

Penn Yan Theatre Co.

Monthly Meeting

July 19,2016

(Joint Meeting With The Sampson Board)

Present: Becky Prine, John Christenson, Ray Willis, Dean Knapton, Lyn Strong, Grace Knapton, Dusty Baker, Peg Patterson (via speaker phone), Sara Lyons, Paul Freplacing

Meeting Called To Order: 6:05 PM

Secretary's Report: June's minutes were read and reviewed. Grace motioned to accept the minutes as presented. Dusty seconded. June's minutes were approved.

Treasurer's Report:

Youth Theatre- \$1,333.09

Scholarship- \$25.91

Fundraiser- \$13,167.17

PYTCO Operating- \$3,788.96

Sampson Operating- \$4,149.40

*We recieved \$294 from Bubble Tea; \$200 from the PYE Drama Club

Dusty motioned to accept the Treasurer's report as presented. Grace seconded. All in favor- motion passed.

Sampson Update:

- A) Pole Barn- Roof and cement floor are done
- B) Champlin St. House- Waiting to hear back from the lawyer. May cost around \$1000 for the consultant
- C) "Open the Doors Campaign"- We are holding off on the Business Grant. Carolyn is currently working on the NORD Grant (Due August 1). The Shumway Grant has been submitted.

*The Arts and Cultural Council of Rochester needs a report about how Carolyn's work fits in with the original grant (analyzing the current PYTCO Board, Building the board). Grace will write the report.

Old Business and Updates:

- A) Business Management Intern (Nhu)- Becky recommended sending a gift card as a Thank You for what she had done. She spent her personal money to send documents. Grace motioned to get her a \$100 VISA card. Ray seconded. Board voted and unanimously approved. Becky will write a formal letter from the PYTCO board to give to Nhu with the gift card. Ann will write the check or get the VISA.
- B) Carolyn Bick Update- Her final task is to submit the NORD Grant. She will have a few hours left. Mid August Becky will meet with her.
- C) Annual Fund Letter- Becky and John will finish the letter and get it to Tara by Friday for printing (Print Shop). Grace will print out labels and get them to Alex. She will also print disbursement choice labels for people to check.
- D) Playbill- Iggy Scott helped Alex get to 16 businesses and sold \$550 in ads. These ads will run in all 2016 show programs. The actual playbill is not done. There is a lot to do to make one. The committee will continue to work on it.
- E) Monetary Board- Thank you to the board members that donated money. We currently raised \$633. 43% of the PYTCO board and 38% of the Sampson board have donated.
- F) Summer Shows- 1) Bamboozled: It is blocked; the set is done; the participants have shown growth; rehearsals are going well; The show is July 22-24.

2) Honk Jr: Going well; Kids are having fun; the show is July 28-30th.

3) Sampson Stories: The show is August 12th and 13th; Becky is helping with the kids ; things are going well

G) Remittance Envelopes, Donor Cards, and Thank You Cards- We have decided to make and use our own labels. We will also stuff envelopes ourselves. For the first letter (John and Becky) we will fold in half and mail- no envelopes. Grace will make the labels. Grace will work on the Thank You cards with our logo. We are not doing the donor cards right now.

H) Website Update- Our contact is Reagan, not Andy. Grace will be our contact person at this end. Alex and Dusty will also help.

I) Basketball Tournament- There are more revisions being made. Gary will let us know what he needs from us. The tournament is September 24th.

New Business:

A) Green and Gold Weekend- October 14th and 15th. We will put together a local/Keuka Lake basket to raffle. 1 for \$1, 6 for \$5. Everyone needs to keep an eye out for items to put into the basket.

B) Grace and Dean went to Kiwanis and presented an update on the theatre. There was a lot of interest.

C) Paul Freplacing- met with Steve Griffin and the mayor- they are interested in partnering with the state to get things moving with the Sampson. Keuka would like to increase their involvement. They are looking for more development areas and would like shuttles for both the community and the students. Paul would like to be more involved in the Sampson Board.

Other:

All members check to make sure we hve the correct email and address

Next Meeting August 16th at 7PM

Meeting Adjourned- 7:16 PM