

TAWAS BAY PLAYERS
BOARD MEETING
January 27, 2015

(Members Present: Keith Frank, June Hudgins, Pat Casey, Sharon Langley, Judy Quarters, Chris Mundy (who was early), Susan Duncan, Michal Jacot , Deb DeBois

Guests: Mike Merluzzi for a time.

I. Call to Order - 6:30 pm by Keith Frank, President.

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

III. Reports

a. Secretary: Sue Duncan presented minutes from November 25, 2014 meeting. Keith Frank presented minutes from January 6, 2015 play selection meeting. Motion to accept both with no changes made by Michal Jacot, second by Chris Mundy. All in favor.

b. Treasurer: Pat Casey presented a report covering Jan 6 – 27. No discussion, other than noting new batteries for headsets have been purchased and installed. Motion to accept treasurer's report by Michal Jacot, seconded by Sharon Langley. Passed unanimously.

c. Correspondence: Deb DeBois reported routine mail and bills. Iosco Historical Museum is looking for funds; general consensus was to pass that opportunity up.

d. Membership: June Hudgins reports we now have 124 members.

e. Summer Raffle: Deb DeBois would like a decision on what items to offer in the raffle. Some discussion ensued on recumbent bikes, a gas grill, a snow blower or a large cash purse. No motion. Tabled so board members can think this over.

f. Winter play: Chris Mundy, a member of the cast of Don't Hug Me said the set is almost done and things are going well.

IV. New Business

a. Building Rental: Mike Vial: Acoustic Guitar Performance request to rent the building May 31, 2015 for a concert. Estimated time 4pm-9pm. They would handle tickets; bring their own sound

system. Projected ticket price is \$10 in advance with a higher cost (12 -15) at the door. Discussion. More information is needed. Judy Quarters will investigate. One stipulation that all agreed on is that TBP must have a board member present the entire time the building is being used.

b. Director for the summer show of 2016, Messiah on the Frigidaire has not yet been filled. Pat will send out request for directors by email.

c. AACT Fest: Women of Lockerbie cast and crew of 12 have been working hard at the shortened version. Deb DeBois, director, has had an acceptance on the registration. She has made some reservations for rooms. She petitioned the board for assistance in funding. Motion by Jacot, seconded by Hudgins, passed unanimously. “TBP pay up to and not to exceed \$2,000 (two-thousand dollars) from the general fund to take the Women of Lockerbie show to AACT Fest. In addition, the registration fee of \$80 (eighty dollars) be paid from the TBP Education fund, and that any revenue, fund raising or donations will go back into the general fund to repay the two-thousand dollars.

d. Extreme TIX – Judy reports that reservations by computer are going very well and she recommends that TBP continue to work with Extreme TIX. She explained how the lower half of the page of the computerized tickets could be utilized for advertising. Extreme TIX will design and set up said info for free. The information can be changed for each show, or stay the same all season. Tickets cost us \$1.50 on –line, plus a fee for use of a credit card. The cost is \$.20 (twenty cents) if sold in the box office. Approximately 315 people reserve on-line per show now. So we’d need \$630 (six hundred-thirty dollars) for a full recovery of this cost. Judy will pursue ‘selling’ this space, as any return will be helpful.

e. Loaning Policy: Costumes, Props, etc. A discussion of present procedure allowed all to be reminded that members may make use of resources under certain guidelines. Michal is going to write an article outlining that use. See attachment for said guidelines. (It is too much to type! Plus he said it so well!)

f. Theatre Furnace: Exhaust Limit Switch – The switch has gone off twice recently. This may indicate a new furnace in our future. It will be a number of dollars, 3, 4 or 5 thousand perhaps. Stay tuned.

g. February Meeting: Change of date discussed and decided. February 17 at 6:30 pm is the new date. E-mail notification will be made.

V. Old Business

a. Murder on Maui – Dinner Theatre will be a mutual fundraiser with the Tawas Knights of Columbus, possibly on April 11th, if agreeable with them. Sue Duncan will investigate.

b. Ceiling fans – Barry estimates \$900 (nine hundred dollars) to replace the fans in the theatre proper. No motion was made as all concurred that the furnace issue was more significant at this time.

c. Light Cables- Chris Mundy will be addressing that when he works on the lights for the play. Yippee!

d. Headsets – Pat Casey purchased new batteries (see the Jan. 6th minutes) and now would like to know how they are working.

e. CCTV – tabled.

VI. Last Minute Agenda Items

a. The kitchen door doesn't lock well. Examination of said door and discussion on ways to fix it ensued. No action taken at this time.

b. Platform stages stored in scene shop , aka garage. Could we give them away or sell them? Pat Casey will investigate cost.

8:17 pm Motion to adjourn by Pat Casey, seconded by Michal Jacot. Passed unanimously.

Humbly submitted,

Sue Duncan

How to Borrow From TBP by Michal Jacot

February 2015

Are you allowed to borrow a prop or wardrobe item from the Players for your own use? What is TBP's policy on loaning things out? How do you do it? These questions come up periodically, and so the board thought it would be a good idea to review the policy for everyone. Some items, such as tech equipment, are off-limits. Whenever I loan anything to anyone, I ask myself "am I willing to pay for repairs on this if it comes back damaged, or pay to replace it if it never comes back?" TBP's board does the same, and we simply cannot risk our tech equipment coming back damaged. However, items like props, wardrobe and tables are up for grabs. If you're not sure what you can and can't borrow, ask a board member.

You wouldn't loan your stuff out to a total stranger, and neither do we. We do get loan requests from outside the group, and each one is carefully considered. But membership has its privileges, and if you as a member want to borrow something of ours, or if you are acting as a spokesperson for another group to borrow something, we look favorably on that.

All we ask is that you follow the protocol. And the protocol is: ***Come to a board meeting and ask us.*** Board meetings are scheduled for the 4th Tuesday of each month and email notification is sent if the date changes. Or you can ask a board member. Then come to a meeting, tell us what you want to borrow; why you want it; when you want it; and when you plan on returning it. Does this guarantee your request will be granted? No. But chances are it will be.

So what do you do if you need the stuff quickly and you can't wait for the next board meeting? **Contact the president, not a board member.** The reason for this: Let's say you contact me and say "Hey, Michal, I have to borrow TBP's suit of armor for this weekend. Can I do it?" And I say, "Yeah, okay." And then we find out that the suit of armor is needed for the current production. Everyone panics – where is it? Who's got it? Michal knows, but nobody knows to ask him and confusion reigns. But if you contact President Keith with the same request, he shoots a quick email to everyone on the board to poll them. That way, everyone knows who is getting what. This protocol works every time, *as long as you follow it.*

What criteria does the board follow for loaning their stuff out? It helps to have this information on hand when you're making your request ...

1) Who is borrowing? If you are requesting on behalf of another group, we'll try to accommodate you.

2) What are you borrowing? Quite often the board gets requests to borrow tables for garage sales (I do that a lot).

Sure, we'll loan them out, as long as you follow the rules. Keep in mind the tables are used a lot, so they may not be available (see #7).

3) What is it being used for? It helps if it's being borrowed for a theater-oriented reason, but that definition goes a long way (even I have a hard time connecting my garage sale to theater). If you want a costume to go to a Halloween party or murder mystery evening, we'll probably say yes. If you want an old dress to wear to re-stain the dresser in your garage, I'm thinking probably not.

4) When do you want it?

5) When will you return it? Tell us when to expect it back, *and then bring it back.* Don't make us hunt you down, don't forget to bring it back, don't assume someone was going to come

get it. Those are lame excuses. Act like an adult.

(Sorry; that was a personal point of view. One of my pet peeves...)

6) Will you return it the same condition you got it?

7) Will we need the borrowed items for our own production?

This one is important. The current TBP production always comes first; if an unusual costume or prop is needed for the show, it's not getting loaned out.

8) Are you willing to reimburse the TBP if the item you borrowed is lost or damaged? If your answer is no, don't

borrow it.

Bottom line, use the same respect as you would for borrowing from any friend: Borrow it and then bring it back the same way you got it. And follow the protocol by approaching the board with your request, and everyone will be happy.

Thank you!