



Penn Yan Theatre Company

**Board Meeting Minutes
September 19, 2017**

Present: Lyn Strong, Grace Knapton, Pat Falvey, Gary Pinneo, Jason Riley, Eileen Farrar, Sara Lyon, Becky Prine, John Christensen, Dean Knapton, Dusty Baker, Ann Shepardson, Dave Lyon, Kristy Gaston

Absent: Brenda Race, Edie Strong, Dan Gottshall

Meeting Called to Order: 6:03 PM

1. Secretary's Report

Grace motioned to accept the August minutes as presented.
Dusty seconded the motion.
Minutes approved.

2. Treasurer's Report

- There will be changes made to the Kiss Me Kate money report. We received \$143.75 refund from the returned scripts and the ad money was already in the report. Our income from the show is \$2995.79.
- Change in Insurance for the Sampson Theatre - see liability policy letter
Grace moved to have Ann sign the needed paper work needed to switch insurance companies and pay the bill. Dave seconded. Passed.
- We received a bill from the school for the use of the building for \$1,223.67. The cost of using the school has gone up from \$10/hr to \$15/hr. Ann will call Cathy Milliman to see if we can get it reduced.
- Dusty motioned to accept the August treasurer's report as presented. Grace seconded the motion. The report was accepted

3. Sampson Theatre Advisory Committee

a. Gary's idea- Gary represents the Sampson Theatre at the Merchant Association. He would like to see us, the village, merchants, and the college build an alliance. The Sampson could take the lead. We need to bring people downtown. No one is being proactive in building downtown. We would like people to be talking about the theatre constantly. Gary would like to put a committee together- he would chair the committee and then go back to the mercantile association and try to get them to partner with us. The board agreed it is a great idea to form a promotional committee.

b. Haunted Sampson: we will meet on Wednesday to discuss ideas. Meet at the theatre at 5 PM. Sara will send out an email following the meeting. Problem- The Academy has their show Halloween weekend. We need to reach out to people to help. Maybe have it open on Halloween.

- c. PY Façade Grant- Voting is tonight 9/19/17 and we should know by tomorrow (\$15,000).
- d. The prospectus- We need one. Our grant writer can do this professionally. John moves that we move ahead and have our grant writer do it. Dave seconded. Passed. Becky will meet with her.

4. Old Business

- a. Info and tech security Policy- (see policy document) We needed this for Gateway Grant. Dusty moved to accept it. John seconded. Approved.
- b. Madeline's Christmas - cancelled
- c. Gateway Grant - CFA Matching Grant (30%)- we need to raise \$109,000
- d. PYTCo Scholarship- The forms have been sent to Scott Shepardson and Jessica Kinsey. It will also be sent to the kids going to the Broadway Summit.

5. New Business

- a. Finger Lakes Choral Group – doing a Christmas program. Are we interested in sponsoring them? They could sing at the theatre on Starshine. We could do events with them
- b. Lyons National Bank needs minutes for the DBA. Becky will find them and get them to Ann to take to the Bank.
- c. Our 5 Google domains are expiring. We will pay for them for another year.

Next Meeting

October 17, 2017

Ann motioned to adjourn the meeting. Dusty seconded the motion. Motion approved.

Meeting Adjourned: 7:08pm