



**Board Meeting Minutes
June 30, 2013
201 Market St.**

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|--------------------------|-----|-----------------------------|---|--------------------------|-----|
| Duane Draper (President) | X | Julie Wood (Vice President) | X | Caitlin Zach (Treasurer) | X |
| David Lawver (Secretary) | X | Wade Crary | X | Nick Kapusta | Abs |
| Joe Leone | Abs | Emily Richardson | X | John Unertl | X |
| Guest: Dee Baldock | | | | | |

The President called the meeting to order at 2:30 pm.

We adopted the agenda as revised.

On the request of the Secretary, we deferred consideration of the May 28 minutes.

Dee Baldock briefed the board on the benefits of membership in the Wisconsin Association of Community Theatre (WACT), with some discussion of the American Association of Community Theatre (AACT).

Correspondence received from Dave Baltes.

The Treasurer presented the financial report. Current checkbook balance is around \$13,000.

David reported on *Oliver!* status.

Caitlin reported on the Community Band food stand. We cleared about \$50 in donations.

Board members indicated whether they were willing to run for reelection.

We have received the OSHP credit cards.

Insurance policy is in progress. Meanwhile, we have coverage.

Plumbing for the washer is complete. It was not possible to install it inside the closet. We noted that only High Efficiency (HE) detergent should be used. A sign to that effect should be placed on the appliance. The wiring for the dryer will be done after MPT's *Les Mis* closes.

We discussed lawn mowing. Duane will set up a schedule for willing Board members and we will recruit for more help from the membership.

Installation of the mailbox and slot is complete.

Julie will follow up on the status of *Alice in Wonderland Jr.* DVDs.

Caitlin will follow up on a final financial report for *Alice in Wonderland Jr.*

We reviewed 2012-2013 fundraising, including Shining Stars and efforts for the building. Julie will follow up on the possibility of holding an event at the new restaurant Mason's on Main. There was a nice article in the *Oregon Observer* about this year's Dane Arts grant.

Caitlin moved to recommend the new bylaws as proposed by the revision committee to the membership for adoption at the Annual Membership Meeting:

BYLAWS OF OREGON STRAW HAT PLAYERS, INC.

BE IT RESOLVED, that the bylaws of the Oregon Straw Hat Players, Inc., read as follows:

ARTICLE I - MEMBERSHIP MEETINGS

Section 1. Annual Meetings. The corporation shall hold its annual membership meeting in the third quarter of each calendar year. The time and place will be determined by the Board of Directors, and the members of the corporation must be notified individually or by household, in writing, at least ten days in advance.

Section 2. Additional Meetings. The Board may call additional meetings by majority vote. A special membership meeting must be convened by the Board within 30 days of receipt of a petition requesting a

meeting signed by 25% of the members and delivered by certified mail to the principal office of the corporation. All members must be notified in writing of all such additional and special meetings at least ten days in advance.

Section 3. Minutes. The Secretary shall keep a complete record of all membership meetings and of all proceedings of this corporation, which shall be attested by the signature of the Secretary.

Section 4. Voting. At all membership meetings, each member in attendance shall be entitled to cast one vote or, in the case of Directors' election at the annual meeting, one ballot. No proxy voting shall be allowed.

Section 5. Quorum. A quorum shall consist of all members who appear at a duly called meeting.

ARTICLE II - DIRECTORS

Section 1. Number and Term. The Board of Directors shall consist of nine members of the corporation, each serving for a term of two years. The term of office shall be from October 1 following the election through September 30 two years subsequent. Five Directors shall be elected in odd numbered years and four in even numbered years.

Section 2. Qualifications. Any member of the corporation in good standing shall be eligible for the office of Director.

Section 3. Election. Open Director positions shall be filled by election at the Annual Meeting of the corporation. Voting for all open Director positions will be on a single ballot with each member present allowed to cast one valid ballot. A valid ballot shall contain votes for only those on the nominee list but contain no more than one vote for any single nominee, and further a valid ballot must contain at least 50 percent of the number of available Directors' positions. Nominees receiving the highest number of votes cast on valid ballots shall be elected until all available positions are filled. Should more than one nominee have the next highest number of votes for the final open position, another balloting shall be done with each member present allowed one vote. The nominee with the highest number of votes shall be elected.

Section 4. Removal. A Director may be removed from office by the affirmative vote of two-thirds of the members present at a duly called membership meeting.

Section 5. Vacancies. If any Director position becomes vacant, the President shall appoint a successor to fill the office until the next membership meeting, at which time the members shall elect a successor to fulfill the remainder of the term.

Section 6. Directors' Meetings. Regular meetings shall be held quarterly at a date fixed by the Directors. Additional meetings of the Board may be held at any time upon the call of the President or any two other Directors. All meetings shall require one week's notice to all Directors unless waived by all Directors.

Section 7. Quorum. A majority of the Directors of this corporation convened according to these bylaws shall constitute a quorum for the transaction of business.

Section 8. Duties and powers.

(a) The Board of Directors shall have complete control over and management of the property, affairs, and business of the corporation with power to borrow money and to authorize its general officers to execute in the corporate name bills, notes, and other evidences of indebtedness, and to mortgage the property of the corporation for that purpose. No contract shall be made or expense incurred on behalf of this corporation except in accordance with authorizations granted by the Board of Directors.

(b) Each Director who is not an officer of the corporation shall fulfill a post on the Board, such as community resources and school relations coordinator, physical property coordinator, volunteer coordinator, membership coordinator, marketing and publicity coordinator, production selection and artistic policies coordinator. These posts will be filled by the Board at the first Board meeting after new members take office.

Section 9. Urgent actions. If an issue requiring action arises between Board meetings the President, or Vice-President acting if the President is unavailable, may initiate provisional action by written electronic communication. At least seven Directors must acknowledge receipt of the communication, and at least six must approve the action for adoption. The action must then be ratified at the next Board meeting.

ARTICLE III - MEMBERS

Section 1. Membership year. The membership year shall extend from October 1 through the following September 30.

Section 2. Qualifications and term. A person who actively participates in Oregon Straw Hat Players in a membership year shall be a member for the remainder of that membership year and for the three immediately following membership years. The Board of Directors shall define active participation.

ARTICLE IV - STATUS

This corporation is a non-stock corporation organized under Chapter 181, Wisconsin Statutes, and is not conducted for profit. All aspects of the operation of the corporation shall be conducted in accordance with applicable laws, rules and regulations for tax-exempt organizations.

ARTICLE V - OFFICERS

Section 1. Number. The officers of the corporation, all of whom shall be Directors 18 years of age or older, shall consist of a President, Vice-President, Treasurer, and Secretary.

Section 2. Qualification - Election and Term. The officers shall be chosen each year by a majority of the members voting at the annual meeting. In the event no candidate receives a majority, a runoff shall be held between the two candidates receiving the most votes. Separate elections shall be held for each office, first for President, then for Vice-President, then Treasurer, then Secretary. Each officer shall hold office for one year, or until the officer's death, resignation, or removal in the manner provided in these bylaws, whichever shall first occur.

Section 3. Duties of Officers.

(a) The President shall be the chief executive officer of the corporation, shall see that all resolutions and policies of the Board are carried out, shall be an *ex officio* member of all committees of the corporation, and shall have the general powers and duties of supervision usually vested in the president of a non-stock corporation.

(b) The Vice-President shall act for the President in any situation where the President may be absent or unable to carry out the duties of the office, and shall chair the nominating committee for Directors and officers for the annual membership meeting.

(c) The Secretary shall have the custody of the minute books; keep a record of all meetings of the Board and the membership, attesting by signature to their validity; and carry out the corporation's correspondence.

(d) The Treasurer shall be the financial officer of the corporation and be in charge and have custody of all funds of the corporation. The Treasurer will have responsibility for and deposit such funds in such banks, trust companies, or other depositories as shall be selected by the Board, and shall make disbursements as directed by the Board.

Section 4. Compensation of Officers. No officer shall be entitled to compensation for services rendered to the corporation in the course of holding office. The Board may authorize reasonable compensation for services of value performed by a member independent of office, or to one who does not hold office.

Section 5. Vacancies. If the office of any corporation officer becomes vacant, the Directors shall elect a successor to fulfill the remainder of the term.

ARTICLE VI - AMENDMENT OF BYLAWS

These bylaws may be amended or any part thereof repealed by a two-thirds vote of all members present at any membership meeting for which the Board of Directors has provided to the membership at least ten days before such a meeting written notice of intent to propose amendments, together with a synopsis of such changes as have been proposed in advance.

ARTICLE VII - PROCEDURE

The rules contained in the most recent edition of *Roberts Rules of Order Newly Revised* shall govern the meetings of the members and of the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the Board or membership may adopt.

Emily seconded the motion. Adopted.

We discussed the rental of costumes for *Gypsy* from Music Theatre of Wichita. We estimate the cost to be \$7000-\$8000, which would only be due for payment prior to their shipment. We agreed to proceed with reserving them. David will follow up, and also follow up with initial investigation of a Wisconsin Arts Board grant.

The next Board meeting is Monday, August 5, at 7 pm at the building. Additional meetings are scheduled for Tuesday, August 27, at 7 pm, and Tuesday, September 24, at 7 pm, encouraging newly elected board members to attend the latter, with the date subject to change based on new Board member availability. The Annual Membership Meeting is September 2 at 4 pm at the Gorman building.

The agenda being complete and no further business proposed, the meeting adjourned at 3:59 pm.

David Lawver, Secretary