



**Board Meeting Minutes  
October 30, 2012  
201 Market St,**

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

The President called the meeting to order at 6:30 pm.

We adopted the agenda as distributed.

We approved the September 30 minutes as distributed.

**Reports**

We reviewed 2012 Annual Meeting Minutes.

The Treasurer presented the financial report. Cash assets currently total \$28,924.

Fire Inspection—Concerns must be addressed by this Friday. We approved purchase of new locks.

The Secretary reported on updated and simplified procedures.

Duane reported that the new scrim is to be installed this weekend.

**Unfinished Business**

Holiday Fantasy in Lights—We have the evening shift on Monday 12/17 and all of Tuesday through Thursday. Duane will contact possible coordinators.

Areas of responsibility—On Duane's motion, we adopted the following as previously distributed:

Non-officer board members:

Wade: Building and Grounds

Nick: Youth Liaison/Building and Grounds

Joe: Fundraising/Grants/Community Outreach

Emily: Membership and Volunteers

John: Properties (non-costume)

Addition board voluntary assignments:

David: Artistic Policies

Julie: Marketing/Publicity/Assistant Costumes

Caitlin: Shining Stars

Duane: Co-historian/Bylaws and Documentation Committee Chair/School Contact

Non-board:

Sarah Karlen: Costumes

Theresa Fosbinder: Tickets

Pamela Crary: Co-historian

Steve Zach: School Administration/Board Liaison

Brigadoon Budget—School fee is still under negotiation.

**New Business**

2012-2013 Operating Budget—The Treasurer presented proposed numbers. Extensive discussion. Caitlin will revised for approval at our next meeting.

Duane moved to give board members authority to spend up to \$100 in their areas of responsibility without prior board vote. Adopted.

Alice in Wonderland—Julie presented a Producer's report, including a line item budget. Discussion and suggestions. Duane moved to approve a contribution to the annual budget of \$1825. Adopted by unanimous consent.

The Secretary presented office update proposals—We decided to cancel the PO box and switch to delivery at the building; Caitlin will handle the post office and Nick will put up a serviceable mailbox. We agreed to Frontier's proposal for phone and Internet service/web service at a cost of \$99.98 per month.

*Oliver!*—David reported that the only immediate issue was securing producers. We brainstormed names; Duane and David will work together on recruitment.

UW Continuing Education is hold a Grantwriting in the Arts Workshop this Saturday, November 3, at a cost of \$65. Caitlin agreed to attend unless Joe wants to do so.

The President recruited for an additional board member for the Bylaws and Documentation Committee and David volunteered; Joe has already agree to serve. He took suggestions for non-board members. We will set a meeting date when the committee is complete.

The agenda being complete and no further business proposed, the meeting adjourned at 8:44 pm.

David Lawver, Secretary