had a question about production expenses, and it was noticed there was a typo in that area, which got addressed. Loretta presented the budget. It was discussed whether the Bricks and Mortar grant should be added to the budget, with the decision of not doing so. There was some discussion about the Cinema Staff item, which was way under budget this year, especially in view of upcoming approved pay adjustments. This poses the possibility that cost of film and staff may be understated. Loretta made a note change it to \$85000, as opposed to last year's figure of \$90000. Rita mentioned utilities (electric, water and sewer) might go up significantly once the sewer system is hooked up. Consensus was reached to leave it as it was since the electric bill has been consistently lower. Marianne mentioned that the adjusted cinema staff salaries should be in the budget since the board has already approved them. There was a motion to approve the budget with the proposed changes, which passed with 2 opposed.

## **New Business:**

Presentation of artwork submission for brochure cover: Claudia mentioned that the artwork should be put on display during the General Meeting and the Pampered Palms for board members to come and view prior to voting.

## **President's Report:**

Claudia mentioned that she is currently too busy at her job to assume the role of President for the next year.

## Staff Reports:

General Manager:

### 1 BOX OFFICE REPORT

- a) Body count for April is 896.

### 2 OTHER STUFF

- a) New account manager, Donna Ferenci, is in place and working diligently to get up-to-speed with MCT accounting procedures. Many hours have been put forth toward financial matters in order to get Donna integrated into our mode of operation and to present a realistic budget for next year.
- b) Attendance for *Rumors* has been down; however, with the present economy MCT seems to be hanging in there in much better shape than some. Average attendance thus far has been 68. Community response is all positive.
- c) Tah-Dance showcase is coming up soon. Flyers are available to distribute. Press release has been sent to the local newspapers and ads will be placed closer to performance date. Please help spread the word on this new adventure.
- d) Marianne Motches' current art show has sold four masks to date. Marianne will be leaving the art in the gallery until after the May 28 Arts Council meeting scheduled here in the gallery.
- e) I have extended an invitation to a selection of artists from the Bougainvillea House Gallery to hang art in our gallery during the summer months. A meeting is planned with Anne Lynch, president of BHG, to discuss.
- f) TDC grant is completed and submitted. Meeting with Cultural Umbrella Committee is scheduled for May 26 at 10:00 a.m. at the Garden Club. Requested amounts are decided at this meeting and forwarded to the TDC in July and the BOCC in August for final approval.
- g) The Bricks & Mortar grant is well underway. Deadline is June 2. The request will be approximately \$20,000 with the hope of a 50% reimbursement. Project includes railings on both floors outside, carpet in cinema and electronic security door system.
- h) Submissions for brochure cover artwork has been received and will be presented for your vote at the May board meeting.
- i) Reminder: Playbill advertising will be coming up as soon as this season is finished. Anyone who is good at selling advertising or would like to help with the project, please see me.
- j) Still have a few chairs to paint and there is almost always a to-do list of minor housekeeping projects for anyone with spare time.
- k) 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](mailto:gm@marathontheater.org). Loretta Geotis, MCT General Manager.*

### **Committee Reports:**

**Finance:** Lauren passed out reports. The finance committee voted to approve the additional \$500 on the mortgage payment.

**VP Production:** See Playreading

**Playreading:** Alicia announced Deathtrap as the 4<sup>th</sup> show to be voted on (directed by Michael Edwards). She passed out the schedule for dates with a couple of comments: there are dates for Summer Reading (but no one has come forward yet - there is still time!), and for the Christmas Concert if there is a chorus. Schedule weekends correspond almost exactly to the weekend schedule this year. Schedule is copied at the bottom of this document. Rita moved to approve Deathtrap. The move was seconded and passed. Regarding the schedule, Fred had wanted to move OWO one week forward, but it becomes too close to the next show. Alicia moved that dates be accepted as written. The motion was seconded, with all in favor.

**By-Laws:** Gail (per Claudia, via email). Requested a by-laws meeting before June, with the attendance of anyone who would like to attend (in addition to committee members Sylvia and Mike). There are 6 points to be addressed.

**Stage Committee:** Tom sent a report that lights for the gallery will be put up as soon as he recovers!

**Historical:** None.

**Building:** Paul reported that the emergency lights had been tested and were in working order. The last one that needed to be updated has been taken care of.

### **Membership:**

General Membership Meetings for 2009  
June 3<sup>rd</sup>/ September 2<sup>nd</sup>/ December 2<sup>nd</sup>

**Nominating:** C.J. reported that it is currently difficult to enlist volunteer work. This year we have 11 slots open to make the total of 19, which current board size. There are just enough people running for election and reelection to fill them (once Jim mentioned he would put his name on the list). It was discussed that if the minimum of 15 board members were not achieved, we would need to amend the by-laws. While the written slate was closed on the date of the meeting (5/19), written in votes will be accepted on the day of the meeting. C.J. read out the Section 3 of the by-laws regarding eligibility to be on the board.

**Cinema:** None

**Entertainment:** Pat announced that Pampered Palms will take place on June 13. Members should bring a potluck dinner. The entrance fee will be kept at \$10. Invitations will be sent out soon. RSVP will be required, in order to cater for the right number and size of T-shirts. We are going to attempt to get the Camp Kids band for live entertainment. The theme for this year will be "Color me Red".

**Props/Costumes:** No report.

**New Business:** Above.

**Other:** None.

**Good of the Order:** Adjourn!

**Adjournment:** Meeting adjourned at 7:50 p.m.

Respectfully submitted by Sylvia Rickett, Secretary

### *Proposed Play Schedule for 2009-2010 Season*

#### **Summer Reading**

No director has put forward a proposal yet, but we can do a reading on July 24,25,31, Aug. 1 with time for rehearsals in the month of July if a proposal comes in soon.

#### **One Weekend Only, Dir.Fred Hundhammer**

Auditions Aug 15-16 (Sat and Sun) and others as needed determined by director.  
Performance Oct 16-17 (and possibly Oct 18, to be determined by Board)

#### **Incorruptible, Dir. Marilyn Tempest**

Nov. 12,13,14,19,20,21,27,28,29 (mat.), Dec. 3,4,5

#### **Christmas Concert (no chorus director as yet)**

Dec. 12

#### **Sylvia, Dir. Alicia Merel**

Jan. 7,8,9,14,15,16,17 (mat.),21,22,23,28,29,30

**Guys and Dolls, Dir. Fred Hundhammer**

Mar. 4,5,6,11,12,13,18,19,20,21 (mat.),25,26,27, Apr. 1,2,3

**Deathtrap, Dir. Michael Edwards**

May 6,7,8,13,14,15,16 (mat.),20,21,22

***Additional Proposals***

1. **OWO** will take place on the set of **Incorruptible** with as little disruption of the set as possible. **OWO** will rehearse on stage weekends only, and will have the stage on the Thursday before performance for final dress rehearsal. Additional rehearsals can be scheduled for rehearsal room and/or producers room as needed.
2. We urge every member to participate in **OWO** in some way, whether on stage, back stage, front of house or set up.
3. **Christmas Concert** rehearsals will be scheduled with no disruption of the rehearsal schedule for **Sylvia** and with as little disruption of the set as possible. Final dress rehearsals may be held on the Friday and/or Saturday before the Sunday performance.
4. The **Christmas Concert** performance will be at 4:00 pm so as not to interfere with Cinema parking.
5. No program on the stage will be scheduled for February. If we decide to do a concert or reading or outside performer, the event will be held in the gallery so as not to disrupt rehearsals or set for **Guys and Dolls**.
6. Any other request for public events to be held at MCT (other than the meetings that Loretta normally handles) should be discussed with the director of the upcoming production to be sure they will not interfere with rehearsals or set.