

Lamplighter Community Theater  
August 10, 2021 Board Meeting Agenda  
5:30 p.m. 303 6th Street, Staples, MN

Attendees: Chad G, Kenvin O, Mike K, Meghan V, Lisa S, Sheila E, Justin E  
Absentees: Wendy H, Travis C

**Call to Order:** 5:32pm by President Justin Edin

**Secretary Report:** Sheila motion, Chad second, passed

**Treasurer Report:** Bank Balance \$17,934.62

\$30 in membership dues were deposited and Showtix sent \$54.11 for materials return. Lisa motioned, Kevin seconded, passed

**Technology/Website Report:** Contact form for auditions to Little Red Caboose added to website. Wendy was given logins to website and Facebook. Wendy has promoted

**Old Business:**

PUFFS: - Which member/members are producing this show? Kevin & Megan - co-producing  
- Any needs going into the auditions/space?  
- Covid back up plan? Push dates instead of outdoors

Little Red Caboose Variety show:

Needs - flyer for coming events single 1/2 sheet front & back program. Cash box and door persons to sell tickets. Tech support for Kevin - AJ Nienow or Brian Sterriker. MC - Justin Edin. Slideshow format. Men's Chorus is Stage Mgr and stage hands. 10 acts so far, 15 are preferable.

Insurance: State Farm is writing a policy to bring us up to standards with Staples Motley High School with the premium being \$467.17. The previous policy with United States Insurance will be cancelled upon activation of the new policy which should be August 17, 2021.

**New Business:**

Spring Play committee: tabled until a retreat happens

LCT Retreat: Monday, September 6th at 11am - 2212 W Shamaineau Dr, Motley

5 Wings Arts Counsel - Operating Grant due 9/15/21 Specific Event Grants due Oct 15, Jan 15, April 15, and July 15

Costume/Prop/Shop areas cleaning and organizing at H.S. and look at our own storage:  
Justin, Mike and Kevin plan to have the HS theater students work on clean up in  
October

**Action Items before next meeting:**

Chad G - will review strategic plan before retreat

Kenvin O - railroad days - Little Red Caboose execution

Mike K - will assist Kevin at Railroad Days

Meghan V - line up improv cast, help with auditions for Puffs, spread the word about  
Puffs and The Little Red Caboose with speech team

Lisa S - send out the minutes

Sheila E - tickets and program from Little Red Caboose and start operating grant

Justin E - work on MC script and agendas

**Next Meeting: Monday September 6th, 11am - 2212 W Shamineau Dr, Motley  
Potluck to share and bring your own beverage**

Adjourned: 6:42pm