

## Minutes of Bay Community Theatre

July 12, 2021

Meeting called to order at 5:02. Present: Rick Andrews, Jeff Slocombe, Sherry Edwards, Cheryl Hutchinson by phone and Jim Koch and Kevin Maher by phone.

Minutes and agenda are approved with unanimous consent.

Financial report provided by James, approved unanimously. Jeff and Debbie will be working on trying to file amended forms to get rid of 8000 incorrect sales tax assessment. Jim to provide sales tax numbers for last three months.

Programming report by Sherry- Discussion about the Fall Film Series. Will be a food/farm/wine topics. Gramps the Vamps deposit has been sent out and the contract has been approved and signed.

Fundraising, Development & Outreach report provided by Rick. Only \$1800 raised since last meeting. Approve up to \$3000 for the videography. Jeff needs to draft a media release form for people coming in. Discussion about the SBA grant. Will be working to provide better recognition to donors. Cheryl will flesh out ideas in relation to recognition issues.

Volunteer update- Denise provides report. Pretty lean on volunteers.

Memberships-Discussion about whether large donations make someone a member. Jeff moves to make anyone who makes a \$1000 donation or more gets a \$30 membership. Jim seconds. All in favor. Will be applied retroactively if the donor asks. Jim will ask Rita about her participation in future membership program and where we need to go.

Suttons Bay Village gave unanimous support for the Bay's Beer and Wine license application. Jeff has filed the actual application with the Michigan Liquor Control Commission. Jim and Denise will work on implementing the beverage process.

Jeff will contact Zeke about updating website for transparency.

Board unanimously agrees that it is necessary to hire a director/general manager. Kevin gives a presentation on executive directors. Kevin discusses the executive director/general manager requirements. and provided a modified job description for the next meeting.

Board agrees to put in changes provided and to put an ad in posting and go from there. Authorized to spend upto \$400 for any paid posting.

Kevin gives a social media report. Operations meeting will discuss and implement a more involved social media. .

Strategic review- Will plan on a strategic meeting in September after the summer rush is done. Fundraising will continue on as planned.

Jim Koch gives a presentation regarding the Christmas program.

Meeting adjourned at 7:00 pm.