

Penn Yan Theatre Co.

Monthly Meeting

October 18, 2016

Present: Becky Prine, Lyn Strong, Grace Knapton, Jason Riley, Dusty Baker, Dean Knapton, Sara Lyons, Ann Shepardson, Kristi Gaston, Sue Tierney, John Christensen, Jorje, and Ileen Ferarra. Peg Patterson via Skype

Meeting Called To Order: 6:00 PM

***Presentation of check from the Community Foundation-** Saul presented the board with a check from the grant they have awarded us

Secretary's Report: September's minutes were read and reviewed by all board members prior to this meeting. Grace motioned to accept the minutes as presented. Peg seconded. September's minutes were approved.

Treasurer's Report:

Youth Theatre- \$2,994.31

Scholarship- \$25.91

Fundraiser- \$13,167.17

PYTCO Operating- \$4,056.56

Sampson Operating- \$3,409.56

*See attached sheet for details

Dusty motioned to accept the Treasurer's report as presented. Grace seconded. All

in favor- motion passed.

Sampson Update:

- A) "Open the Doors Campaign"- We have recieved the check from the grant and are hoping to recieve a matching grant. A picture of the grant being presented to the board will be in the paper.
- B) Pole Barn- is FULL!
- C) Champlin St. House- Dale Lane is going to try to get the appraisers to donate their work. We are waiting to hear back. The bill from the lawyer that was reviewing and answering our questions has come in. She is charging us \$500. Ann will pay the bill out of the Sampson Operating Account.

Old Business and Updates:

A) Carolyn Bick Update- We are all set with her time. Peg will rework the final report and send it in. Carolyn will write our appeal letter. Tara will design letterhead and have it finalized by November

B) Committee Update-

*Website- Dusty and Kristy have spoken to Andy and have made a lot of progress. Andy has sent two design ideas and Dusty and Kristy shared our ideas. They combined our ideas and sent a new landing page. They incorporated our logo colors . Reagan suggested that we use a vertical navigation on the left side and then put our phone number, email, ect. At the bottom of the navigation- this will stay on every page. John suggested that we make our logo larger so that it is not smaller than ads- Dusty will pass this on to Reagan. We will have 20 pictures on the carosel. Becky has given Dusty a lot of static content to put on the site. The "Plan your visit" link should link to the Chamber of Commerse for hotels, Breweries, the college.

Dusty looked at possible Domains-

PYTCO.org, Pennyan theatre company.com, Pennyan theatre.com, Pennyantheatrecompany.org, Pennyantheatre.org

all above domains are \$12 per year. Grace motioned to purchase all five domains. Ann seconded. Board approved. Dusty will purchase

Dusty also found a site called Picup that can manage our phone number and email. Our new phone number is (585)296-8998. This number will go to Becky's phone. There is options for transfers to go to individuals depending on the catagory. 1) will go directly to Becky

2)General Info- will go to Becky and Dusty

3)Donations-will go to Becky and Grace

4)Tickets- will go to Becky and Grace

5)Costumes- will go to Grace and Ann

6)Sampson Theatre- will go to Dean

Our email will be PYTCO1978@gmail.com (password- 1978PYTCO)

C) Haunted House- going well. Thursday at 5 PM the Code Enforcemnt Officer will be there for a walk through

D) Summer Season Production Team-

Missy Blauvelt is interested in co-directing with Becky. Sarah has agreed to be the stage manager. Becky has already text Bryan Cerow about being the music director. Grace wil directed the youth production again this year. Becky will talk to Mark at Keuka College to see if they are interested in doing anything together.

E)Simon- Rachel is getting him the cord he requested for christmas so we will just rent one for The Christmas Carol

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) Star Shine- December 2nd from 5-8 PM. We will sell cider and popcorn. There will be groups coming in to sing

B) Miss PennYan- rumor that they are accepting boys this year. If so we would like to sponsor Zach Blauvelt. Kristy motioned to ask Zach. Dusty seconded. Passed

C) Kathy Millemen- We are getting a copier from the school

D) Jorge has spoken to someone from an architecture firm that writes grants themselves. They have experience in restoring historic buildings. Jorge will call them and get more info for us.

E) Mystery Dinner- great turn out

F) We are now a part of the American Association of Community Theatre. Our password is PYTCO1978. We will re-evaluate in one year

Next Meeting December 20 ,2016 at 6:45PM

Meeting Adjourned: 7:28 PM

Meeting Adjourned- 7:56 PM