

PYTCO and Sampson Joint Meeting

November 19, 2013

Present: Peg, Edie, Lyn, Dean, Gary, Ann

Meeting called to order: 6:15 PM

Secretary's Report- previous meeting's minutes not available

Treasurer's Report-

Sampson account: \$3937.87

Operating account: \$250.79

Youth account: \$2642.39

Scholarship account: \$325.91

Fundraising account: \$19,758.50

**OLD Business:**

A) Review notes from Programming workshop in October (see sheet):

\*how many classrooms?

\*banquet- same room as class rooms (in annex)

\*Service lobby is utility room (snow shovels, broom, mop)

\*Library- incorporate with office space with shelves on the wall (Annex)

\*Lounge- for cast, performers/ incorporate with green room with small kitchenette  
(same as banquet room)

\*Lobby in Annex

\*Restrooms in Annex

\*Box office in Annex

\*Welcome space- could be banquet room or lobby depending on size of the group

\*elevators- there is one in the lobby in front. We might need a service elevator in the back for sets etc.

\*There needs to be a costume shop with a sewing machine (Basement of Annex). We could use the storage and move storage to the prop room

\*Kiosk information in retail room

\*Janitory and service and utility

\*Covering for stage- the banquet room will open to the stage so we need to protect the stage floor

\*Usage- add graduations and ceremonies (Scouts, 4H, Rotary) to list

\*Furnishings- see sheet (orchestra pit: chairs, music stands, stand lights)

\*Annex:

Furnishing- costume

Coat room- take space from retail room

2<sup>nd</sup> floor of the Annex should be discussed between Katie Peterson and Jorje.

The theatre consultant from AVL Designs spoke with John Pallar about the Wagner and PYTCO plans- He would like assurance that there is truly a project here.

We need an asbestos survey and certificate.

#### B)Grants:

We have received 2 grants. \$5000 from the Community Foundation

\$2600 from the Landmark Society (to finish the architecture measurements and drawings)

C) Taxes-

Bailey and Carr charged us \$1500 to do our taxes last year. They are requesting payment. The payment will need to come out of the Sampson Account. Ann motioned to pay \$1500 out of the Sampson account. Gary seconded. Approved

**NEW BUSINESS:**

1) Donations:

We have received a \$100 donation from the "Whatsoever Club" for the Sampson Theatre. Ann will write a Thank You note and get it to them.

Keuka Quilters have contacted us and would like make and donate a quilt that we could raffle off. We would sell tickets along with them. They start making it after Christmas and the raffle would be in the fall. Ann will keep us up to date.

2) Star Shine:

We are sponsoring Abby Blauvelt for Miss Penn Yan. Ray will be her escort.

From 5-9PM we will have the Sampson open for tours. We will dress up like Dickensian characters and sell refreshments. Lyn will be in charge of concessions. No charge for the tours. We will be excepting donations.

3) Fundraisers for the Sampson:

Lyn suggested that we try to get a famous psychic to come do walk throughs. We could sell tickets to attend a walk through/reading. Lyn will write a letter to Tereasa from TLC and Ileen will contact her friend Chip Coffey.

4) Memorandum of understanding (see sheet)

It is not a legal document. It is more of a good faith agreement that we are going to work together with Keuka College.

We need to clarify "internship"- Is it paid?

We need to clarify "free or priority student access"

5) Valentines Day Show:

Do at a winery or restaurant (Starky's or the Moose). Edie will talk to Dave Armstrong to see if we could do a desert show on February 15<sup>th</sup>. She also suggested we use John Bolger and split the profit. Edie will look into this.

Next meeting- December 17th @6PM

Meeting adjourned : 7:54PM