

**Board of Governors Meeting Minutes
November 14, 2005**

Members Present:

Benton Bullwinkel(S)
Carol Clarke
Craig Mahlstedt
Joe Delaloye
Bill Hammack (VC)
Dennis Hudson
Ann Marie Hultgren (C)
Pat Huth

Staff Present:

Lee Brasuell (TD)
Leslie Price (CTAD)
Mike Prosis (MD)

Others Present:

Ed Wavak (Treasurer)
Sandra Rasnak (CTAC)

Absent:

Mark Cunningham
Jack Phillips (AD)

Chairman Ann Marie Hultgren called the meeting to order at 7:30 pm.

Agenda approved with the following revisions:

- Add Parking Lot issues as New Business
- Add Theatre Trips as New Business

M Benton Bullwinkel, **S** Bill Hammack, **P** unanimous

Minutes were accepted with the following revisions:

Treasurer Report

The July and August statements were submitted as final without revision.

M Joe Delaloye, **S** Pat Huth, **P** unanimous

Reports

Jack Phillips (AD) (*Written report was discussed in Jack's absence.*)

Ann Marie Hultgren will contact Play Selection and Casting to meet with **Jack Phillips** and BOG Members to discuss the goals of Studio 1.

Mike Prosis (MD)

Discussion – Appeal letters were discussed. The CTWS letters will be signed by **Leslie Price** and **Mike Prosis**.

Discussion – The board agrees to not use program advertising in trade for services where a stipend is already being paid.

Leslie Price (CTAD)

Scholarship monies were donated during registration. **Ed Wavak** (Treasurer) will help move the funds to specified donations.

Ticket sales for the November 30th performance of Seussical! are being held to encourage sale of regular shows.

Annual appeal will be looking to CTWS Alumni.

Use of a Segway for Seussical! was discussed. The BOG leaves the final decision to the staff.

Lee Brasuell (TD)

The removal of the Cloud has made the catwalk feel unsafe and major repairs are needed. **Benton Bullwinkel** will contact theatre contractors capable of doing the work to solicit bids. A group will be assembled to evaluate the bids.

In the lobby, the quilt raffle is in the way of the coat racks. For the holiday show, the quilt will hang over the booth door. Armoires to hold the coats were discussed.

Discussion – Status of the new electrical service and when completion can be expected.

Ed Wavak (Treasurer)

The BOG approved the September financial statements.

M Carol Clarke, **S** Joe Delaloye, **P** unanimous

The Budget was revised to include the Illinois Arts Council Grant with input from Jack, Lee, and Mike.

Motion to accept amended Budget dated November 9, 2005 and approved by the B&F Committee. The amended Budget will serve as the budget for the 2005-2006 season.

M Bill Hammack, **S** Joe Delaloye, **P** unanimous

The BOG approves the expenditure of \$1,914.50 for the purchase of the new panel saw and rollable scrap holder. Funds to be taken from the Shop Equipment Fund.

M Benton Bullwinkel, **S** Craig Mahlstedt, **P** unanimous

The BOG accepts **Ed Wavak's** specified donation in the name of the Directors' Workshop.

Old Business

Endowment Fund – Work is underway, they will meet with the attorney to make sure he is still available to help.

Vision Statement – LRPC has proposed “The Theatre of Western Springs strives to be the gold standard of community theatre.” Further discussion was postponed till next month.

Telephone System – During the office reconfiguration the manual for the Nortel system was found. **Bill Hammack** will work on programming the system next month.

Wish List – Suggestions for the wish list will be solicited in the Actives Newsletter.

By-Laws Review – Still in progress.

Fundraiser – Still meeting. Details to follow.

Defibrillator Training – **Jack Phillips** has been working on contacting the village EMS.

Web Site – Final site will be presented for approval this week.

BOG Conflict of Interest Statement- Two possible statements were presented. The auditor will be contacted to get his input.

Guided Theatre Tours- Pat Huth reported that the theatre tour was popular and about 12 people took it. A new brochure about becoming an active was discussed.

Office Upgrade – There was some feeling among office staff that the two outer office workstation modules were not delivered as requested. Bill will investigate, but a change will likely be prohibitively expensive. Thanks to several actives who helped with the clearing of the offices to allow for the laying of new carpet and the installation of the workstations.

New Business

CTWS Sandwich Sunday –

The BOG authorizes the out of budget expenditure of \$200 per CTWS production for the 3 remaining CTWS productions in this season and the Holiday Show.

M - Benton Bullwinkel, **S** – Bill Hammack, **P** – Unanimous

Policy on CTWS Coaching of Students – Tabled till next month.

Endowment Fund I Policy Change –

Motion to Remove “Don Strueber” and insert “the Treasurer” in the Endowment Fund I Policy.

M – Craig Mahlstedt, **S**- Joe Delaloye, **P** –Unanimous

TWS Actives Yahoo Group – The TWSactives group is for the actives and the BOG will assume no control over its content.

Stairs to the Stage – The BOG leaves all decisions regarding the stairs to the TD and Set Designers.

Parking Lot – The Managing Director was un-aware that the Village had re-scheduled a bike race for MS2’s Sandwich Sunday.

Theatre Trips – The proposal for next year’s Stratford were presented and the prices were discussed.

The BOG set the price at \$875 double occupancy and \$1125 Single occupancy for subscribers and \$925 double occupancy and \$1175 for single.

M - Craig Mahlstedt, **S** - Carol Clarke, **P** – unanimous

Audience Comments

Liaison Reports

Benton Bullwinkel – *Nothing to report.*

Joe Delaloye – **Denny Wise** will continue to handle the Active Member's committee.

Carol Clarke – We are still having problems with books not returning to the library. If you can't return it, replace it.

Pat Huth - *Nothing to report.*

Craig Mahlstedt – Guest Director Search Committee is not moving along. Thanks to **Ginny Richardson** for getting the directory out. Communication and scheduling issues have arisen with MS3. Ann Marie to discuss with Jack.

Dennis Hudson – Personnel Committee asks to be added to New Business at the December meeting.

Bill Hammack – *Nothing to report.*

Ann Marie Hultgren – *Nothing to report.*

Correspondence

Lynn Dieli wrote to thank the BOG for the new office furniture.

The meeting was adjourned at 11:05pm, **M** Carol Clarke, **S** Joe Delaloye, and **P** Unanimous

Respectfully submitted,

Benton Bullwinkel
Secretary

BWB/bwb