

**Lamplighter Community Theatre Board Meeting Minutes**  
**Thursday, February 8, 2018**  
**Time: 6:00 pm**  
**Location: Chad & Lisa's House**

**Meeting Called to Order** – Kevin @ 6:05pm

**Attendees:** Sheila Edin, Kevin Olsen, Lisa Stoffel, Meg Litts, Heidi Brings, Cindy Denning

**Secretary's Report:** Minutes reviewed from January 11, 2018, board meeting; Lisa moved to approve minutes as read, seconded by Sheila– motion passed.

**Treasurer's Report:** Sheila reviewed financials since last meeting. Balance: \$12,450.39. No outstanding expenses. PO Box fee due \$62.00 and fee for filing our 1099 \$30.00. Heidi moved to approve treasurers report, seconded by Lisa – motion passed.

**Old Business:**

1. Summer Production

Ideas on where to locate a director:

- Five Wing Art Council (FWAC)
- Justin Michael from St. Cloud—Meg reached out, has not connected yet
- Mad Hatters—Don Hoffman still on vacation
- Director's Guild or Regional Community Theater Collaboration
- Matthew Olson—Kevin spoke with Matt
- Todd Denning – coordinate a workshop to attract director
- College Students (Dennings could possibly host a director)
- Other personal contacts
- Minimum \$1000 - \$1500—pay for local theatre companies for a director information from a survey (we pay \$1000-\$1500 dependent on other factors)
- Sheila will look back at last productions to list what we paid/services
- Need ad from the fall for FB—Meg will get a copy and share with Lisa.

2. Grant application

Sheila is working on FWAC Grant due March 15—needs to be community focus after July 15. Should hear back about Lamp Camp application by end of March.

3. Revisit Strategic Plan and Mission Statement – Meg will review and suggest changes for March meeting.

4. Marketing: Sheila shared LEAP letter about opportunity to have our events on community calendar; free to list event on calendar; \$25.00 per week for additional main page advertising; good opportunity to put our July Annual Meeting out there—revisit in March

5. Review of By-Laws and Job Descriptions – Review and make changes.
  - Lisa still does not have By-Laws
  - Cindy took notes on revisions and will send out updated By-Laws to board
  - For MARCH: How are we archiving our productions?
  - For MARCH: Need to revisit Publicity Chair Person duties in By-Laws to match changes we made last summer in job descriptions
  - Changes:
    - Annual Year
    - Minimal board membership to 5
6. Update Unity Bank information – Meg needs to sign
7. Equipment Needs – Board Members to Prioritize
8. Railroad Days – Plan would include some or all of following: Float, booth, Chili cook-off, talent show contestants, MC the event(Variety Show?)
9. Director Salaries: Cindy motioned to increase to \$1500 base per production, , Lisa seconded; discussed increasing depending on larger scale production and to state the salary when seeking a director
10. Lamp Camp: June 11-22

Justin is reviewing plays so it can get in summer brochure; flyer will then be done to go in brochure; we can then put it on our web site. Discussion of selection of a director for Lamp Camp—Cindy motioned that we accept Justin Edin for 2018; Heidi seconded; Motion carried.

11. Next meeting – review 2 articles of the By-Laws.

**New Business:**

1. Matt Olsen proposing a play for summer—end of August; more information will be brought in March

**Next Meeting:** Thursday, March 8, 6pm, Location: Chad & Lisa's house

**Meeting Adjournment:** 6:58 pm Motion by Sheila, seconded by Cindy. Meeting adjourned.