

TAWAS BAY PLAYERS  
BOARD MEETING  
December 22, 2015

Members Present: Keith Frank, Pat Casey, Judy Quarters, Chris Mundy, Susan Duncan, Sharon Langley, Michal Jacot, Donna Thomas, Penny Zacharias

Guests: Brenda Hawkins, Jim and Suzie Manning, Beth Borowski, Bob Zacharias and Membership Chair -June Hudgins

I. Call to Order – 6:33 pm by President Keith Frank.

II. Comments from the Audience (Not already on the agenda: limited to 5 minutes)

- a. Brenda Hawkins of Always a Holiday Bed and Breakfast came to discuss a collaboration offered her. She will donate a night in her largest room for free as a ‘give away’ at the 2016 Spring CTAM Conference in exchange for a \$200.00 (two hundred dollar) ad in our next three programs and two seasons’ tickets to the three shows remaining in the season. Offer accepted with pleasure.
- b. Jim and Suzie Manning of Trinity Lutheran Church in Oscoda would like to use the theatre for a bell ringers program for nursing home residents two or three times this year. They would be here during the day when the theatre is normally not in use. Their performance (s) would be at no charge to the residents. Penny Zacharias will be the contact and responsible member to help them use the theatre. Offer accepted unanimously.

**III. Reports:**

- a. Secretary: Sue Duncan presented minutes from November. Donna motioned they be accepted with a correction on the student ticketing proposed. Michal seconded. Passed unanimously.
  1. The High School free ticket proposal will be sent to each high school contact once the board has approved a written plan.
  2. Sue will continue to work on this.
- b. Treasurer: Pat Casey presented a financial report covering November 24 through December 22, 2016. Motion by Sharon to accept as presented, second by Michal. Passed Unanimously.
- c. Correspondence: Judy Quarters reported that she’d forgotten to get the mail, so there’d be no report. Expect a long report in January.

- d. Membership: June Hudgins reports we now have 142 members. She showed us the plaque to be presented to John Carroll for his support of TBP over the years. Thanks June!
- e. Twelve Angry Jurors: rehearsals have begun. Set building was delayed by the need to tear down and put away a large amount of stuff from the last performances.
- f. Marvelous Wonderettes – Dennis Szatkowski has 3 of 4 women cast. Further production will be delayed till early spring, as this show won't open till mid-May.

#### IV. Old Business

- a. Dinner Theatre Update – Michal/Sue – On track. Meeting first week in January with cast. Need to spend some money for advertising and production expenses. President Frank asked for a proposal to be written and presented to the board on January 5.
- b. CTAM Spring Conference Update – Donna/ Sue – Leaders for 4 workshops are still needed. Otherwise it is going well. Volunteers (a few) have come forward and lots of good things are being planned for the guests.
- c. Dress Rehearsal Policy – Donna made a motion and Michal seconded it to accept the policy revised by Keith and discussed last month. Passed unanimously. See attachment.
- d. Play Presentation Meeting Reminder: January 5, 6:00 pm our membership will be invited to present plays that would be considered for the next season.
- e. Safety Cables on Lights – Chris is working on it.

#### V. New Business

- a. Brenda: Always a Holiday B and B - See comments from the audience.
- b. Donation for Craig Sayer – June Hudgins had left, so no recommendation made, although it was noted Quota International had sent a gas card to his father.

#### VI. Last Minute Agenda Items

- a. Member Availability List – A data base showing what jobs people have volunteered to do for TBP has been generated by Donna based on the forms filled out by members. That list includes phone numbers so the directors and producers can contact members. The list will not be used in any way except for TBP Business. General discussion and agreement.

- b. Policy Handbook – Donna and Michal are looking at the TBP By-Laws, and Lease Agreement with the City of East Tawas. Much information about responsibility for positions/jobs before, during and after shows has been gathered and passed along by Pam Frank and Vickie Szatkowski. Donna and Michal hope to have a document on use of the building and responsibilities for performances ready for the annual meeting in August.
- c. Digital Recorder – Donna suggested a recorder to help with keeping meeting info accurate for minutes and further meetings. Discussion led to a rejection of that plan.
- d. Website Concerns – Donna and Pat will look at how to better display info about the spring conference and other up coming events in a new format.
- e. Set teardown and construction – Concern over work not being followed through upon and how it impacts the next show were discussed. This unintended delay further encourages us to get a policy handbook approved. Note the ‘Star Curtain’ needs a little attention to get it up and working again.
- f. Newsletter deadline- Pam will get the next newsletter out after the holidays.

VII. Adjournment – a motion by Sharon Langley, seconded by Pat Casey and unanimously approved sent the board home at 7:45pm.

Respectfully submitted,

Sue Duncan

NEXT REGULAR MEETING

January 22, 2016 at 6:30PM

Adopted unanimously on 12/22/2015

## **TAWAS BAY PLAYERS DRESS REHEARSAL POLICY**

**Full dress rehearsal is usually the final rehearsal of the production and takes place one or two days before opening night. Tawas Bay Players allow an invited audience to dress rehearsal to prepare the cast and crew for audience reactions. Because an audience is present, royalties are paid for dress rehearsals.**

**Dress rehearsals are not open or advertised to the general public. It is an in-house performance and, strictly speaking, is still a rehearsal. The following people are allowed to watch dress rehearsals at no charge:**

- 1. Any personnel who have worked on the production in a capacity notable enough to be listed in the program's technical crew. (The production's progress should be taken into consideration. If a crew member wishes to see the show, someone needs to fill in for them.)**
- 2. Anyone with a paid membership to the Tawas Bay Players, whether they have worked on the show or not.**
- 3. Guests: Invited guests of the Tawas Bay Players as approved by the Board including (but not limited to) residents from the local assisted living and medical care facilities (i.e., Tendercare, Iosco Medical Care Facility, Lakeview Manor), Bay Park Towers, students from area schools, etc.**
- 4. Additionally, six (6) seats for each production's dress rehearsal will be made available to the show's producer to be used if and as needed. Producer must provide a list to the Box Office Manager prior to each dress rehearsal.**