



Penn Yan Theatre Company

September 17, 2019

**Present:** Lyn Strong, Becky Prine, Jason Riley, Eileen Farrar, Melissa Parsons, Dave Smith, Sara Lyon, Grace Knapton, Paulina Garces-Reid, Dan Green, Ann Shepardson

**Absent:** Ray Willis, Dan Gotshall, Dusty Baker

**Call to Order:** 6:08PM

**I Welcome and Approval of Agenda:**

Agenda approved as presented

**II Secretary's Report:**

The minutes from the previous minutes were read. Hearing no objections, we accept the minutes as presented

**III Treasurer's Report:**

A check from 8/12/18 was cashed for \$150 (Payment for pit from Wizard)

Ann asked the school about our bill for using the building this summer- no answers

Hearing no objections, we accept the report as presented.

#### **IV Old Business:**

a. Masquerade Ball:

We need a headcount by the 22nd but do not need a final count until the Wednesday before. Keuka Taxi has offered to do two 12 passenger vehicles from town to the Esperanza and 18 passenger for after to come back to town. They would charge \$250 plus gratuity. We are going to wait to see if we have more people before we decide to use them or not. There will be eight venues for tastings. We will be setting up at 1:00 to decorate and we need people to help/work. Sara will get a price for stemware.

B. Volunteer Fair:

Saturday, September 28th from 10AM-2PM at the Presbyterian Church. Dan will be there at 9:30. Grace will meet him that morning at the theatre to get information and boards.

C. Quarter Auction:

\$5 for 3 paddles- 6:30 PM @ the bowling alley. We will make a basket to be bid on (tote, shirt, ornament)

D. Haunted Sampson:

October 18, 19,25, 26, 31, November 1

There will be a work detail this Wednesday night from 6-8PM and Saturday 8AM-2PM.

We need someone to be in charge of make up

## **V New Business:**

### **A. Board Reconstruction:**

(See sheet from Mike)- We should consider restructuring the board in January. Mike is going over our bylaws. He is also having Shepstone update their report.

-Hire Executive Director- There are grants to help pay. They should have theatre experience/background

-Establish a group of trustees (6-10 people)

-Committees: Sampson (Fundraising, Marketing, Community involvement, over sight person)

Production (Ray, Gastons, Sara)

Finance (3 people-treasurers and 2 other people)

Audit- for now we are ok

### **B. Directors' Playbook:**

We are getting newer/less experienced directors- it would help to have a manual to help them along- describe roles and what that role's responsibilities are. Dave said that he will help make this. Maybe we could survey past directors, costumers, lighting

people etc. Dave will head a committee after the Masquerade Ball and the Haunted Sampson

C. Name Tags:

Dave looked into-What do we want them to look like?Paulina has vendors as well and can help

D. Plaque:

Dave suggested that we get John something to memorialize his years of service to this organization. We should also do something for Peg. Dave will look into ideas and cost

**Next Meeting: October 15th @ 6 PM**

Meeting Adjourned: 7:28 PM