

# **Penn Yan Theatre Co.**

## **Monthly Meeting**

**February 28, 2017**

**Present:** Becky Prine, Lyn Strong, Grace Knapton, Dave Lyon, Jason Riley, Kristy Gaston, John Christensen, Alex Bodine, Jannet Schwartz, and Dusty Baker

**Absent:** Peg Patterson, Edie Strong, Ray Willis, Eileen Ferrar, Ann Shepardson, and Brenda Race

**Meeting Called To Order:** 7:06 PM

### **Secretary's Report:**

**Grace** motioned to except the December minutes as presented. Dusty seconded the motion. Minutes accepted

### **Treasurer's Report:**

\*Dave motioned to accept the December treasurer's reports . Dusty seconded the motion. The report was accepted.

### **Sampson Advisory Board Update:**

A) Open the Doors Campaign- A question has been raised as to whether our plans for restoring the Sampson are realistic. We have decided that they are. Keuka College is on board with us and we have sustainability. We need to make a prospectus to answer the sustainability question- This is why we need the building; This is how it will be used. We should update our business plan and make it one page.

B) We are looking into taking a trip to Newberry, NC to look at a similar theatre. The NORD Foundation may sponsor the trip.

## Old Business

### A) Approval of Documents-

Paul and Jorge have finished the internal audit and the summary has been filed

Projected budget for 2017- This is only a projected budget and is subject to change as needed. Several changes have already been made. For the Youth Theatre Summer Camp- We changed the Rights and Royalties from \$665 to \$1,800, and have changed around Phases and steps for the Open The Doors Campaign (see sheets). John motioned to accept the projected budget. Grace seconded. Passed

### B) Summer Season Productions-

We need to meet with Howard Dennis to discuss a venue. Right now we are looking at doing "Kiss Me Kate" for the community play. The back up plan would be to do "The 25<sup>th</sup> Annual Putnum County Spelling Bee". The show will be July 21-23<sup>rd</sup>. Auditions will be in May by appointment. We will pay members of the pit \$15 per rehearsal and \$25 per show. We will pay Brian \$500 as the Music Director. The production team will be: John (Director), Becky (Producer), Missy (Production Manager), Sarah (Stage Manager), Ann (Costume Designer), Jarrod and Dean (Construction), and Simon (Electric). The next production meeting will be March 16<sup>th</sup>. The Youth show may be Willy Wonka Jr. Dusty and Grace will direct. This year we will need to ask each family to donate \$50. Grades K-8 will be campers. Grades 9+ can be councilors if they have previously attended camp.

## New Business

### A) Website- review of site so far-

- \*Why is "Plan your visit" not dynamic like everything else?
- \*We should put a logo on the Chamber of Commerce
- \*There are consistency issues throughout (design, links)
- \*Add pictures of the inside of the theatre, ghosts, conceptual drawings
- \*Pictures in the carousel are "jumpy"
- \*"Feature" does not always rotate
- \*Our phone number should be on top and big
- \*Contact us- pin on map is wrong
- \*Season- take off wrong info and add pictures where we can

\*Gallery- put shows chronologically (present back)

\*About-Add bios of board members- email to Dusty before our next meeting

\*Sampson- needs better font size and consistency

\*Contact- Add name at top with address

Alex will talk to Reagan and discuss our findings.

#### B) Podcast-Jason

Jason has the software to make weekly/bi-weekly podcasts. He proposes to record podcasts- talking about the theatre, promote shows, ect. The board suggested that monthly might be better and more realistic. It would keep people coming back to our website. John moved to have Jason come to our next meeting with three ideas for the podcasts. Dusty seconded. Passed

#### **Other**

A) Monetary Board- Becky will have envelopes at our next meeting so we can give our annual donation.

B) Donation for the Linahan Family Fund- Grace motioned to donate \$50. Kristy seconded. Passed

Next Meeting- March 21, 2017 at 7PM

Grace motioned to adjourn the meeting. Dusty seconded.

Meeting Adjourned: 8:15PM