

## Lamplighter Community Theatre XX Board Meeting

Thursday, September 14

Time: 6:00 pm

Location: Kevin Olsen's House

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

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

**Secretary's Report:** Minutes reviewed from August 10th board meeting. Cost of tripod discussed-up to \$200. Cindy motioned, Lisa seconded.

**Treasurer's Report:** Balance: \$12,578.05, AACT Membership Paid \$83  
Chad motion to approve Treasurer's report, seconded by Lisa – motion passed.

### **Old Business:**

1. Discussion of winter production
  - Play: Gift of the Magi-vote unanimous
  - Timeline: Thursday, Nov. 30 – Sunday, Dec. 3
  - Co-Producers: Meg volunteered, looking for another
  - Stage Manager: Open
  - Set Construction: Kevin
  - Lights: Open
  - Sound: Open
  - Publicity and Advertising: Meg will start this function
  - House Manager: Melani
  - Ticket Manager: Lisa
  - Costumes: Cindy
  - Makeup and Hair: Open
  - Props: Open
2. Discussed and reviewed grant for Five Wings Art Council. It is ready to be sent out.
3. Web site information was reviewed and new site will be online soon.
4. Homework for next meeting: Review By-Laws and Job Descriptions

5. Homework for next meeting: Select priority for Equipment Purchase

- Wireless Headsets-communication device
- Microphone System
- Lighting System (At present have an older system)
- Fly System
- Closed Captioning Headsets/Amplification
- Walls/Room Dividers
- Risers
- Costume Reference Books
- Archive Tool - Google Drive (Complete)
- Camera Tripod (Approved)

**New Business:**

1. Winter production budget
2. Final grant for Women in Philanthropy for Lamp Camp

**Technology Report:**

Chad will update Facebook with the winter production information and that we are seeking a director.

**Next Meeting: Tuesday, October 10, 6pm, Location: Cindy Denning's House**

**Meeting Adjournment: 7:30pm**

**Respectfully submitted**

**Melani Longueville**

**Secretary**