

**Board of Governors Meeting Minutes
November 13, 2006**

Members Present:

Carol Clarke
Jack Calvert
Jim Hannigan
Dennis Hudson (C)
Patricia Huth
Craig Mahlstedt
Ginny Richardson

Staff Present:

Bill Hammack (MD)
Thad Hallstein (TD)

Others Present:

Andrea Imes
Noel Smith
Nancy Whitlock (CTAC)

Absent:

Benton Bullwinkel(S)
Jack Phillips (AD)
Leslie Price (CT)
Sandra Rasnak
Ed Wavak (Treasurer)

Chair **Dennis Hudson** called the meeting to order at 7:30 pm.

Moved that the agenda be approved. **M** , **S** , **P** unanimous

Moved to accept the minutes of the October 9, 2006 meeting with the following changes:

1st page: Studio I graduation is 11/3.

2nd page: Typo on line 8 – second word is “subscribers” and insert “Huth” after “Pat” on line 13.

M Jack Calvert, **S** Ginny Richardson, **P** unanimous

Reports

Thad Hallstein (TD)

There is a concern about hearing the small voices of the younger children in Cinderella. Different microphones and their costs were discussed.

Treasurer’s Report of Ed Wavak was presented by Bill Hammack.

Moved that the BOG approve the B & F Committee’s recommendation on the following policy for emergency expenditures:

“On an emergency basis only, either for making it safe for our patrons and/or Actives or for producing the show, the four senior staff members (AD, CTD, MD, TD) may spend up to \$1,000 in non-budgeted funds without prior approval so that the show can go on. In the event that the expenditure would exceed \$1,000 but be below \$10,001, approval must be received by two of the following three people: Chairman, Treasurer or Vice Chairman. If the expenditure is for more that \$10,000, then an emergency BOG meeting must be held (which could be by phone and/or email). Any expenditure made as such on an emergency basis must be formally approved at the next BOG meeting.”

M Jim Hannigan, **S** Jack Calvert, **P** unanimous

Motion that the BOG approve the B & F Committee’s recommendation that TWS immediately implement a fee of \$25 for any returned checks, and make sure that it is on all printed materials in the future.

M Carol Clarke, **S** Pat Huth, **P** unanimous

Bill Hammack (MD)

Jeannette Quinn will chair PMP and Sarah Vanikiotis the Subscriber Newsletter. Drafts of the annual appeal letter were discussed and approved with language indicating that the BOG is taking bold steps to make the theatre more accessible.

Children's Theatre Director Report of Leslie Price was presented by Nancy Whitlock.

All performances of *Cinderella* are sold out except two and there are almost 100 reservations for the Cinderella Ball.

Some adult box office volunteers do not know the policies about free tickets to HS Rep shows for CTWS students. Carol Clarke will put the policies for CTWS Students and Student Rush on one sheet, which will be given to Mary Ellen Schutt for distribution and will be in the box office.

Jack Phillips (AD) (not present)

This report was reviewed and the increased interest in Senior Scenes noted.

Old Business

Pat Huth reported on exterior lighting. The exterior signage lighting on "The Theatre of Western Springs" sign was completed under budget. There is no problem with the village ordinances if TWS wants to have a lit sign for the Cattell Theatre, and we are waiting for Art Kelly. There is concern that the parking lot lights maybe on a timer, which results in them being off when needed. Bill Hammack will look into the parking lot lights.

Craig Mahlstedt ADA Project Update

The architect retained by TWS has completed final drawings for the first phase of ADA compliance. These drawings, which involve the addition of one unisex bathroom on the lobby level and one on the Cattell level plus additional stalls and sinks in the existing restrooms, were reviewed. The Village of Western Springs requires a \$1000 fee to review the plans.

Moved that the BOG approve payment of a \$1000 fee to the village for review of the plans.

M Jack Calvert, **S** Jim Hannigan, **P** unanimous

If the village issues a permit, the village holds the permit until TWS hires a builder that the village approves. TWS will get at least three bids from general contractors.

Dennis Hudson New Year's Party

Dennis Hudson offered to sponsor a New Year's party at the theatre the next newsletter will ask Actives to inform Dennis if they are interested in attending.

New Business

Andrea Imes Theatre Trips

The start date for Stratford has been finalized as 9/19/07. Not many people have signed up for the January Chicago Trip and Bill Hammack is doing a press release.

The AACT Fest trip would be expensive, is during a busy part of June and is complicated due to the need to use airlines and typical theatre trip attendees may not be interested in the technical workshops.

Dennis Hudson – Conflict of Interest Sheets

Dennis Hudson – Fundraising 2007-08

Sue Kuenhold will chair the fundraiser for 2007-08.

Audience Comments

Noel Smith is disappointed that the ADA project is not larger in scope.

Liaison Reports

None

Correspondence

None

Adjournment

The meeting was adjourned at 10 pm.

M Craig Mahlstedt, **S** Ginny Richardson, **P** unanimous

Respectfully submitted,

Carol Clarke
Secretary Pro-tem

CC/js