**CLOTA Board of Directors Meeting**

**January 15, 2018**

**6:30PM**

**CLOTA Theater Building**

1. Meeting Convened at 06:35PM by Gregory McAllister, President
2. Pledge of Allegiance was led by Joshua Cotterell.
3. Quorum is established and Board can attend to business as usual.
4. New Board Members have been welcomed this evening.
5. Previous Meeting Minutes
   1. The minutes were reviewed and a motion was carried by Gabriel Gutierrez for approval as is written and seconded by Angie Pritchard. The minutes were accepted and adopted by unanimous vote.
6. Treasurer’s Report
   1. There is a running balance of $5000.00 in the checking account, $2000.00 in the savings account, and $5000.00 in the building fund account.
   2. A withdrawal of $170.00 was taken out for replenishment of the cashbox but was refurbished from intermission sales from the previous shows.
7. Election of Officers
   1. For the Office of President
      1. Nominations
         1. Larry Lier—nominated by Brianne Hardwick and seconded by Angie Pritchard.
      2. Election
         1. Larry Lier was elected by unanimous vote as President and he accepted.

*\*\*At this time, Gregory McAllister relinquishes the Chair and steps down as President. Larry Lier takes office as President and assumes the Chair.\*\**

* 1. For the Office of Vice President
     1. Nominations
        1. Brianne Hardwick—nominated by Gabriel Gutierrez.
        2. Joshua Cotterell—nominated by Gregory McAllister and seconded by Jennifer Cotterell.
     2. Election
        1. Joshua Cotterell received a vote of five (5) and Brianne Hardwick received a vote of two (2).
        2. Joshua Cotterell was elected as Vice President and he accepted.
  2. For the Office of Secretary
     1. Nominations
        1. Gabriel Gutierrez—nominated by Jennifer Cotterell and seconded by Angie Pritchard.
        2. Gabriel Gutierrez was elected by unanimous vote as Secretary and he accepted.
  3. For the Office of Treasurer
     1. Nominations
        1. Angie Pritchard—nominated by Gabriel Gutierrez and seconded by Jennifer Cotterell.
        2. Angie Pritchard was elected by unanimous vote as Treasurer and she accepted.

1. Ongoing Business
   1. Standing Rules and Appointments of Committee Members and Chairs
      1. Standing Rules
         1. The meeting times for the Board will be officially set to be on the fourth Monday of every month at 06:30PM.
         2. Membership Dues will be $15.00 per person, $25.00 per family and will be effective for the calendar year (January 1st to December 31st).
            1. If new members sign up in the last quarter due to a show, it will carry over until the end of the next year.
         3. Admission Fees will go as followed:
            1. $20.00 for general admission to musical performances
            2. $15.00 for general admission to non-musical performances
            3. $12.00 for reduced admission granted to students, military and veterans, and seniors aged 65 years and older
            4. $10.00 for CLOTA members, reader’s theater, radio shows, and fundraisers
            5. Free admission for children aged 6 and younger
      2. Committee Appointments
         1. 2018 Nominating Committee
            1. Gabriel Gutierrez, Jennifer Cotterell, Gregory McAllister
         2. Fundraising
            1. Brianne Hardwick
         3. Building
            1. Gregory McAllister
         4. Spookhouse
            1. Larry Lier
         5. Community Liaison
            1. Gregory McAllister
         6. Advertising Sales
            1. Larry Lier
         7. Publicity
            1. Brianne Hardwick
         8. Costumes (Maintenance, Rental, and Loaning)
            1. Brianne Hardwick (Chair), Angie Pritchard, Gabriel Gutierrez
         9. Building Maintenance
            1. Richard Jackson
         10. Tickets and Programs
             1. Joshua Cotterell
         11. Volunteers
             1. Barbara Roberts
         12. Membership
             1. Angie Pritchard (Chair), Gabriel Gutierrez
         13. Newsletter
             1. Joshua Cotterell
         14. Education and Training
             1. Gregory McAllister
         15. Contributions
             1. Angie Pritchard
         16. Ticket Sales
             1. Angie Pritchard
         17. Facebook, Social Media, and Website
             1. Joshua Cotterell (Chair), Gregory McAllister
         18. Bylaws and Policies
             1. Larry Lier (Chair), Gabriel Gutierrez
         19. Reader’s Theater
             1. Brianne Hardwick (Chair), Gabriel Gutierrez
         20. Play Reading
             1. Gabriel Gutierrez (Chair), Leah Lewkowicz, Pearl Woolam
         21. Historian and Librarian
             1. River Cotterell
         22. House Manager
             1. Angie Pritchard
         23. Intermission Sales
             1. Leah Lewkowicz
         24. Telephone Messages
             1. Gabriel Gutierrez
         25. Advertisements and Program Ads
             1. Larry Lier
         26. Equipment (Maintenance, Rental, and Loaning)
             1. Larry Lier
         27. Prop Master
             1. Brianne Hardwick
         28. Improv Coordinator
             1. Brianne Hardwick
   2. On Stage Newsletter
      1. Deadline for the February Newsletter will be January 26th and need to be mailed out no later than January 31st.
   3. Spring 2018 Production: Sylvia
      1. Report given by Larry Lier, Director
      2. The show is moving along nicely with the set coming together fully and cast focusing on lines and blocking. We got a park bench for the production! (Which was needed very much)
      3. The cast will be performing a short scene at the Annual Banquet which will be the first couple pages of the first act.
      4. The fliers are printed and ready to out to be posted to the public and the tickets are prepared and will be given to Red Rock Books for sale.
   4. CLOTA Annual Banquet 2018
      1. Report was given by Angie Pritchard, Chairperson
      2. Everything is prepared and good to go for the event. All that is left is for the Decorating Committee to get together at the venue to prepare.
      3. The committee will need at Casey’s Steakhouse at 04:00PM for decoration and preparation.
      4. The deadline for reservations is Thursday, January 18th either by calling (760)446-2411 or emailing [rc.clota@gmail.com](mailto:rc.clota@gmail.com).
   5. Membership
      1. Report given by Angie Pritchard, Chair
      2. Membership List is going to be looked over to review expiring memberships and the renewal of memberships with dues as well as ensuring all contact information is updated.
      3. A membership renewal form will be attached to the next newsletter and a table will be set up at the Banquet for members to renew their membership and update their information.
   6. Spring Reader’s Theater: Diaries of Adam and Eve
      1. Report given by Joshua Cotterell, Director
      2. Props have been pulled out and going over for the production
      3. The performance is 1 Act with no intermission, running no more than 1 hour
      4. The production is going well and smoothly where there will be a partial read but more acting.
      5. The advertisements are set for the most part. They need to be modified a little more before being sent out for print and posting.
   7. 2018 Season Productions
      1. Spring
         1. Sylvia—Directed by Larry Lier
      2. Summer
         1. Law and Order: A Fairy Tale Unit—Directed by Angie Pritchard
      3. Fall
         1. The Game’s A ’Foot—Directed by Jenna Tamblyn
2. New Business
   1. Yearbook 2019
      1. Report given by Larry Lier, Chair, and Gregory McAllister, Co-Chair
      2. Celebrating 55 years of CLOTA’s operations and productions
      3. Angie will help with the full composition as 50 years has already been compiled; the rest just needs to be added and formatted to be ready for print.
   2. Ticket Policy #13
      1. Report given by Larry Lier, Chair
      2. The ticket policy is printed out (and will be kept on file for reference) to show what needs to be on the front and back of the tickets.
3. Committee Reports
   1. Building
      1. Report given by Larry Lier
      2. The building is going through a lot of cosmetic changes to improve its atmosphere and the look of the building.
   2. Historian: Nothing to Report (NTR)
   3. Memory Book: NTR
   4. Advertisements
      1. Report given by Larry Lier, Chair
      2. Program ads will be modified in the Donators and Benefactors List where it will only display the 3 Star Levels ($50.00-$149.00, $150.00-$499.00, and $500+).
   5. Spookhouse: NTR
   6. Play Reading: NTR
   7. Fundraising: NTR
   8. Community Liaison: NTR
   9. Reader’s Theater: NTR
   10. Membership
       1. Report already addressed in Section 8, Subsection E
4. For the Good of the Order
   1. Gregory McAllister
      1. A book that would be a very positive advantage to directors is *Budget for Shows* which goes over the expectations of being a director as well as tips and tricks as well as the expectations when it comes to handling the budget for a production.
      2. The book, however, will be compounded into a *Reader’s Digest* version so it emphasizes the main points important parts to look over.
   2. Larry Lier
      1. The policies as well as the bylaws will be looked over for another revision to make sure everything is up-to-date and current. In addition to this, we are looking at adding sections regarding the expectations of board members, directors, casts, and crews such as time management, attendance, commitment, etc.
         1. For instance, if one is to take on a serious role with CLOTA, they need to be committed to the requirements and follow through on expectations.
5. Next Meeting is established for Monday, January 26th at 06:30PM
6. Meeting Adjourned at 08:10PM by Larry Lier

**Attendance of the Board**

\_X\_ Larry Lier, President \_X\_ Jennifer Cotterell, Board Member

\_X\_ Joshua Cotterell, Vice President \_X\_ Brianne Hardwick, Board Member

\_X\_ Gabriel Gutierrez, Secretary \_\_\_ Leah Lewkowicz, Board Member

\_X\_ Angie Pritchard, Treasurer \_X\_ Gregory McAllister, Board Member

\_\_\_ Jenna Tamblyn, Board Member