

**Penn Yan Theatre Co.**  
**Executive Board Meeting**  
**November 2, 2016**

**Present:** Becky Prine, Lyn Strong, Grace Knapton, Ann Shepardson

**Meeting Called To Order:** 6:08 PM

**Sampson Update:**

A) "Open the Doors Campaign"- We received \$15,000 from the NORD Foundation. They have also offered a grant to pay someone to look into grant credits- we need the information sooner than we could get it going through the grant. We may need to pay for it now and sk for a different grant later on.

Becky will call Alaina from Geva Theatre- they may have information on how tax credits work.

We did not get the Shumway grant. The Daisey Marque grant is still out there

**Old Business and Updates:**

A) Christmas show- We need people to work dinners and to make desserts. Friday dinners will be at 5 PM and 7 PM and the show will be at 6. Saturday shows will be at 2 and 6 PM, and dinner at 5 PM. Adult ticket with dinner will be \$20. Senior tickets with dinner will be \$15. Children 11 years and under with dinner will be \$10. Saturday's matinee will be \$10

**New Business:**

- A) Phone number system- see above Picup info.
- B) November meeting- executive officers will meet instead of having a board meeting
- C) December meeting- we will have a Christmas party at Lyon Smith Brewery.  
We will do a dish to pass
- D) Audit Task Force- we need 2-3 people to check monthly reports and checkbook (internal audit). Sue and Jorge have agreed to do it.

**Other:**

- A) Sue Tierney has resigned from the board. She will not be able to do the in-house audit.
- B) Carolyn's recommendations-
  - 1) Change name in our bi-laws. Becky will make changes and we can vote in January
  - 2) Change bi-laws to read that the annual meeting will be held once a year, in January
  - 3) Change bi-laws to read that the maximum number of board members will be 20
  - 4) Change officers name in our bi-laws from General Manager to President, and Assistant Manager to Vice President
  - 5) Change bi-laws to read that our fiscal year will conclude December 31<sup>st</sup>
  - 6) Make a 2 year goal to add more professionals to the board
  - 7) Make a 2 year plan to committees such as Finance Committee to provide oversight for the annual budget or a Development Committee to work on grants and fundraisers
  - 8) Make a 5 year goal to hire an artistic director

9) Executive Board should meet as needed

10) For our monthly minutes, all names should be on the top of the paper and whether they were present or not and the officers titles by their name

11) Sampson Advisory Board- end or change it to a committee- the Executive Board has decided it should be a committee

\*We need to ask Sarrah, Peg, Kristy, and Ray if they plan to continue on the board

\*Carolyn can do our appeal letter- it will take about 5 hours and cost \$325. Becky will email the board for a vote.

B) 2016 Annual Report- Becky made a timeline

C) 2017Strategic Plan- Becky will write up

D) Other- Alex Cox has asked us to sponsor her for Miss Penn Yan- Board has agreed

Next Meeting December 20 ,2016 at 6:00PM @ LyonSmith Brewery

Meeting Adjourned: 7:30PM