

Lamplighter Community Theatre April Board Meeting

Thursday, April 13th, 2017

Time: 5:30 pm

Location: **Central Lakes College**

Present: Heidi, Kevin, Chad, Sheila, Teri, Cindy, Jim (Director Paul attended for production review)

Meeting Called to Order: 5:35pm

Secretary's Report – none reviewed – lack of quorum for Feb. meeting

Treasurer's Report – Sheila reported balance of \$12,103.35. In addition, Lamp Camp funds related to 2 5WAC & WIP grants \$7200. Cindy moved to approve treasurer's report, seconded by Chad. Motion passed.

Old Business:

1. Spring Production Discussion –Fond Farewell by David Moberg

a. Production Meeting

- i. Food: need 15 coffee carafes; decided to make coffee ourselves (50cents/person if Ted&Gens provides) – college has 125cup coffee maker – we will set water and coffee carafes on each table (we have sufficient water pitchers); Sheila will get glasses/cups; Decided on cupcakes for dessert from Staples Bakery (cost ~\$60/night) – Sheila will get small plates – will plan on setting cupcakes on large plate in center of table
- ii. Table décor –Ted & Gens is providing plates, napkins and silverware; Kevin is obtaining linens;
- iii. Props – Noose – Kevin will make; medical gloves – Cindy; retractable knife – Heidi; fake blood – Kevin; cot to haul body – Kevin; 11x17 picture frame w/ black cloth – Kevin; small table – Cindy or Kevin; marriage certificate – Teri; paper & pencil for tables – Sheila; nametags for audience
(may add, “Ben Fullman♥s me) -Sheila; 5 copies of a will on parchment paper – Teri; table tent – 1 per table “The epilogue to a well written life Ben Fullman – Teri; starter pistols – Kevin – trouble with this one – may have to use cap guns

b. Ushers – Judy Richer is coordinating – we will need 3 ushers/production + 1 for ticket table

c. Other Business – Kevin is obtaining gossamer for the windows to prevent sunlight hitting the audience directly

d. Sound system – Paul has 10 mics and a mixer board as well as someone who will run sound – Sheila will have JJ Larson come to talk with Paul about sound

e. Filming – the CLC videography program will be taping the production on Friday night – no charge

2. Lamp Camp 2017 – Sheila reported that Justin has emailed students form last year, information is in the summer rec flyer.

a. 6/12-6/23 “Through the Looking Glass”

i. 8-12yo 8:30a-12:30p

ii. 13-18yo 1:30p-5:30p

b. Final performance 6/23 with free will offering

c. Sam Svenson –high school student who will be helping. Cindy motioned to pay

a high school helper a \$100 stipend + cover the \$100 fee to attend camp – seconded by Teri – motion passed.

- d. \$100 – Applications for assistance report – Sheila – form created – Sheila will email the board the forms to share (application for camp + application for scholarship)
3. Annual Meeting Planning/ Board Membership 2017 – **July 13th @ 5:30pm** Centennial Auditorium; Board meeting to follow; Board members need to be searching for potential additions to board – “bring a friend”
4. Region V AACTfest 4/26-30, CLC Brainerd; AACTfest 6/26-7/1, Rochester – Kevin may be attending the June session.

New Business:

1. Jean Hayenga resigned from the board. We will wait to fill until the July annual meeting.
2. Dollars for Scholars – Lamplighter scholarship – Board is to choose top 3 applicants which were emailed out – response to Sheila by April 19th. We will be giving one \$500 scholarship.
3. Summer Retreat
 - a. Date & Time – **Thursday, July 20th 5pm – 8pm**
 - b. Location – Chad’s house
 - c. Food - potluck
 - d. Agenda ideas – email to Heidi

Technology Report – Chad should be getting access to the website next week with Sheila’s assistance; Teri will ask Sheila to push pictures to Facebook of the spring production once taken

Next Meeting: Thursday, May 4th, 5:30pm, Cindy Denning’s home (26670 130th Street, Staples)

Meeting Adjournment @ 6:50pm