

# Lamplighter Community Theatre Meeting/Retreat

Thursday, July 20

Time 5:00 pm

Location: **Chad & Lisa's House**

**Meeting Called to Order** – Kevin 5:15 pm

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

**Review agenda and prioritized items.**

**1. Revisit Strategic Plan and Mission Statement-Melani to make changes to Lamplighter Theatre Strategy Roadmap based on discussion.**

**2. Discussion of Productions, Dates, Etc –**

- Possible Production Types: Comedy, Drama, Musical, Dinner Theater, Social Issues, Productions with/without Children, Children's Theater, Education towards Theater, Fundraiser, Lamp Camp, 1-Act Plays
- Subcommittee to read possible productions for Winter Season: Meg, Cindy, Heidi, Chad
- Discussing possibility of musical for next summer. Previously, the Board had voted on Les Miserables.

**3. Equipment Needs – Board Members to Prioritize**

- Archive Tool: Hard Drive or Google Drive
- Wireless Headsets – Communication Device
- Microphone System
- Lighting System (Fly System)
- Closed Captioning Headsets/Amplification
- Walls/Room Dividers
- Risers
- Costume Reference Books

**4. Promoting/Marketing/Branding/Exposure**

- **Web Site Approval** – Lisa motioned, Chad seconded, motioned passed.

At next meeting, we will discuss web site hosting and payment options (PayPal, for example)

- **Marketing** – Lisa and Emelia will meet to brainstorm ideas (Railroad Days, Grass

Roots, etc.)

5. **Grant Writing** – Proposal to have more than just one person write and select grants. Meg offered to help write the grants. Mel motioned, Chad quickly seconded, motioned passed.

6. **Review of By-Laws and Job Descriptions** – Homework for Board Members before next meeting. Review and make changes.

**Next Meeting: Thursday, August 10, 6pm, Location: Cindy Denning's House  
26670 130<sup>th</sup> Street, Staples**

**Meeting Adjournment: 7:55pm**