



Penn Yan Theatre Company

**Executive Council Meeting**

**May 15, 2017**

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

1. Renovation: Becky and Jeannette met and discussed
  - a. Meet with community groups to make list of possible uses of the Sampson Theatre.
  - b. Invite businesses and people to an event (once doors are installed) to ask what ways their group would use the Sampson Theatre once completed and to inform them of the progress.
2. Prospectus: Becky and Jeannette met and discussed
  - a. Document volunteer hours by asking people to keep track of hours they spend on a specific event
  - b. Volunteer as a group - Celebrate Yates
  - c. Make a list of things we have done as a service to the community at next board meeting (pass around paper at meetings for members to write down)
3. Scholarships for Education
  - a. Officer agree that we want to offer scholarships to school age kids interested in attending theatre related programs.
  - b. We need to create a form and have it approved by the board.
    - i. How much?
      1. Board needs to vote on and approve how much scholarship money will be given out in total.
      2. Depending on how many students apply will determine the amount that each student receives.
      3. The amount given will be divided evenly amongst the awarded students.
    - ii. Who receives award?
      1. A committee of board members (who do not know the students who are applying) will decide which students receive the award.
  - c. There will be a specific due date
4. July & December Appeals
  - Total brought in - \$3,885
  - Total spent for printing/mailing - \$1,288 (July) -\$2,361 (December)

- a. The executive committee suggests that we only have one appeal for the 2017 year. Grant people want us to appeal for donations because it shows that we are seeking out funds from donors.
  - b. How can we create an appeal at a cheaper cost?
  - c. We could ask Jorge or Paul if Keuka College could print for us at a cheaper cost.
  - d. Send 2017 Appeal out by November.
    - i. Edit Carolyns
    - ii. Change pictures
    - iii. Change font
5. PYTCo TShirts with logo
- a. Available online
  - b. 8 different products in white, grey, black, and blue
  - c. M & F tshirts, M & F long sleeve tshirts, F Workout tank, Hoodie, Drawstring bag
  - d. We could have a link to order on our website
  - e. We could make it to bring in funds
6. Kathy Waye - CFA Grant
- a. Julie Cunningham (grant writer) will be getting ahold of Becky to begin appealing for funding for STEP 2 of PHASE 1 of Sampson Theatre Renovation Project