



May 21, 2024 Board of Trustees Meeting Minutes

Board of Trustees and Executive Director Present: Paul Jarboe-President, Kerr Anderson-Vice President, Chuck Moeser-Treasurer, Marcy Hermann-Secretary, Michael Binstead-Trustee, Rita Whaley-Trustee, HT Snowday-Trustee, Carly McCall-Trustee, Karen Feahr - Trustee, Nancy Brick - Trustee, Chris Radu - Trustee, Deb Jackson-Executive Director

Board of Trustees Absent: Peg Brace-Trustee, Lindsay Raymond-Trustee

Guest: Bernadette Groppuso

Meeting Called to Order 5:39 pm

Opening Comments - Paul Jarboe

Recogned and Thank You to Karen Feahr - for 6 years of service in the Board. Karen has elected to not serve another term on BOT service.

Guest Comments - Bernadette Groppuso

Expressed concerns about longevity of Studio Theatre. Allows diversity, training / proving ground for our members.

Would like to see a schedule of chosen plays by the Artistic Committee asap.

If another location is still an option, would like to see a committee formed to look for a Studio Theatre location, other than current location of Schmuckal Theater.

Bernadette was invited to stay for the rest of the meeting but opted to leave.

Approval of May Agenda

Nancy Brick moved to approve the October Meeting Agenda, Rita Whaley seconded. Motion approved unanimously.

Approval of March Draft Meeting Minutes

Correction(s) needed

1. Chris Radu's attendance - was in attendance

Motion to Approve March Minutes

Seconded

Minutes were approved

Gala Committee Report - H.T. Snowday

- 30 days to Gala as of today!
- Biggest challenge is adapting to the Hagerty Center as a new venue
- Deb Jackson provided additional stats on current donations and ticket sales. Several BOT have purchased tables - thanks! Monetary donations are still needed for the Flat Iron auction item private party in VIP area. Several BOT members offered to fill the gap in needed monetary donations.
- Carlee McCall wanted to publicly say this Gala's planning and leadership by H.T. and Lauren Snowday has been best ever.

Finance Committee - Chuck Moeser

- Review of Finance documents in the May BOT Packet
- No questions from BOT on materials provided

Nominations & ByLaws - Karen Feahr

- Re-Elections of BOT - Paul has expressed interest in serving a 3rd term and Carly in serving a 2nd term

Karen Feahr moved to nominate Paul Jarboe and Carly McCall for re-election, Rita Whaley seconded. Motion carried.

Executive Director Report - Deb Jackson

- Review of information provided in May BOT Packet
- Annual Meeting - Wednesday, June 26 6:30 pm
 - 5 candidates running for Artistic Committee, there are 3 positions and one partial term.
 - Looking for a concise presentation
 - Financials will be provided as in read-ahead packet, not effective showing slides during the meeting
 - Want to give AC candidates time for their presentations on why they are running for AC

- Giving AC candidates until June 1 to provide bios to be included in the read-ahead packet
 - BOT should think through a process if there is a tie, since there are so many candidates.
- Administration - Katie Clark, OTP's Business Manager, is busy researching alternatives to Quick Books and Jim Muratzki, Box Office Manager is doing the same for Theater Manager. Both software platforms which OTP currently uses are changing support and cost offerings. See BOT Packet for details on pricing and support. OTP relies heavily on both systems currently - QB for Accounting, Theater Mgr is used for more than ticketing, also CRM

Old Business

None

New Business

Staffing - New Position for Artistic Director

- Phil is currently part-time Marketing and Support. OTP has been without an Artistic Manager for quite a while since Phil reduced his hours to part-time a few years ago.
- It is unrealistic to expect the volunteers on the Artistic Committee to be responsible for the quality of shows. We owe it to our volunteers to have a staff position responsible / overseeing performance quality
- Allows the ED to focus on Development - which BOT has identified is a priority
- Provides Bench Strength to OTP staff
- A 3rd party recruiter will be used,
 - Has depth in Recruiting and a Theater background - huge bonus
 - Will facilitate the process of resume collection, review
 - Very reasonably priced
- Goal is to have the new Artistic Director onboard by Fall for the 2024-25 show selection and production
- Deb looking into grant funding for the position
- Phil will continue to provide graphic support. He is very supportive of the new position and will provide whatever OTP is needed. Phil provides a lot of value with the skills he provides, versus having to outsource graphics to an outside firm
- Communication to volunteers forthcoming in Spotlight Newsletter

**Kerr moved to adjourn the meeting, Rita seconded. Motion approved
unanimously**

Meeting Adjourned 6:41 pm

Next Meeting July 16, 2024 5:30