

FCTC Annual Meeting 2017

Held at the Westford Brick Meeting House
Saturday September 16, 2017

Meeting called to order at 1:47pm

Present were:

Nancy Benoit, Kevin Bryan, Deb Bryan, Candice Bryan-Broe. Kyle Bryan-Broe, Dave Buckley, Jen Buckley & children, Margie Cain, Carol Graves, Bob Martin & Jen Martin & children, Mike Smith, Brenda Smith, Heather Wilson, Kim Ward.

Minutes from Last Annual Meeting

It was moved to table the minutes from last year's meeting and have the secretary post them on the website/Facebook page. Moved, seconded and accepted by those present.

Treasurer's Report

<u>Treasurer's Report - FCTC - Annual Meeting - September, 2017</u>	
\$ 3,604.29	Current Balance
\$ (2,509.50)	Former Balance
\$ 1,094.79	Profit from Little Shop
\$ 3,604.29	Current Balance
\$ 3,604.29	made this our balance
\$ (1,054.50)	Paid out - see details, below.
\$ 2,549.79	
	Paid Out Details
\$ 754.50	Insurance Paid out
\$ 300.00	Brick Meeting House Annual Donation for use of facilities paid out
\$ 1,054.50	paid out

Old Business

On September 30th – There will be a hoe-out, clean up and redesign of our costume trailer. Starting at 10 am At the Middle School Gym.
All are welcome to come! Bring some tools if you have them. Building will be happening.

Season Recap

This year we produced:

1. A Shot in the Dark in the fall
2. Little Shop of Horrors this summer
3. Sealed for Freshness coming up in October.

Fundraising

Candice Bryan-Broe is spearheading a fundraising committee. We've never had a strict fundraising event. Who would like to be on the committee?

Jen Martin would like to help with a craft fair event if we do that. Kim Ward will also be helping out.

Brenda Smith posted a question: If someone donates say \$100 for insurance for FCTC does that go into the line item for a show? The answer is no, because we don't pay insurance per show, but instead as an organization for the year.

Our annual bills are usually about \$1,250 a year in organizational fees, so any extra money raised by the fundraising committee would help us by technical gear, etc. for the company, and to have a buffer in the account for shows that don't make a huge profit.

New Business

Patron Paid Membership

Jen Martin discussed the fact that membership has only been ascribed to anyone who participated within the last 12 – 24 months in a production. Now a Patron Membership allows people to get tickets to every show and become a voting board member, but we have yet to advertise this newly formed membership. Let's get that going. Some points to keep in mind are:

- Moving over to something like a MailChimp account would help us reach those people we want to have a paid membership by the following:
 - It would allow visitors to the site to sign up for the newsletter
 - Allow subscribers to subscribe and unsubscribe to the list on their own, as well as update their email addresses.
 - maintenance to the list would be easier
 - more professional looking newsletters could be generated.
 - One caveat is that we've been trying to move maintenance of the list and sending of emails over to the job of the Secretary and it has not been happening. It's time to do that. The Secretary agreed to take control of that aspect of our organization.
- We should have membership tables or information at our productions.
- Patrons should be able to upgrade to a seasonal ticket even after buying a ticket to a particular show.
- We should have ads in show programs
- We need to be sure to figure out the nuts and bolts for the board and then have detailed, clear information for the house staff so that they record upgrades, etc. correctly so the treasurer will know what has happened and be able to record it correctly.

School Bond

The vote on the school bond is in October and this will change what performance spaces are available. Discussion so far is that there will be an ACTUAL auditorium included in this new building. It would be completely self-contained so the school does not have to be accessed and it would supposedly eliminate the need for paying for custodial time. There is one more meeting coming up soon.

The concern is that while one stage is gone and the other is not finished, that there will be no performance or rehearsal space through the school for either the community or the students at BFA. The old Baptist Building is now going to be the town community center but it is also pretty small. An informational meeting is coming up here in town.

Election of the Board

When Carol Graves ends her term this year, the board will need to find a different way to interface with the BFA Fairfax School. The Board will be in charge of making that happen, not the proposing directors. Currently Amy Plog is the contact for facilities.

The responsibilities of Directors of the Board and Officers of the Board were described to those present before the voting ballots were presented, along with our needs for positions to be filled. Voting ballots were then handed out and the group assembled voted.

15 ballots were cast for the following positions:

President: Bob Martin – 15 VOTES

Vice President Margie Cain – 15 VOTES

Treasurer: Deb Bryan – 15 VOTES

Secretary (1 year) Kim Ward – 15 VOTES

Board (2 years): Dave Buckley – 15 VOTES

Board (2 Years): Kevin Bryan (Mr. Deb) – 14 VOTES (one person did not write him in.)

Board (1 year): Mike Smith – 15 VOTES

The meeting adjourned at 2:46 pm

FCTC Board meeting June 4, 2017

Bob Martin brought the meeting to order at 4:15pm

Present: Bob Martin, Ken Lagro, Margie Cain, Carol Graves. Present via phone were, Kim Ward, Candice Bryan-Broe and Deb Bryan joined in as we talked.

Secretary's Report & Treasurer's Report: Waived for this meeting.

Old Business:

- Little Shop – An unbelievable number of people auditioned for Little Shop – 35 – we doubled some of the characters to include more people. Some tiny roles are being doubled because it seemed too much to ask someone to sit around to do just one of those roles.
- Sponsorship to really kick off this week, along with the square store tickets going live.

New Business:

Show Proposal – Sealed for Freshness by Doug Stone

- Director: Margie Cain, Producer: Kim Ward. More production staff info to come. Some life stuff has slowed down getting folks onboard. Kim saw show off Broadway and it is a funny women's ensemble show. 5 women and 1 man (in opening and ending scene). It shows how things were beginning to change for women, but some have not, and is a feel good comedy. Proposal was submitted by Margie at the meeting.
- Some ideas for promoting the show include: A large cast of women – ask the community for Tupperware pieces. Perhaps even sponsor a night of “tell your Tupperware stories” from growing up and perhaps a raffle for some older, cool Tupperware piece? Discussions about changes in women's lives from then to now and feminism? Door prizes for the audience member with the best lost Tupperware piece! “If you liked the movie Bridesmaids, wait to you see how a group of gals partied together in the late 60's!”
- Those present liked the proposed budget of \$1,000 with \$200 anticipated sponsorship raised.
- Discussion ensued about set and set pieces available.
- Essex Ad Swap – they are doing Dracula – they run three weeks and open the week we move in to our show.
- The President entertained a vote to do this show for the fall show. All present voted Aye – no opposed or abstentions.
- The President then entertained a motion to accept the Budget for Sealed for Freshness as set. Some concerns about costuming on the current total of \$100. We could borrow from other groups for what we don't have, including Lost Nation Theater, The Valley Players and perhaps UVM or others... (Waterbury Players?) We could offer ad swaps for borrowing. Discussion of set costs ensued. It was moved by Carol, seconded by Deb – all in favor? Those present voted unanimously to accept the budget as set.

Next meeting was set for July 16 at 2pm, location to be determined.

Meeting adjourned at 5:09pm.

FCTC Board Meeting February 19, 2017

Meeting called to order at 2:17 p.m.

Present: Margie Cain, Bob Martin, Deb Bryan, Candice Bryan-Broe, Meg Cossaboom, and Carol Graves (via phone), and Kim Ward.

Secretary's Report & Treasurer's Report: Not discussed. Meeting called primarily to discuss show proposals.

Show Proposals & Ideas:

Brainstorming

Margie and Meg read list of online suggestions, which included the following: Rent, Mama Mia, Jekyll & Hyde, Sweeney Todd, Spamalot, Little Shop of Horrors, Into the Woods, Bonnie & Clyde, Drowsy Chaperone, King & I, The Last Five Years, Company, Cats, If/Then, My Fair Lady, Singing In The Rain, Darling, Spring Awakening, Chicago, Pippin, Xanadu, Assassins, Big Fish, Carrie, Adams Family, West Side Story, Evita, Chorus Line, Mystery of Edwin Drood, Avenue Q, Legally Blonde, Cabaret, Shrek, Repo!, Chess, Laramie Project, Judevine, Hairspray, Young Frankenstein, Rosencrantz and Guildenstern are Dead, The Rabbit Hole, Zombies From the Beyond, Don't Hug Me, Little Miss Sunshine The Musical, Long Day's Journey in to Night, American Psycho The Musical, Dogfight.

Board additional ideas

Board member suggestions and ideas included: Great American Trailer Park Musical, Bubble Boy, Evil Dead, and Jekyll & Hyde. Discussion continued on the topic of Jekyll & Hyde. Question was asked – should FCTC do a more traditional, older show? Discussion about musicals continued.

Plays

Plays were discussed. Ideas from board members included Sealed For Freshness, Steel Magnolias, Five Women Wearing the Same Dress, Midwives, An Experiment With an Air Pump, Dead Man's Cell Phone, and Loose Knit.

Little Shop of Horrors

Discussion began on the topic of Little Shop of Horrors. Meg is willing to work as music and artistic director. Bob would like the rest of the team spots filled in A.S.A.P. Bob offered to be a part of set design. Tentative team includes Meg as A.D. and M.D., Margie as assistant director, Kim as producer, Bob as set designer, Catie Smith for hair and make-up, and Heather Wilson as stage manager. Two of Kim's friends will be contacted by Kim to see if they are available to run lights and sound – Bennett for sound, and Irene for lights. Carol will check in with school about scheduling and about making alterations to the brick walls for the set. Concerns were raised about cost of renting puppets.

Fall Show Discussion: Tom Townsend said BMH is available for fall show. We must book it A.S.A.P. Steel Magnolias, Crucible, Buffy the Vampire Slayer Sing-A-Long, and talent show discussed.

Wrap-Up: Board was instructed to bring solid ideas for the fall show, as well as a written proposal for Little Shop of Horrors to the next meeting. Meeting tentatively scheduled for March 8, 2017.

Meeting adjourned at 4:48 p.m.

FCTC Board Meeting January 14, 2017

Meeting called to order at 5:45 p.m.

Present: Margie Cain, Bob Martin, Deb Bryan, Candice Bryan-Broe, Meg Cossaboom, and Carol Graves (via phone).

Secretary's Report: Minutes reviewed from the 12/3/2016 meeting and accepted.

Treasurer's Report: Current balance is \$3,130.80. \$58.00 for post office box paid. Tom Townsend received check on behalf of Brick Meeting House in the amount of \$300 for yearly rent payment.

Old Business:

1. Quilt Donation Fundraiser: Deb will follow up soon. Another quilt show is coming up soon, so there will be another opportunity to participate.
2. Donation Letter: Bob has been working on a standard donation letter to use for all fundraising efforts.
3. Trailer Locks: Still have not been purchased. Deb will purchase A.S.A.P.
4. ASCAP update: Candice emailed ASCAP with specific questions and requests. There is a talent show license that has some odd exclusions. Through online research, Candice learned that the talent show license might be the best fit for FCTC's potential summer variety show. BMI's license will cost a minimum of \$354, based on box office sales. No price quote has been received yet from ASCAP. Candice contacted USA Dance re: possible collaboration, and they seem very receptive. Meg brought up the idea of "Mix Tape" musical theater concerts. Bob encouraged collaboration with Cardiac Capers. Candice volunteered to be the point person for possible Cardiac Capers collaboration.
5. Deb would like enough money to come in through donations/sponsorship/fundraising to cover yearly operational costs. Operational costs are roughly \$1,000/year. Costume maintenance and cleaning will cost \$100/year. Purchase of new bins is part of that cost. Deb will call her friend Nance to help with trailer organization.
6. Carol will check availability of B.F.A. Fairfax during April break so we have a dry and sheltered space to clean out and organize the trailer.
7. Carol requested that reminder and follow-up emails be sent out between board meetings to keep us aware of our assigned tasks. Meg volunteered to send out reminder emails.

New Business:

1. Season format: Discussion –

Bob wants do a summer musical and a fall show (most likely a play). Candice asked if caroling would be considered an additional "production." The answer was that it would be an informal additional event, not part of the FCTC announced season. Margie and Candice agree that a variety show every other summer makes sense. Carol also supports the summer musical and fall show format. Meg suggested adding a winter/holiday show,

and assigning specific venues to seasons. Deb suggests that the summer show is a “big” show, and also supports the idea of a holiday show. Margie recommended a 3 person version of Christmas Carol. This small version of Christmas Carol could possibly be a travelling show that could be taken to venues such as BMH, Waterfront Theatre, and dinner theater locations. After more discussion, Bob concludes that we are in agreement, and will adhere to the following format when planning for the future:

Summer 2017 – Musical or Variety Show, Fall 2017 – Show, Winter/Spring 2017/2018 – Show

Holiday shows would land in the Winter/Spring time slot, as would small Spring productions.

2. Summer Musical 2017: Discussion –

Jekyll and Hyde is still under serious consideration by Bob and Kim. Cast is fairly small. Bob will order perusal copy. Margie is interested in directing Mama Mia. Looks like performance rights are not available yet for community theater groups in U.S.A. Mystery of Edwin Drood was suggested by Bob as an interesting and not overdone musical. Wedding Singer was suggested by Candice. Chicago was discussed. Board members agreed to order perusal copies for a variety of shows and come back to meeting in February with concrete ideas. Meg suggested putting the feelers out on social media sites to get feedback from local thespians. Emails will also be sent out to our membership list, and Facebook and Twitter accounts will post info about our search for the next show. Margie suggested the use of #fctcsummer.

Next board meeting set for February 12, 2017 at 2:00 p.m. Location will be Margie’s house.

Meeting adjourned at 7:53 p.m. by Bob.