

**Board of Governors Meeting Minutes
January 8, 2007**

Members Present:

Benton Bullwinkel (S)
Jack Calvert
Carol Clarke
Jim Hannigan
Dennis Hudson (C)
Pat Huth
Craig Mahlstedt
Sandra Rasnak (V)
Ginny Richardson

Staff Present:

Thad Hallstein (TD)
Bill Hammack (MD)
Jack Phillips (AD)
Leslie Price (CT)

Others Present:

George Dempsey
Mike Huth
Lou Schauer
Mary Ellen Schutt
Dick Traut
Ed Wavak (Treasurer)
Nancy Whitlock (CTAC)

Chairperson **Dennis Hudson** called the meeting to order at 7:30 p.m.

Agenda amended with the following changes:

The Town Meeting was added to Old Business
(*No vote to approve Agenda*)

Motion to Wave Reading of the Minutes

M – Jack Calvert, **S** – Carol Clarke, **P** – unanimous

Minutes of the December meeting were accepted with the following changes:

The November meeting minutes were accepted but the vote not recorded.
M – Pat Huth, **S** – Ginny Richardson, **P** – unanimous

Reports

Ed Wavak (Treasurer)

Written report was presented. Income from Benefits and Rentals was under budget due to the lack of an active to chair the committee. Budgeting for next season's is under way and input is requested.

The activities budget was discussed and there is presently \$250 for Sandwich Sunday and \$150 for strike budgeted for each show this season. Use of these funds needs to be clarified.

The donation box for the lobby was discussed and Ed will take charge of its installation.

Jack Phillips (AD)

Written report was presented. Sound chair for Forum 2 is still needed. Senior Scenes is looking for additional funding expenses for the session were \$900 and brought in only \$700. The Fall Cattell lecture fell through but a spring lecture is planned. Jack presented a list of adult classes offered this season.

Bill Hammack (MD)

Written report was presented. Restructuring gift levels and program credits was discussed.

Thad Hallstein (TD)

Written report was presented.

Leslie Price (CT)

Written report was presented. Costumes went over budget for the Holiday Show. Leslie requested additional funds to cover the cost of a grant writing course.

Motion to allot additional funds beyond the allotted amount for a workshop on grant writing for non-profits.

M – Craig Mahlstedt, **S** – Pat Huth, **P** - unanimous

Old Business

Cattell Signage – The location for the sign was measured the space it will need to be a little smaller to fit. Construction of the since will take at least 6 weeks. The cost of a Village Permits will need to be factored into the final cost.

Motion to accept bid as written for \$1,338 plus any Village fees. Total cost not to exceed \$2,000.

M – Craig Mahlstedt, **S** – Carol Clarke, **P** – 7 yeas, 2- abs.

Additional Signage for train passengers was discussed. **Mike Huth** will look into it.

Revised Cattell Seating – A new proposal was presented for the installation of new seating in the Cattell theatre.

Motion to accept the proposal as presented. Cost not to exceed \$5,900.

M – Pat Huth, **S** – Ginny Richardson, **P** – 4 yeas, 2 nays, 3 abs.

Motion to allot up to \$2,000 to purchase equipment to facilitate theatre work on and around the new seating.

M – Sandra Rasnak, **S** – Ginny Richardson, **P** - unanimous

ADA Project – Two bids were presented from APLS Construction and Tinley Plumbing Co. The need for a third bid was discussed. **Bill Hammack** and **Jim Hannigan** will peruse. **Lou Schauer** noted that the architect had not reviewed the bids and will seek his input.

Conflict of Interest Policy – A COI statement for the staff is needed. **Dennis Hudson** will prepare one based on the BOG COI.

New Business

Actives Town Meeting – The need for future town meetings was discussed and the decision was made to continue.

ADA Fundraising – *Tabled*

TWS Task Force - Dennis Hudson proposed charging a task force to research the decline in subscription sales and make a written report to the BOG.

Motion to charter a task force to research the drop in subscriptions.

M – Jim Hannigan, **S** – Carol Clarke, **P** - unanimous

TWS/CTWS Photo – Dennis proposes an annual photo of the entire TWS/CTWS family. The BOG encouraged the idea.

TWS Adult Classes – The need for adult theatre classes for next season was discussed.

Audience Comments

Dick Traut – Since the Theatre of Western Springs represents an establishment in the community the Village of Western Springs should not be required to pay the exorbitant fees for permits.

George Dempsey – Has a lead with a member of the village to get help in permits. George would also like to participate on the subscriber task force.

Liaison Reports

Benton Bullwinkel – Will look into reviving the Education committee for next season.

Craig Mahlstedt – Director Search committee has met and will meet again soon.

Pat Huth – Play Selection and Casting has questions about reimbursements. Postage and other fees should be run through the office. Pat is collecting budget requests.

Ginny Richardson – **Jan Quinn** will be submitting a questionnaire for PMP.

Jack Calvert – The December Directors Workshop was a great show.

Correspondence

Dave McKeag wrote to thank **Jack Phillips** for an enjoyable theatre appreciation workshop.

Jack Phillips has received a \$500 grant for to cover script costs for the senior scene workshop.

A \$20,000 grant check was received from the Illinois Arts Council.

The meeting was adjourned at 10:09 p.m., **M** – Jim Hannigan, **S** – Sandra Rasnak, **P** -Unanimous

Executive Session followed.

Respectfully submitted,

Benton Bullwinkel
Secretary

BWB/bwb